

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

November 9, 2020

# MISSION STATEMENT

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

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

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

To: Members of the School Board

From: Dr. Wayne Kazmierczak  
Superintendent of Schools

Date: November 4, 2020

A meeting of the White Bear Lake Area School Board will be held on **Tuesday, November 9, 2020** at 7:00 p.m. in the auditorium at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

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

**AGENDA**

**A. PROCEDURAL ITEMS**

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

**B. PUBLIC FORUM**

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open for 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those who wish to address the School Board should fill out the Public Forum Speaker Card and submit the card to the School Board Clerk or other district official at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the School Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. School District policy and data privacy laws preclude the School Board from publicly discussing student matters or data, including information, which, if discussed in a public meeting could violate law or policy.
7. An appropriate school district official will be assigned to contact the speaker with answers to his/her questions or with follow-up information.

8. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
9. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
10. The School Board Chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak.

**C. INFORMATION ITEMS**

1. Superintendent's Report

**D. DISCUSSION ITEMS**

1. Investment Update
2. First Reading of School Board Policies
  - a. Policy 421, Gifts to Employees and School Board Members
  - b. Policy 422, Incorporated by Reference
  - c. Policy 510, School Activities
  - d. Policy 513, Student Promotion, Retention and Program Design
  - e. Policy 515, Protection and Privacy of Student Records
  - f. Policy 516, Student Medication
  - g. Policy 601, School District Curriculum
  - h. Policy 602, Organization of School Calendar
  - i. Policy 603, Curriculum Development
  - j. Policy 615, Testing Accommodation, Modification, and Exemptions for IEPs, Section 504 Plans and LEP Students
  - k. Policy 620, Credit for Learning
  - l. Policy 703, Annual Audit
  - m. Policy 904, Distribution of Materials

**E. OPERATIONAL ITEMS**

1. Action on Memorandum of Understanding with the White Bear Lake Area Educators
2. Action on the Acceptance of Ryan Art Grants
3. Action on 2021-22 New course Proposals
4. Action on Second Reading of School Board Policies
  - a. Policy 301, School District Administration
  - b. Policy 302, Superintendent
  - c. Policy 303, Superintendent Selection
  - d. Policy 304, Superintendent's Contract, Duties
  - e. Policy 305, Implementation
  - f. Policy 306, Administrator Code of Ethic
  - g. Policy 496, Faculty and Staff Dress and Appearance Policy
  - h. Policy 520, Student Survey
  - i. Policy 521, Student Disability Nondiscrimination
  - j. Policy 807, Health and Safety

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Action Items**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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

**Consent Agenda**

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

**RECOMMENDED ACTION:**

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

AGENDA ITEM: **School Board Minutes**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Jessica Ellison, School Board Clerk**

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**BACKGROUND:**

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

**RECOMMENDED ACTION:** Approve minutes.



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

A meeting of the White Bear Lake Area School Board was held on **Monday, October 12, 2020** at 7:00 p.m. in the auditorium at District Center, 4855 Bloom Avenue, White Bear Lake, with room capacity limits while staying six feet apart and wearing a mask.

**A. PROCEDURAL ITEMS**

1. Vice Chair Chapman called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison.  
Absent: Mullin.
3. Ex-Officio: Dr. Wayne Kazmierczak
4. Pledge of Allegiance
5. Ellison moved and Thompson seconded to approve the agenda as presented. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
6. Arcand moved and Thompson seconded to approve the consent agenda consisting of:
  - Approval of minutes for regular School Board meeting on September 14 and work session on September 28;
  - 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;
  - Approve field trip request;
  - Passage of resolution to approve personnel issues to include:
    - **RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF**  
Norris Blackmon– Pupil Support Assistant, WBLAHS - North Campus  
Employed by District 624 since 03/02/2020  
Effective Date: 09/04/2020  
Cody Braeger– Pupil Support Assistant, Sunrise Middle School  
Employed by District 624 since 05/19/2014  
Effective Date: 09/03/2020  
Ian Carr– Pupil Support Assistant, WBLAHS - North Campus  
Employed by District 624 since 02/06/2020  
Effective Date: 09/03/2020  
Tina Grambush– Nutrition Services, WBLAHS – South Campus  
Employed by District 624 since 09/13/2017  
Effective Date: 09/10/2020  
Andra Hannah– Instructional Assistant, Birch Lake Elementary  
Employed by District 624 since 09/04/2018  
Effective Date: 10/02/2020  
Bethany Holmes – Nurse Para, Birch Lake Elementary  
Employed by District 624 since 09/06/2016  
Effective Date: 06/08/2020  
Linda Jodl– Nutrition Services, Willow Elementary  
Employed by District 624 since 10/05/2015  
Effective Date: 09/14/2020  
Michelle Kotosky – Bus Aide, Bus Garage  
Employed by District 624 since 09/03/2013  
Effective Date: 09/08/2020

Renee Mccabe – Media Clerk, Otter Lake Elementary

Employed by District 624 since 08/24/2018

Effective Date: 10/06/2020

Michael Sherwood– Pupil Support Assistant, Sunrise Middle School

Employed by District 624 since 10/01/2019

Effective Date: 09/09/2020

Jill Stucynski– Program Assistant Leader, Oneka Elementary

Employed by District 624 since 01/03/2017

Effective Date: 08/28/2020

➤ **RETIREMENT– CLASSIFIED STAFF**

Jerrilyn Bruski– Nutrition Services, Sunrise Middle School

Employed by District 624 since 03/21/1994

Effective Date: 10/02/2020

Laurie Carlson– Pupil Support Assistant, WBLAHS - North Campus

Employed by District 624 since 09/15/1997

Effective Date: 09/30/2020

Lynnda Kelly– Pupil Support Assistant, Otter Lake Elementary

Employed by District 624 since 11/06/1995

Effective Date: 09/04/2020

Thor Larson – Bus Driver, Bus Garage

Employed by District 624 since 11/29/2010

Effective Date: 09/01/2020

Cathy Ogrady– Media Assistant, Birch Lake Elementary

Employed by District 624 since 08/23/2001

Effective Date: 09/25/2020

Virginia Price – Custodian, Central Middle Schools

Employed by District 624 since 07/23/2012

Effective Date: 10/31/2020

Jody Reber– Executive Assistant to Superintendent, District Center

Employed by District 624 since 09/19/1988

Effective Date: 12/31/2020

Lisa Rockwood– Pupil Support Assistant, Otter Lake Elementary

Employed by District 624 since 09/01/1999

Effective Date: 09/30/2020

Barbara Shultz– Pupil Support Assistant, Wblahs – North Campus

Employed by District 624 since 09/11/2000

Effective Date: 09/11/2020

➤ **RETIREMENT– CERTIFIED STAFF**

Dona Kass– Speech Pathologist, Hugo Elementary

Employed by District 624 since 08/24/1998

Effective Date: 12/31/2020

Janel Toussant– French Teacher, WBLAHS – South Campus

Employed by District 624 since 08/21/1980

Effective Date: 08/28/2020

➤ **RETIREMENT– NON-AFFILIATED STAFF**

Debra Kelley– Nutrition Services Support Supervisor, District Center

Employed by District 624 since 09/08/1987

Effective Date: 06/18/2021

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

Alissa Acker – Custodian, Normandy Park/Sunrise Middle School  
To Custodian, Central Middle School  
\$20.14 per hr., 40 hrs. per wk., \$42,304.05  
Effective Date: 10/02/2020

Jackie Hook – Pupil Support Assistant, Otter Lake Elementary  
Increase in hours, from 30.0 hrs. per week to 32.5 hrs. per week  
Effective Date: 2020-2021 School Year

Heidi Matt – Pupil Support Assistant, From Otter Lake to Central Middle School  
Increase in hours, from 30.0 hrs. per week to 32.5 hrs. per week  
Effective Date: 2020-2021 School Year

Betlehem Mekuria - From ADSIS Instructional Assistant, Hugo and Oneka  
Elementary  
To Pupil Support Assistant, Oneka Elementary  
\$20.38 per hr., 32.5 hrs. per wk., \$27,553.76  
Effective Date: 09/28/2020

Patricia Nadeau – Bus Aide, Bus Garage  
From Part-Time 24 hrs. per wk. To Full-Time 32.5 hrs. per wk.  
Effective Date: 09/24/2020

Hussein Isack – Substitute Custodian, District Wide To Custodian, Sunrise  
Middle School  
\$19.39 per hr., 40 hrs. per wk., \$29,783.03  
Effective Date: 10/05/2020

➤ **EXTRA ASSIGNMENT – CERTIFIED STAFF**

Jennifer Latuff– .1 Art Teacher, WBLAHS – South Campus  
MA+15, Step 13, \$ 8,209.20  
Effective Date: 2020-2021 School Year

Matthew Mcglothlin– .1 Social Studies Teacher, WBLAHS – South Campus  
MA, Step 13, \$8,840.00  
Effective Date: 2020-2021 School Year

Mark Misgen– .1 Physical Education Teacher, Sunrise Middle School  
MA+60, Step 13, \$ 9,848.70  
Effective Date: 2020-2021 School Year

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

Jaclyn Bremer– FACS, WBLAHS – South Campus  
From .9 FTE to 1.0 FTE  
Effective Date: 2020-2021 School Year

EMMA JOHNSON– LTS Language Arts Teacher, WBLAHS – South Campus  
From .8 FTE to 1.0 FTE  
Effective Date: 10/12/2020

Shannon Treichel– Instructional Coach, WBLAHS – North Campus  
From .8 FTE to 1.0 FTE  
Effective Date: 2020-2021 School Year

Tyrie Williams – From .5 FTE Music Teacher, Central Middle School  
To .5 FTE Music and .5 FTE Reserve Teacher  
Effective Date: 2020-2021 School Year

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

Mary Denucci– Language Arts Teacher, Sunrise Park Middle School  
Position .5 FTE (Leave .5 FTE)  
Effective Date: 2020-2021 School Year

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

Kelly Counihan– 2<sup>nd</sup> Grade Teacher, Matoska Elementary

Employed by District 624 since 08/19/2019

Effective Date: 09/13/2020 through 10/28/2020

Julie Dorner– Speech/Language Pathologist, Lincoln Elementary and WBLAHS – North Campus

Employed by District 624 since 08/22/2002

Effective Date: 2020-2021 School Year

Camille Farinella– Music Teacher, Matoska Elementary

Employed by District 624 since 08/27/2009

Effective Date: 2020-2021 School Year

Abigail Gooch– 1<sup>st</sup> Grade Teacher, Hugo Elementary

Employed by District 624 since 08/24/2015

Effective Date: 09/01/2020 through 01/15/2021

Christina Hayden– 1<sup>st</sup> Grade Teacher, Matoska Elementary

Employed by District 624 since 08/26/2004

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

Lisa Olson– Special Education Teacher, Central Middle School

Employed by District 624 since 08/21/2003

Effective Date: 09/28/2020 through 06/14/20

Michael Selb– 5<sup>th</sup> Grade Teacher, Otter Lake Elementary

Employed by District 624 since 08/27/2009

Effective Date: 2020-2021 School Year

Heidi Walsh– 5<sup>th</sup> Grade Teacher, Vadnais Heights Elementary

Employed by District 624 since 08/21/2013

Effective Date: 2020-2021 School Year

➤ **PART-TIME TEACHER PROGRAM – CERTIFIED STAFF**

Mary Denucci– Language Arts Teacher, Sunrise Park Middle School

Employed by District since 09/26/1988

Effective Date: 2020-2021 School Year

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

Trisha Anderson– Pupil Support Assistant, Otter Lake Elementary

\$19.53 per hr., 32.5 hrs. per wk., \$20,818.98

Effective Date: 10/05/2020

Emily Bradt– Media Clerk, Lincoln Elementary

\$18.34 per hr., 22.5 hrs. per wk., \$15,185.52

Effective Date: 09/07/2020

Brigitte Brolin– Pupil Support Assistant, Oneka Elementary

\$19.53 per hr., 32.5 hrs. per wk., \$21,453.70

Effective Date: 09/28/2020

Samantha Cisneros– Pupil Support Assistant, Sunrise Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$22,342.32

Effective Date: 10/05/2020

Candace Clark– Pupil Support Assistant, WBLAHS – North Campus

\$19.53 per hr., 32.5 hrs. per wk., \$22,342.32

Effective Date: 09/14/2020

Lynda Clausen– Lunchroom Assistant, Willow Lane Elementary

\$18.34 per hr., 12.5 hrs. per wk., \$1,054.55

Effective Date: 09/14/2020

Desiree De La Paz– Pupil Support Assistant, Sunrise Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$22,723.15

Effective Date: 09/14/2020

Jessica Ebert– Pupil Support Assistant, Sunrise Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$20,818.98

Effective Date: 10/05/2020

Jody Eskro– Media Clerk & Lunchroom Assistant, Otter Lake Elementary

\$18.34 per hr., 30 hrs. per wk., \$17,826.48

Effective Date: 10/07/2020

Jeffery Ivey– Custodian, WBLAHS – North Campus & Vadnais Heights Elementary

\$21.45 per hr., 40 hrs. per wk., \$31,738.38

Effective Date: 10/01/2020

Anna Kang– Pupil Support Assistant, Central Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$ 21,834.54

Effective Date: 09/14/2020

April Matiatos– Program Assistant Leader, Hugo and Oneka Elementary

\$14.92 per hr., 19.5 hrs. per wk., \$12,568.60

Effective Date: 08/31/2020

William Menier– Pupil Support Assistant, Oneka Elementary

\$19.53 per hr., 32.5 hrs. per wk., \$20,818.98

Effective Date: 10/05/2020

Krisanne Neske– Pupil Support Assistant, WBLAHS – North Campus

\$19.53 per hr., 32.5 hrs. per wk., \$21,453.70

Effective Date: 09/28/2020

Michelle Riggs– Administrative Assistant Attendance, Sunrise Middle School

\$18.34 per hr., 35 hrs., \$ 22,980.02

Effective Date: 09/14/2020

Rosanna Rogers– Pupil Support Assistant, Lincoln Elementary

\$19.53 per hr., 16.25 hrs. per wk., \$10,917.27

Effective Date: 09/08/2020

Lisa Servatius– Pupil Support Assistant, Sunrise Middle School

\$19.53 per hr., 32.5 hrs., \$22,342.32

Effective Date: 09/14/2020

Angelica Solano Merino– Pupil Support Assistant, WBLAHS – South Campus

\$19.53 per hr., 32.5 hrs. per wk., \$22,088.43

Effective Date: 09/21/2020

➤ **NEW PERSONNEL – CERTIFIED STAFF**

Kimberly Young– .4 FTE School Social Worker, Admin. Offices and Willow Lane Elementary

MA, Step 13, \$29,519.04

Effective Date: 09/28/2020

➤ **NEW PERSONNEL – NON-AFFILIATED**

Heidi Kriesel– Bear Fundamentals Lead Instructor, Otter Lake Elementary

\$22.95 per hr., 40 hrs. per wk., 34,149.60

Effective Date: 09/11/2020

➤ **TEMPORARY – CLASSIFIED STAFF**

Jarynn Coker– Instructional Assistant, Lincoln Elementary

\$19.07 per hr., 24 hrs. per wk., \$15,835.72

Effective Date: 2020-2021 School Year

Amy Dougherty– LTS Media Clerk, WBLAHS - South Campus

\$18.34 per hr., 40 hrs. per wk., \$24,062.08

Effective Date: 2020-2021 School Year

Sarah Fox– Media Clerk, Sunrise Middle School

\$18.34 per hr., 35 hrs. per wk., \$5,391.96

Effective Date: 09/11/2020 – 11/13/2020

Lexie Leick– Instructional Assistant, Lakeaires Elementary

\$19.07 per hr., 24 hrs. per wk., \$15,835.72

Effective Date: 2020-2021 School Year

Jessica Rebeau– Instructional Assistant, Matoska Elementary

\$19.07 per hr., 24 hrs. per wk., \$15,835.72

Effective Date: 2020-2021 School Year

Carley Scherbel Nipp– Instructional Assistant, Oneka Elementary

\$19.07 per hr., 24 hrs. per wk., \$15,835.72

Effective Date: 2020-2021 School Year

Michael Seivert– Pupil Support and Behavior Management Asst., Willow Lane Elementary

\$19.53 per hr., 32.5 hrs. per wk., \$20,818.78

Effective Date: 10/05/2020

Victoria Simkins– Instructional Assistant, (KtK) Birch Lake Elementary

\$19.07 per hr., 24 hrs. per wk., \$15,439.07

Effective Date: 10/07/2020 through 06/11/2020

Kayla Troske– Instructional Assistant, Oneka Elementary

\$19.07 per hr., 24 hrs. per wk., \$15,835.72

Effective Date: 2020-2021 School Year

Lindsay Waddell– Instructional Assistant, Vadnais Heights Elementary

\$19.07 per hr., 24 hrs. per wk., \$15,439.07

Effective Date: 10/08/2020 through 06/11/2020

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

Madeline Barnes – Music Teacher, Matoska Elementary

BA, Step 1, \$40,040.46

Effective Date: 10/05/2020 – 06/14/2021

Diane Dukowitz – Special Education Teacher, Central Middle School

BA+15, Step 1, 1.0 FTE \$ 46,603

Effective Date: 09/28/2020 – 06/14/2021

Christopher Harris– Special Education Teacher, WBLAHS – South Campus

BA, Step 1, \$40,010.46

Effective Date: 2020-2021 School Year

Emma Johnson– Language Arts Teacher, WBLAHS – South Campus

BA, Step 1, \$33,891.21

Effective Date: 2020-2021 School Year

Cody Webster– FACS Teacher, WBLAHS – North Campus

BA, Step 1, 1.0 FTE \$ 40,072.00

Effective Date: 2020-2021 School Year

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

- B. PUBLIC FORUM** – Erin Florin from Vadnais Heights talked about Dyslexic and Josh Berger from Hugo talked about Asynchronous and Synchronous instruction.

**C. INFORMATION ITEMS**

1. Superintendent's Report – Dr. Kazmierczak provided information on the following topics: COVID-19 update; Coffee with Dr. K., Unity Day, employment opportunities, student recognitions, and school day Oct. 14.

#### **D. DISCUSSION ITEMS**

1. October Enrollment Update - Tim Wald reported enrollment numbers as of October 1, the date used for funding calculations by MDE. He also included a report of enrollment by hybrid and distance learning.
2. First Reading of School Board Policies
  - a. Policy 301, School District Administration
  - b. Policy 302, Superintendent
  - c. Policy 303, Superintendent Selection
  - d. Policy 304, Superintendent's Contract, Duties
  - e. Policy 305, Implementation
  - f. Policy 306, Administrator Code of Ethic
  - g. Policy 496, Faculty and Staff Dress and Appearance Policy
  - h. Policy 520, Student Survey
  - i. Policy 521, Student Disability Nondiscrimination
  - j. Policy 807, Health and SafetyThese policies were discussed and will be placed on the November 9 School Board agenda for approval.

#### **E. OPERATIONAL ITEMS**

1. Ellison moved and Beloyed seconded to approve the Resolution Relating to a Lease-Purchase Financing and Refunding Certificates of Participation, Series 2020C; Authorizing the Issuance, Determining the Form and Details, Ratifying the Award of the Sale, and Authorizing the Execution, Delivery, and Registration as presented. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
2. Arcand moved and Newmaster seconded to approve the recommendation to award construction contracts for the addition and remodel at Matoska International Elementary in the amount of \$2,163,701 as presented. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
3. Ellison moved and Thompson seconded to approve the recommendation to award construction contracts for the Vadnais Heights Elementary addition and remodel bids in the amount of \$1,209,311 as presented. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
4. Beloyed moved and Arcand seconded to approve the recommendation to award construction contracts for the Willow Lane Elementary addition and remodel bids in the amount of \$1,110,579.66 as presented. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
5. Ellison moved and Newmaster seconded to approve the recommendation to award construction contracts for the South Campus Gym Addition in the amount of \$4,288,720.00 as presented. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
6. Arcand moved and Thompson seconded to approve the District's change in life and long term disability vendors including the rate change for supplemental life effective January 1, 2021 as presented. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***

7. Thompson moved and Newmaster seconded to approve the District's health premium rates effective January 1, 2021 as presented and to approve the District's dental insurance premium rates effective January 1, 2021 as presented. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
8. After a short discussion about the Memorandum of Understanding between the District and White Bear Lake Area Educators it was decided to move this item to the November 9 School Board Meeting.
9. Ellison moved and Beloyed seconded to revoke the Resolution Establishing School District Primary Election System. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
10. Thompson moved and Arcand seconded to approve Wayne Kazmierczak, Superintendent, and Jody Reber, Executive Assistant to the Superintendent and her replacement (to add and remove names only), as White Bear Lake Area Schools' Identified Official with Authority as required by the Minnesota Department of Education. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***
11. Second Reading of School Board Policies
  - a. Policy 412, Expense Reimbursement
  - b. Policy 705, Investments

Ellison moved and Thompson seconded to approve Policy 412, Expense Reimbursement, and Policy 705, Investment, as recommended by the School Board Policy Committee and Cabinet. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***

## **F. DISCUSSION**

1. Review of Superintendent's Evaluation - This section of the meeting was closed pursuant to Minnesota Statutes 13D.05, Subd. 3(a) to discuss evaluation of superintendent. Thompson moved and Ellison seconded to go into closed session at 8:29 p.m. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***

Thompson moved and Arcand second to end the closed session and resume the regular Board meeting at 9:26 p.m. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed. Chapman, Ellison. Nays, none. Motion carried.***

- G. **BOARD FORUM** - Arcand thanked teachers, administrators, and staff for all their hard work so far this year.
- H. **ADJOURNMENT** - Arcand moved and Newmaster seconded to adjourn the School Board meeting at 9:29 p.m. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays, none. Motion carried.***

Submitted by Jessica Ellison, clerk



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

A work session of the White Bear Lake Area School Board was held on **Monday, October 26, 2020**, at 5:30 p.m. in the Auditorium at the District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public with room capacity limits while staying six feet apart and wearing a mask.

**A. PROCEDURAL ITEMS**

1. Call to Order – Chair Mullin called the meeting to order at 5:42 p.m.
2. Roll Call – Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster Absent: Beloyed.  
Ex-Officio: Dr. Wayne Kazmierczak and Cabinet members: Asper, Davis, Gillespie, Maurer, Mons, Ouren, Wald, Vette,

**B. OPERATIONAL ITEMS**

1. Newmaster motioned and Chapman seconded to approve the recommendation to award construction contracts for the addition and remodel at Lincoln Elementary in the amount of \$5,958,282.75 as presented. ***Roll call vote: ayes, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays: none. Motion carried.***
2. Ellison moved and Thompson seconded to approve acceptance of the Expanded Meal Access for Minnesota Children and Adults Grant for a total amount of \$104,000 to fund the delivery truck. ***Roll call vote: ayes, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays: none. Motion carried.***

**C. DISCUSSION ITEMS**

1. Facilities Update - New Elementary and White Bear Lake Area High School – Paul Aplikowski and Sal Bagley from Wold Architects and Engineers provided an update on the design progress of the new elementary school in Hugo and White Bear Lake Area High School.
2. New Course Proposals for 2021-22 - Jen Babiash, Director of Curriculum and Instruction, presented the secondary course proposals for the 2021-22 school year.
3. Learning Model Planning Update – Dr. Kazmierczak discussed the plan of moving to Distance Learning for middle school and high school on November 9, 2020.

- D. ADJOURNMENT** – Arcand moved and Thompson seconded to adjourn the meeting at 7:53 p.m. ***Roll call vote: ayes, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays: none. Motion carried.***

*Submitted by Jessica Ellison, clerk*

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Action Item**

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

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**BACKGROUND:**

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

**RECOMMENDED ACTION:**

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

**White Bear Lake Area Schools**  
**Electronic Transfers - October 2020**

		<u>10/15/2020</u>	<u>10/30/2020</u>
Direct Deposit	592909-594265	2,224,980.66	
Direct Deposit	594266-595621		2,111,073.35
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Check Number	Vendor	Amount	Check Date	Check Type
110423	SAM'S CLUB	(\$180.00)	10/28/2020	V
110948	CHEER MUSIC ADDICTION LLC	(\$400.00)	10/28/2020	V
111132	ABBOTT PAINT & CARPET INC	\$13.58	10/1/2020	R
111133	ACP DIRECT	\$247.95	10/1/2020	R
111134	ADAMS, LINDA J.	\$1,148.50	10/1/2020	R
111135	AKUM, STANLEY	\$60.00	10/1/2020	R
111136	ALL STRINGS ATTACHED	\$27,850.00	10/1/2020	R
111137	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111138	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111139	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111140	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111141	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111142	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111143	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111144	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111145	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111146	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111147	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111148	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111149	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111150	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111151	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111152	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111153	AMAZON CAPITAL SERVICES	\$0.00	10/1/2020	C
111154	AMAZON CAPITAL SERVICES	\$24,068.55	10/1/2020	R
111155	AMERICAN TIME	\$562.30	10/1/2020	R
111156	ANCHOR SOLAR INVESTMENTS, LLC	\$2,013.31	10/1/2020	R
111157	ANDERSON, KAITLIN	\$95.90	10/1/2020	R
111158	ANDERSON, KATIE	\$26.75	10/1/2020	R
111159	APADANA	\$2,898.00	10/1/2020	R
111160	ARAMARK REFRESHMENT SERVICES	\$118.65	10/1/2020	R
111161	ARC DOCUMENT SOLUTIONS, LLC	\$1,220.00	10/1/2020	R
111162	ASSOC OF RECOVERY SCHOOLS	\$300.00	10/1/2020	R
111163	ASL INTERPRETING SERVICES	\$768.00	10/1/2020	R
111164	ATC GROUP SERVICES LLC	\$2,869.44	10/1/2020	R
111165	AUTONATION FORD WBL	\$1,049.76	10/1/2020	R
111166	AYINDE, MOSLEU	\$108.00	10/1/2020	R
111167	BALFOUR YEARBOOKS	\$22,920.72	10/1/2020	R
111168	BARNETT WB CHRYSLER JEEP DODGE	\$1,848.40	10/1/2020	R
111169	BATTERIES PLUS BULBS	\$179.47	10/1/2020	R
111170	BEST BUY BUSINESS ADVANTAGE ACCT	\$3,845.94	10/1/2020	R
111171	BIASCO, TYE	\$137.00	10/1/2020	R
111172	BLUE TARP FINANCIAL INC	\$199.92	10/1/2020	R
111173	BREAKING FREE INC	\$200.00	10/1/2020	R

111174	BSN SPORTS	\$2,395.87	10/1/2020	R
111175	CAPITAL CITY GLASS	\$9,538.95	10/1/2020	R
111176	CDW GOVERNMENT INC	\$569.37	10/1/2020	R
111177	CENTRAL ROOFING CO	\$115,466.61	10/1/2020	R
111178	CERTIFIED LABORATORIES	\$1,749.97	10/1/2020	R
111179	CHEER MUSIC ADDICTION LLC	\$400.00	10/1/2020	R
111180	CHROMEBOOK PARTS.COM	\$5,247.50	10/1/2020	R
111181	CINTAS CORP #470	\$3,762.29	10/1/2020	R
111182	CLASSROOM PRODUCTS LLC	\$2,398.40	10/1/2020	R
111183	CONNECTING POINT	\$11,868.00	10/1/2020	R
111184	CONNEY SAFETY	\$6,700.41	10/1/2020	R
111185	CONSCIOUS DISCIPLINE	\$108.00	10/1/2020	R
111186	CONTINENTAL CLAY CO	\$27.00	10/1/2020	R
111187	CONTINENTAL RESEARCH CORP	\$1,328.74	10/1/2020	R
111188	CORNERSTONE OCCUPATIONAL	\$0.00	10/1/2020	C
111189	CORNERSTONE OCCUPATIONAL	\$0.00	10/1/2020	C
111190	CORNERSTONE OCCUPATIONAL	\$747.00	10/1/2020	R
111191	CRISIS PREVENTION INSTITUTE INC	\$150.00	10/1/2020	R
111192	CUB FOODS OF WHITE BEAR TWSHP	\$0.00	10/1/2020	C
111193	CUB FOODS OF WHITE BEAR TWSHP	\$0.00	10/1/2020	C
111194	CUB FOODS OF WHITE BEAR TWSHP	\$0.00	10/1/2020	C
111195	CUB FOODS OF WHITE BEAR TWSHP	\$1,067.45	10/1/2020	R
111196	CULLIGAN BOTTLED WATER	\$119.70	10/1/2020	R
111197	CUMMINS NPOWER LLC	\$1,229.92	10/1/2020	R
111198	DAKOTA TRUCK UNDERWRITERS	\$49,491.00	10/1/2020	R
111199	DALCO CORPORATION	\$0.00	10/1/2020	C
111200	DALCO CORPORATION	\$0.00	10/1/2020	C
111201	DALCO CORPORATION	\$0.00	10/1/2020	C
111202	DALCO CORPORATION	\$0.00	10/1/2020	C
111203	DALCO CORPORATION	\$0.00	10/1/2020	C
111204	DALCO CORPORATION	\$0.00	10/1/2020	C
111205	DALCO CORPORATION	\$0.00	10/1/2020	C
111206	DALCO CORPORATION	\$0.00	10/1/2020	C
111207	DALCO CORPORATION	\$0.00	10/1/2020	C
111208	DALCO CORPORATION	\$0.00	10/1/2020	C
111209	DALCO CORPORATION	\$0.00	10/1/2020	C
111210	DALCO CORPORATION	\$75,972.63	10/1/2020	R
111211	DECKER INC	\$921.77	10/1/2020	R
111212	DELEGARD TOOL OF TEXAS INC	\$47.73	10/1/2020	R
111213	DEMCO INC	\$141.10	10/1/2020	R
111214	DEY DISTRIBUTING	\$17.03	10/1/2020	R
111215	DOOR SERVICE COMPANY	\$1,833.00	10/1/2020	R
111216	DEFINITIVE TECHNOLOGY SOLUTIONS	\$601.32	10/1/2020	R
111217	DEFINITIVE TECHNOLOGY SOLUTION	\$12,994.00	10/1/2020	R
111218	EAI EDUCATION	\$289.80	10/1/2020	R
111219	ELSMORE SWIM SHOP	\$1,470.00	10/1/2020	R
111220	EMERGENCY CONTRACTORS SERVICES INC	\$12,000.00	10/1/2020	R

111221 ETS NORTH METRO, LLC	\$7,666.66	10/1/2020 R
111222 EVERYDAY SPEECH LLC	\$537.48	10/1/2020 R
111223 FENWAY INNOVATION CENTER	\$7,650.00	10/1/2020 R
111224 FIDELITY SECURITY LIFE INSURANCE CO	\$2,361.73	10/1/2020 R
111225 FLUENCY MATTERS	\$325.00	10/1/2020 R
111226 FOLLETT SCHOOL SOLUTIONS INC	\$195.00	10/1/2020 R
111227 FRATTALONES HARDWARE STORES	\$0.00	10/1/2020 C
111228 FRATTALONES HARDWARE STORES	\$0.00	10/1/2020 C
111229 FRATTALONES HARDWARE STORES	\$0.00	10/1/2020 C
111230 FRATTALONES HARDWARE STORES	\$887.77	10/1/2020 R
111231 FRONTRUNNER SCREEN PRINTING	\$263.00	10/1/2020 R
111232 FUN EXPRESS LLC	\$32.65	10/1/2020 R
111233 GALLAGHERS NORTHWESTERN TIRE CO INC	\$3,781.81	10/1/2020 R
111234 GOODIN COMPANY	\$7,673.40	10/1/2020 R
111235 GOPHER	\$406.61	10/1/2020 R
111236 GRACENOTES, LLC	\$1,588.00	10/1/2020 R
111237 GRAINGER	\$0.00	10/1/2020 C
111238 GRAINGER	\$0.00	10/1/2020 C
111239 GRAINGER	\$0.00	10/1/2020 C
111240 GRAINGER	\$0.00	10/1/2020 C
111241 GRAINGER	\$8,302.87	10/1/2020 R
111242 GRANDMA'S BAKERY INC	\$84.16	10/1/2020 R
111243 GRITZMACHER, SHAWN W.	\$175.00	10/1/2020 R
111244 GROUP MEDICAREBLUE RX	\$12,090.00	10/1/2020 R
111245 HALLBERG ENGINEERING INC	\$5,908.75	10/1/2020 R
111246 HAMERNICK, NICOLE	\$19.70	10/1/2020 R
111247 HANSON, GENO	\$274.00	10/1/2020 R
111248 HEALTHPARTNERS	\$7,780.87	10/1/2020 R
111249 HEINEMANN	\$300.00	10/1/2020 R
111250 HEINEMANN	\$262.90	10/1/2020 R
111251 HOENIGSCHMIDT, KAYLEA	\$2,178.50	10/1/2020 R
111252 HOGLUND BUS AND TRUCK CO	\$0.00	10/1/2020 C
111253 HOGLUND BUS AND TRUCK CO	\$0.00	10/1/2020 C
111254 HOGLUND BUS AND TRUCK CO	\$0.00	10/1/2020 C
111255 HOGLUND BUS AND TRUCK CO	\$9,728.50	10/1/2020 R
111256 HOME DEPOT CREDIT SERVICES	\$204.85	10/1/2020 R
111257 HOUGE, SARAH	\$356.25	10/1/2020 R
111258 HOUGHTON MIFFLIN HARCOURT	\$11,242.85	10/1/2020 R
111259 HOUSE OF PRINT	\$4,087.73	10/1/2020 R
111260 HUMANEX VENTURES	\$2,000.00	10/1/2020 R
111261 IDENTISYS INC.	\$628.36	10/1/2020 R
111262 IMAGE BUILDERS	\$2,064.00	10/1/2020 R
111263 INNOVATIVE GRAPHICS	\$1,021.00	10/1/2020 R
111264 INNOVATIVE OFFICE SOLUTIONS	\$0.00	10/1/2020 C
111265 INNOVATIVE OFFICE SOLUTIONS	\$0.00	10/1/2020 C
111266 INNOVATIVE OFFICE SOLUTIONS	\$0.00	10/1/2020 C
111267 INNOVATIVE OFFICE SOLUTIONS	\$49,749.73	10/1/2020 R

111268 INSPEC INC	\$9,340.44	10/1/2020 R
111269 INTERMEDIATE DISTRICT 287	\$21,091.64	10/1/2020 R
111270 INTERSTATE POWERSYSTEMS	\$3.73	10/1/2020 R
111271 ISD #11 ANOKA-HENNEPIN SCHOOLS	\$635.31	10/1/2020 R
111272 ISD #200 HASTINGS SCHOOLS	\$546.84	10/1/2020 R
111273 ISD #281 ROBBINSDALE AREA SCHOOLS	\$4,552.44	10/1/2020 R
111274 ISD #621 MOUNDS VIEW SCHOOL DISTRICT	\$3,721.69	10/1/2020 R
111275 ISD #2144 CHISAGO LAKES AREA SCHOOLS	\$526.66	10/1/2020 R
111276 IXL LEARNING	\$7,200.00	10/1/2020 R
111277 J & R SCHOOL SUPPLIES	\$120.00	10/1/2020 R
111278 JAYTECH INC	\$532.24	10/1/2020 R
111279 JOHNSON, JAMES	\$137.00	10/1/2020 R
111280 JW PEPPER & SON INC	\$214.99	10/1/2020 R
111281 KALLESTAD, JAMES	\$60.00	10/1/2020 R
111282 KANZ, TIFFANY M.	\$16.00	10/1/2020 R
111283 KATH FUEL OIL SERVICE CO	\$1,730.00	10/1/2020 R
111284 KAY, CAROLYN	\$63.20	10/1/2020 R
111285 KIDCREATE STUDIO	\$92.00	10/1/2020 R
111286 KIMBALL MIDWEST	\$88.46	10/1/2020 R
111287 KNOWLEDGE MATTERS, INC	\$2,600.00	10/1/2020 R
111288 KNUTSON, MELISSA A.	\$120.45	10/1/2020 R
111289 KOCH MECHANICAL LLC	\$1,315.00	10/1/2020 R
111290 KRAFT CONTRACTING & MECHANICAL	\$0.00	10/1/2020 C
111291 KRAFT CONTRACTING & MECHANICAL	\$11,308.06	10/1/2020 R
111292 KRAUS ANDERSON CONSTRUCTION CO	\$667,053.15	10/1/2020 R
111293 LAIDIG, JULIE L.	\$6.00	10/1/2020 R
111294 LANGUAGE LINE SERVICES	\$338.40	10/1/2020 R
111295 LEARNING A-Z	\$4,803.35	10/1/2020 R
111296 LEARNING A-Z	\$1,690.70	10/1/2020 R
111297 LENZ, KELLY	\$110.00	10/1/2020 R
111298 LINDENMEYR MUNROE	\$0.00	10/1/2020 C
111299 LINDENMEYR MUNROE	\$0.00	10/1/2020 C
111300 LINDENMEYR MUNROE	\$0.00	10/1/2020 C
111301 LINDENMEYR MUNROE	\$32,213.74	10/1/2020 R
111302 MADISON NATIONAL LIFE	\$40,832.92	10/1/2020 R
111303 MALLOY/MONTAGUE/KARNOWSKI & CO	\$18,500.00	10/1/2020 R
111304 MARCO TECHNOLOGIES LLC	\$5,781.28	10/1/2020 R
111305 MARIN DAKOTA CONSULTING, LTD.	\$1,700.00	10/1/2020 R
111306 MN ASSOC OF SECRETARIES TO THE PRINCIPALS	\$40.00	10/1/2020 R
111307 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$865.00	10/1/2020 R
111308 MATTESON, ANGELA	\$73.60	10/1/2020 R
111309 MCGRAW-HILL SCH EDUC HOLDINGS	\$40,317.90	10/1/2020 R
111310 MCPHILLIPS BROS ROOFING CO	\$14,645.00	10/1/2020 R
111311 MEADOWOOD TOOL CO	\$5,726.38	10/1/2020 R
111312 MEDTOX LABORATORIES	\$20.30	10/1/2020 R
111313 METRO ECSU	\$1,210.00	10/1/2020 R
111314 METRO SOUND AND LIGHTING	\$86.16	10/1/2020 R

111315	MIDWEST BUS PARTS INC	\$868.13	10/1/2020 R
111316	MINVALCO INC	\$2,987.58	10/1/2020 R
111317	MN ASSOC OF STUDENT COUNCILS	\$100.00	10/1/2020 R
111318	MN DEPT OF LABOR & INDUSTRY	\$3,989.05	10/1/2020 R
111319	MN DEPT OF LABOR & INDUSTRY	\$300.00	10/1/2020 R
111320	MN DEPT OF LABOR & INDUSTRY	\$650.00	10/1/2020 R
111321	MN DEPT OF LABOR & INDUSTRY	\$1,070.00	10/1/2020 R
111322	MN DEPT OF LABOR & INDUSTRY	\$400.00	10/1/2020 R
111323	MN DEPT OF LABOR & INDUSTRY	\$550.00	10/1/2020 R
111324	MN STATE HIGH SCHOOL LEAGUE	\$170.00	10/1/2020 R
111325	MOST, SARAH	\$60.00	10/1/2020 R
111326	MN SCHOOL BOARDS ASSN	\$50.00	10/1/2020 R
111327	NAPA AUTO PARTS	\$86.09	10/1/2020 R
111328	NARDINI FIRE EQUIPMENT CO INC	\$361.32	10/1/2020 R
111329	NEWARK ELEMENT 14	\$67.74	10/1/2020 R
111330	NORCENTRONIX DISTRIBUTING	\$536.00	10/1/2020 R
111331	NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	10/1/2020 C
111332	NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	10/1/2020 C
111333	NORTH CENTRAL BLUE BIRD BUS SALES	\$5,020.91	10/1/2020 R
111334	NORTHBOUND CREATIVE	\$185.00	10/1/2020 R
111335	NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$50,724.00	10/1/2020 R
111336	NRICH TUTORING SERVICES, LLC	\$1,183.00	10/1/2020 R
111336	NRICH TUTORING SERVICES, LLC	(\$1,183.00)	10/5/2020 V
111337	NYSTROM PUBLISHING CO INC	\$22,667.73	10/1/2020 R
111338	O'REILLY AUTOMOTIVE INC	\$0.00	10/1/2020 C
111339	O'REILLY AUTOMOTIVE INC	\$0.00	10/1/2020 C
111340	O'REILLY AUTOMOTIVE INC	\$2,147.63	10/1/2020 R
111341	OFFICE DEPOT	\$108.68	10/1/2020 R
111342	OLSEN SAFETY EQUIPMENT	\$129.70	10/1/2020 R
111343	ON SITE SANITATION INC	\$2,093.95	10/1/2020 R
111344	ORIGINS	\$143.81	10/1/2020 R
111345	ORLIKOWSKI, SHAUN	\$228.00	10/1/2020 R
111346	PARTSMASTER	\$1,632.61	10/1/2020 R
111347	PAULICK, TY E. DR	\$65.50	10/1/2020 R
111348	PEDIATRIC PSYCH SERVICES, INC.	\$1,840.00	10/1/2020 R
111349	PELCO CONSTRUCTION LLC	\$240.00	10/1/2020 R
111350	PERNSTEINER CREATIVE GROUP	\$175.00	10/1/2020 R
111351	PETERSON BROS ROOFING & CONST	\$517.14	10/1/2020 R
111352	PITSCO INC	\$456.94	10/1/2020 R
111353	PROFESSIONAL WIRELESS COMM	\$6,826.37	10/1/2020 R
111354	QUADIENT LEASING	\$474.42	10/1/2020 R
111355	READ NATURALLY INC	\$1,248.30	10/1/2020 R
111356	REPUBLIC SERVICES #899	\$5,664.94	10/1/2020 R
111357	THE RETROFIT COMPANIES INC	\$276.50	10/1/2020 R
111358	REVOLUTION SPORTING GOODS	\$2,420.00	10/1/2020 R
111359	RICE, CALYSTA J.	\$236.50	10/1/2020 R
111360	RIVIERA FINANCE COMPANY	\$9,950.00	10/1/2020 R



111361	ROBERTS, ROSE M.	\$144.99	10/1/2020	R
111362	ROOF SPEC INC	\$2,950.00	10/1/2020	R
111363	RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$2,921.67	10/1/2020	R
111364	SAVVAS LEARNING COMPANY, LLC	\$4,647.50	10/1/2020	R
111365	SCHMIT TOWING	\$810.00	10/1/2020	R
111366	SCHOLASTIC LIBRARY PUBLISHING	\$1,136.00	10/1/2020	R
111367	SCHOLASTIC EQUIPMENT CO LLC	\$13,500.00	10/1/2020	R
111368	SCHOLASTIC	\$530.54	10/1/2020	R
111369	SCHOOL HEALTH CORPORATION	\$0.00	10/1/2020	C
111370	SCHOOL HEALTH CORPORATION	\$0.00	10/1/2020	C
111371	SCHOOL HEALTH CORPORATION	\$0.00	10/1/2020	C
111372	SCHOOL HEALTH CORPORATION	\$0.00	10/1/2020	C
111373	SCHOOL HEALTH CORPORATION	\$0.00	10/1/2020	C
111374	SCHOOL HEALTH CORPORATION	\$0.00	10/1/2020	C
111375	SCHOOL HEALTH CORPORATION	\$0.00	10/1/2020	C
111376	SCHOOL HEALTH CORPORATION	\$12,371.48	10/1/2020	R
111377	SCHOOL SPECIALTY	\$2,456.92	10/1/2020	R
111378	SCHOUVIELLER, LORI	\$1,000.00	10/1/2020	R
111379	SCREENCASTIFY, LLC	\$2,000.00	10/1/2020	R
111380	SEEVER, GRAY	\$160.00	10/1/2020	R
111381	SIMON, MICHAEL	\$110.00	10/1/2020	R
111382	SITEONE LANDSCAPE SUPPLY	\$678.28	10/1/2020	R
111383	SOUTH CENTRAL SERVICE COOPERATIVE	\$1,000.00	10/1/2020	R
111384	SPECIALTY PROMOTIONS	\$230.10	10/1/2020	R
111385	STAPLES ADVANTAGE	\$0.00	10/1/2020	C
111386	STAPLES ADVANTAGE	\$0.00	10/1/2020	C
111387	STAPLES ADVANTAGE	\$841.75	10/1/2020	R
111388	STATE INDUSTRIAL PRODUCTS	\$1,755.48	10/1/2020	R
111389	STAY TUNED PIANO SERVICES	\$645.00	10/1/2020	R
111390	STEVE WEISS MUSIC	\$271.35	10/1/2020	R
111391	SUMMIT COMPANIES	\$930.00	10/1/2020	R
111392	SUNDE LAND SURVEYING LLC	\$4,650.00	10/1/2020	R
111393	SUNTEX INTL INC	\$571.20	10/1/2020	R
111394	SUPINSKI, MIKE	\$425.00	10/1/2020	R
111395	SYNOVIA SOLUTIONS	\$4,654.20	10/1/2020	R
111396	TALKACHOU, ARKADY	\$137.00	10/1/2020	R
111397	TEACHER INNOVATIONS INC	\$148.50	10/1/2020	R
111398	THREADART	\$2,565.00	10/1/2020	R
111399	TRADE PRESS INC	\$0.00	10/1/2020	C
111400	TRADE PRESS INC	\$8,035.61	10/1/2020	R
111401	TRANSLANGUAGES, LLC	\$420.00	10/1/2020	R
111402	TREND ENTERPRISES INC	\$39.51	10/1/2020	R
111403	TRIO SUPPLY COMPANY	\$0.00	10/1/2020	C
111404	TRIO SUPPLY COMPANY	\$4,132.48	10/1/2020	R
111405	TROLLHAUGEN	\$3,325.00	10/1/2020	R
111406	TSA CONSULTING GROUP	\$940.24	10/1/2020	R
111407	TWIN CITY HARDWARE	\$178.00	10/1/2020	R

111408 TWIN CITY JANITOR SUPPLY CO	\$0.00	10/1/2020 C
111409 TWIN CITY JANITOR SUPPLY CO	\$14,918.15	10/1/2020 R
111410 TWIN PINES IMPRINTING	\$6,022.82	10/1/2020 R
111411 ULINE	\$115.81	10/1/2020 R
111412 UNIVERSAL CHEERLEADERS ASSOC	\$772.00	10/1/2020 R
111413 US FOODS CULINARY EQUIP & SUPPLIES	\$562.70	10/1/2020 R
111414 USIC LOCATING SERVICES, LLC	\$4,120.00	10/1/2020 R
111415 CITY OF VADNAIS HEIGHTS	\$1,000.00	10/1/2020 R
111416 VANG, TOUA	\$137.00	10/1/2020 R
111417 VARSITY SPIRIT FASHIONS	\$4,080.95	10/1/2020 R
111418 VIKING ELECTRIC SUPPLY	\$0.00	10/1/2020 C
111419 VIKING ELECTRIC SUPPLY	\$918.55	10/1/2020 R
111420 VISUALZ	\$153.65	10/1/2020 R
111421 VOYAGER SOPRIS LEARNING	\$9,038.10	10/1/2020 R
111422 WALSER AUTOMOTIVE GROUP	\$0.00	10/1/2020 C
111423 WALSER AUTOMOTIVE GROUP	\$10,322.02	10/1/2020 R
111424 WHITE BEAR FLORAL SHOP	\$120.90	10/1/2020 R
111425 WHITE BEAR GLASS INC	\$630.00	10/1/2020 R
111426 CITY OF WHITE BEAR LAKE	\$200.00	10/1/2020 R
111427 WEST MUSIC COMPANY	\$2,990.00	10/1/2020 R
111428 XCEL ENERGY	\$83,915.32	10/1/2020 R
111429 YMCA OF THE GREATER TWIN CITIES	\$59,999.12	10/1/2020 R
111430 ZONEONE LOCATING	\$418.20	10/1/2020 R
111431 IUOE LOCAL 70	\$1,088.61	10/1/2020 R
111432 RAUSCH, STURM, ISRAEL,	\$219.78	10/1/2020 R
111433 SCHOOL SERVICE EMPLOYEES	\$0.00	10/1/2020 C
111434 SCHOOL SERVICE EMPLOYEES	\$3,768.28	10/1/2020 R
111435 GURSTEL CHARGO ATTORNEYS AT LAW	\$412.82	10/1/2020 R
111436 MESSERLI & KRAMER PA	\$12.28	10/1/2020 R
111437 NRICH TUTORING SERVICES, LLC	\$660.00	10/5/2020 R
111438 ABBOTT PAINT & CARPET INC	\$7.03	10/15/2020 R
111439 ACAPULCO RESTAURANTE MEXICANO	\$120.00	10/15/2020 R
111440 ACCLAIM SERVICES INC	\$352.50	10/15/2020 R
111441 AKUM, STANLEY	\$60.00	10/15/2020 R
111442 ALLSTREAM	\$4,362.36	10/15/2020 R
111443 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111444 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111445 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111446 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111447 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111448 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111449 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111450 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111451 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111452 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111453 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111454 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C

111455 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111456 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111457 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111458 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111459 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111460 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111461 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111462 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111463 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111464 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111465 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111466 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111467 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111468 AMAZON CAPITAL SERVICES	\$0.00	10/15/2020 C
111469 AMAZON CAPITAL SERVICES	\$27,845.74	10/15/2020 R
111470 AMERICAN ENGINEERING TESTING	\$3,530.00	10/15/2020 R
111471 AMERICAN MESSAGING	\$13.70	10/15/2020 R
111472 ASSETGENIE INC	\$4,987.50	10/15/2020 R
111473 BAHRKE, GRETA R.	\$85.59	10/15/2020 R
111474 BATTERIES PLUS BULBS	\$93.00	10/15/2020 R
111475 BENCHMARK EDUCATION COMPANY	\$44,760.00	10/15/2020 R
111476 BEST BUY BUSINESS ADVANTAGE ACCT	\$199.95	10/15/2020 R
111477 BLICK ART MATERIALS	\$1,854.95	10/15/2020 R
111478 BLICK ART MATERIALS	\$1,171.50	10/15/2020 R
111479 BLUE TARP FINANCIAL INC	\$69.98	10/15/2020 R
111480 BOYER TRUCKS	\$585.61	10/15/2020 R
111481 BPAM	\$390.00	10/15/2020 R
111482 BSN SPORTS	\$1,492.60	10/15/2020 R
111483 THE BUG COMPANY	\$17.25	10/15/2020 R
111484 BUREAU OF EDUCATION & RESEARCH	\$289.00	10/15/2020 R
111485 CDW GOVERNMENT INC	\$24,550.00	10/15/2020 R
111486 CINTAS CORP #470	\$11,020.75	10/15/2020 R
111487 CL BENSEN CO., INC	\$2,470.46	10/15/2020 R
111488 COLLINS SPORTS MEDICINE	\$634.30	10/15/2020 R
111489 CONNEY SAFETY	\$2,138.22	10/15/2020 R
111490 CONSCIOUS DISCIPLINE	\$990.00	10/15/2020 R
111491 CONTINENTAL CLAY CO	\$3,319.10	10/15/2020 R
111492 CONTINENTAL RESEARCH CORP	\$4,095.36	10/15/2020 R
111493 CORNERSTONE OCCUPATIONAL	\$0.00	10/15/2020 C
111494 CORNERSTONE OCCUPATIONAL	\$0.00	10/15/2020 C
111495 CORNERSTONE OCCUPATIONAL	\$561.00	10/15/2020 R
111496 CORROW, MELANIE	\$85.59	10/15/2020 R
111497 COUNTRY VIDEO BARN	\$350.98	10/15/2020 R
111498 CRISIS PREVENTION INSTITUTE INC	\$1,500.00	10/15/2020 R
111499 CTB INC	\$150.00	10/15/2020 R
111500 CUMMINS NPOWER LLC	\$786.13	10/15/2020 R
111501 DALCO CORPORATION	\$0.00	10/15/2020 C

111502 DALCO CORPORATION	\$0.00	10/15/2020 C
111503 DALCO CORPORATION	\$0.00	10/15/2020 C
111504 DALCO CORPORATION	\$0.00	10/15/2020 C
111505 DALCO CORPORATION	\$0.00	10/15/2020 C
111506 DALCO CORPORATION	\$16,110.52	10/15/2020 R
111507 DAVIS, FORSTER	\$108.00	10/15/2020 R
111508 DECKER INC	\$1,059.37	10/15/2020 R
111509 DELL MARKETING LP	\$2,129.92	10/15/2020 R
111510 DELTA EDUCATION	\$311.80	10/15/2020 R
111511 DEMCO INC	\$421.77	10/15/2020 R
111512 DOMINOS PIZZA	\$112.50	10/15/2020 R
111513 DONATELLI'S	\$161.06	10/15/2020 R
111514 DOOR SERVICE COMPANY	\$612.00	10/15/2020 R
111515 DEFINITIVE TECHNOLOGY SOLUTIONS	\$7,219.37	10/15/2020 R
111516 DURACO SPECIALTY TAPES LLC	\$64.38	10/15/2020 R
111517 EAST RIDGE HIGH SCHOOL	\$625.00	10/15/2020 R
111518 ECKROTH MUSIC	\$87.33	10/15/2020 R
111519 EMERGENCY CONTRACTORS SERVICES INC	\$16,478.00	10/15/2020 R
111520 FASTENAL COMPANY	\$5.92	10/15/2020 R
111521 FENWAY INNOVATION CENTER	\$2,804.22	10/15/2020 R
111522 FLAGHOUSE INC	\$193.98	10/15/2020 R
111523 FLOCABULARY	\$6,750.00	10/15/2020 R
111524 FRATTALONES HARDWARE STORES	\$0.00	10/15/2020 C
111525 FRATTALONES HARDWARE STORES	\$272.46	10/15/2020 R
111526 FRONTRUNNER SCREEN PRINTING	\$84.50	10/15/2020 R
111527 GALLAGHERS NORTHWESTERN TIRE CO INC	\$6,368.31	10/15/2020 R
111528 GENERATOR SPECIALTY CO., INC.	\$519.00	10/15/2020 R
111529 GOPHER STATE ONE CALL	\$263.25	10/15/2020 R
111530 GRAINGER	\$0.00	10/15/2020 C
111531 GRAINGER	\$0.00	10/15/2020 C
111532 GRAINGER	\$0.00	10/15/2020 C
111533 GRAINGER	\$0.00	10/15/2020 C
111534 GRAINGER	\$3,432.76	10/15/2020 R
111535 GREATAMERICA FINANCIAL SERVICES	\$334.85	10/15/2020 R
111536 HAGOS, FREWEINI T.	\$146.90	10/15/2020 R
111537 HALO TRANSPORTATION	\$12,803.75	10/15/2020 R
111538 HAPPY NUMBERS, INC	\$159.50	10/15/2020 R
111539 HEINEMANN	\$632.50	10/15/2020 R
111540 HEINEMANN	\$13,237.00	10/15/2020 R
111541 HISDAHL INC	\$313.38	10/15/2020 R
111542 HOENIGSCHMIDT, KAYLEA	\$906.50	10/15/2020 R
111543 HOGLUND BUS AND TRUCK CO	\$0.00	10/15/2020 C
111544 HOGLUND BUS AND TRUCK CO	\$1,165.31	10/15/2020 R
111545 HOGLUND BODY & EQUIPMENT INC	\$1,247.12	10/15/2020 R
111546 HOUGE, SARAH	\$2,250.00	10/15/2020 R
111547 HOUGHTON MIFFLIN HARCOURT	\$476.00	10/15/2020 R
111548 CITY OF HUGO	\$250.00	10/15/2020 R

111549 IFD	\$0.00	10/15/2020 C
111550 IFD	\$0.00	10/15/2020 C
111551 IFD	\$0.00	10/15/2020 C
111552 IFD	\$0.00	10/15/2020 C
111553 IFD	\$69,773.76	10/15/2020 R
111554 INNOVATIVE OFFICE SOLUTIONS	\$97.84	10/15/2020 R
111555 IXL LEARNING	\$11,176.00	10/15/2020 R
111556 JOHN HENRY FOSTER	\$464.47	10/15/2020 R
111557 JAYTECH INC	\$1,715.22	10/15/2020 R
111558 JOHNSON CONTROLS INC	\$496.00	10/15/2020 R
111559 JOHNSON, SHARON A.	\$543.17	10/15/2020 R
111560 KALLESTAD, JAMES	\$60.00	10/15/2020 R
111561 KATH FUEL OIL SERVICE CO	\$89.75	10/15/2020 R
111562 KIMBALL MIDWEST	\$602.33	10/15/2020 R
111563 KOCH MECHANICAL LLC	\$2,000.00	10/15/2020 R
111564 KRAFT CONTRACTING & MECHANICAL	\$10,925.00	10/15/2020 R
111565 KROONBLAWD, DAVID	\$60.00	10/15/2020 R
111566 LEARNING A-Z	\$105.50	10/15/2020 R
111567 LEARNING A-Z	\$0.00	10/15/2020 C
111568 LEARNING A-Z	\$1,987.56	10/15/2020 R
111569 LEGENDS OF LEARNING, INC	\$380.00	10/15/2020 R
111570 LENZ, KELLY	\$110.00	10/15/2020 R
111571 LIBERTY CLASSICAL ACADEMY	\$4,756.00	10/15/2020 R
111572 LIGHTING PLASTICS OF MN INC	\$178.10	10/15/2020 R
111573 LINDENMEYR MUNROE	\$13,603.24	10/15/2020 R
111574 LINDENMEYR MUNROE	\$1,050.00	10/15/2020 R
111575 LNHS	\$225.00	10/15/2020 R
111576 MANDILE, RICHARD J.	\$60.00	10/15/2020 R
111577 MARCO, INC	\$1,007.50	10/15/2020 R
111578 MASA	\$897.00	10/15/2020 R
111579 MN ASSOC OF SCH BUSINESS OFFICIALS	\$140.00	10/15/2020 R
111580 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$990.00	10/15/2020 R
111581 MCBRIDE, STACIE	\$335.75	10/15/2020 R
111582 MCCRAY EXPRESS SPORTS NETWORK	\$338.00	10/15/2020 R
111583 MCDONOUGH'S WATERJETTING AND	\$542.95	10/15/2020 R
111584 MHS	\$93.75	10/15/2020 R
111585 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$1,419.73	10/15/2020 R
111586 MID MINNESOTA STORAGE	\$6,710.00	10/15/2020 R
111587 MINVALCO INC	\$2,959.06	10/15/2020 R
111588 MN CERTIFICATE SERVICE	\$79.50	10/15/2020 R
111589 MN DEPT OF LABOR & INDUSTRY	\$300.00	10/15/2020 R
111590 MN DEPT OF LABOR & INDUSTRY	\$100.00	10/15/2020 R
111591 MN DEPT OF LABOR & INDUSTRY	\$140.00	10/15/2020 R
111592 MN RECREATION AND PARK ASSOC	\$125.00	10/15/2020 R
111593 MN SCHOOL COUNSELORS ASSOC	\$540.00	10/15/2020 R
111594 MOBILE RADIO ENGINEERING INC	\$84.95	10/15/2020 R
111595 MOREN, PATTI	\$21.70	10/15/2020 R

111596 MORITZ, CLAIRE S.	\$85.00	10/15/2020 R
111597 MINNESOTA SODDING CO. LLC	\$2,760.82	10/15/2020 R
111598 N2Y	\$535.11	10/15/2020 R
111599 NAPA AUTO PARTS	\$1,126.02	10/15/2020 R
111600 NARDINI FIRE EQUIPMENT CO INC	\$636.47	10/15/2020 R
111601 NASCO	\$303.46	10/15/2020 R
111602 NCPERS MINNESOTA	\$128.00	10/15/2020 R
111603 NELSON AUTO CENTER	\$0.00	10/15/2020 C
111604 NELSON AUTO CENTER	\$80,029.32	10/15/2020 R
111605 NORCENTRONIX DISTRIBUTING	\$4,066.00	10/15/2020 R
111606 NORTH CENTRAL BLUE BIRD BUS SALES	\$632.14	10/15/2020 R
111607 NORTHBOUND CREATIVE	\$254.00	10/15/2020 R
111608 OFFICE DEPOT	\$0.00	10/15/2020 C
111609 OFFICE DEPOT	\$323.72	10/15/2020 R
111610 ON SITE SANITATION INC	\$1,156.00	10/15/2020 R
111611 ONLY 1 AUTO GLASS	\$456.03	10/15/2020 R
111612 OXTON, JAMI S.	\$432.50	10/15/2020 R
111613 PAN-O-GOLD	\$0.00	10/15/2020 C
111614 PAN-O-GOLD	\$0.00	10/15/2020 C
111615 PAN-O-GOLD	\$1,869.90	10/15/2020 R
111616 PAULSON, THOMAS M.	\$148.98	10/15/2020 R
111617 PELOTON CONSULTANT GROUP, LLC	\$5,750.00	10/15/2020 R
111618 PETERSON, AMY	\$212.00	10/15/2020 R
111619 PHOENIX SCHOOL COUNSELING LLC	\$5,307.94	10/15/2020 R
111620 PINE TREE APPLE ORCHARD	\$0.00	10/15/2020 C
111621 PINE TREE APPLE ORCHARD	\$0.00	10/15/2020 C
111622 PINE TREE APPLE ORCHARD	\$2,496.00	10/15/2020 R
111623 PIONEER PRESS	\$43.20	10/15/2020 R
111624 PIONEER MANUFACTURING CO	\$819.00	10/15/2020 R
111625 PRESS PUBLICATIONS	\$593.38	10/15/2020 R
111626 PROJECT LEAD THE WAY	\$2,289.00	10/15/2020 R
111627 QUADIENT FINANCE USA, INC.	\$194.91	10/15/2020 R
111628 QUIZZ INC	\$180.00	10/15/2020 R
111629 THE RETROFIT COMPANIES INC	\$1,019.20	10/15/2020 R
111630 REV.COM	\$137.50	10/15/2020 R
111631 REYES, GERARDO	\$60.00	10/15/2020 R
111632 RICKERT, DENNIS	\$60.00	10/15/2020 R
111633 RICKERT, PHIL	\$75.00	10/15/2020 R
111634 ROBBINSDALE SCHOOL DISTRICT	\$4,552.44	10/15/2020 R
111634 ROBBINSDALE SCHOOL DISTRICT	(\$4,552.44)	10/28/2020 V
111635 ROTRAMEL, KARA L.	\$85.59	10/15/2020 R
111636 ROWLEY JOHN	\$105.10	10/15/2020 R
111637 RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$2,899.37	10/15/2020 R
111638 SAM'S CLUB/SYNCHRONY BANK	\$0.00	10/15/2020 C
111639 SAM'S CLUB/SYNCHRONY BANK	\$1,265.84	10/15/2020 R
111640 SAVVAS LEARNING COMPANY, LLC	\$1,391.50	10/15/2020 R
111641 SCHMIT TOWING	\$857.50	10/15/2020 R

111642 SCHOLASTIC	\$208.78	10/15/2020 R
111643 SCHOLASTIC	\$557.65	10/15/2020 R
111644 SCHOLASTIC	\$150.54	10/15/2020 R
111645 SCHOLASTIC	\$130.90	10/15/2020 R
111646 SCHOLASTIC	\$607.00	10/15/2020 R
111647 SCHOLASTIC	\$529.00	10/15/2020 R
111648 SCHOOL HEALTH CORPORATION	\$0.00	10/15/2020 C
111649 SCHOOL HEALTH CORPORATION	\$0.00	10/15/2020 C
111650 SCHOOL HEALTH CORPORATION	\$2,453.18	10/15/2020 R
111651 SCHOOL LIBRARY JOURNAL	\$68.50	10/15/2020 R
111652 SCHOUVIELLER, LORI	\$300.00	10/15/2020 R
111653 SEEVER, GRAY	\$160.00	10/15/2020 R
111654 SENOR WOOLY	\$650.25	10/15/2020 R
111655 SHORT ELLIOTT HENDRICKSON, INC	\$21,183.00	10/15/2020 R
111656 SHRED-IT USA - MINNEAPOLIS	\$522.94	10/15/2020 R
111657 SIMON, MICHAEL	\$75.00	10/15/2020 R
111658 SKATETIME SCHOOL PROGRAMS	\$1,685.00	10/15/2020 R
111659 SKETCHFORSCHOOLS PUBLISHING	\$685.80	10/15/2020 R
111660 SOLBERG, SAMANTHA	\$138.85	10/15/2020 R
111661 ST CLOUD AREA SCHOOL DIST 742	\$167.04	10/15/2020 R
111662 STAR TRIBUNE	\$200.00	10/15/2020 R
111663 STATE INDUSTRIAL PRODUCTS	\$585.75	10/15/2020 R
111664 STILLWATER AREA PUBLIC SCHOOLS	\$625.00	10/15/2020 R
111665 SUMMIT COMPANIES	\$1,209.38	10/15/2020 R
111666 SYNCHRONY BANK	\$54.53	10/15/2020 R
111667 T-MOBILE	\$5,018.13	10/15/2020 R
111668 TAMARACK CONSULTING GROUP LLC	\$1,885.00	10/15/2020 R
111669 TEACHER CREATED MATERIALS	\$395.86	10/15/2020 R
111670 TEACHER SYNERGY LLC	\$352.99	10/15/2020 R
111671 TEACHER SYNERGY LLC	\$129.43	10/15/2020 R
111672 TEXT HELP SYSTEMS INC	\$2,175.00	10/15/2020 R
111673 THYSSENKRUPP ELEVATOR CORP	\$3,968.08	10/15/2020 R
111674 TRADE PRESS INC	\$308.00	10/15/2020 R
111675 TREASURED TRANSPORTATION	\$13,790.66	10/15/2020 R
111676 TRIFECTA NETWORKS, LLC	\$871.49	10/15/2020 R
111677 TRIMARK	\$3,148.08	10/15/2020 R
111678 TRIO SUPPLY COMPANY	\$0.00	10/15/2020 C
111679 TRIO SUPPLY COMPANY	\$0.00	10/15/2020 C
111680 TRIO SUPPLY COMPANY	\$2,944.06	10/15/2020 R
111681 TUPY, JENNIFER	\$111.00	10/15/2020 R
111682 TWIN CITY HARDWARE	\$334.50	10/15/2020 R
111683 TWIN CITY JANITOR SUPPLY CO	\$10,780.00	10/15/2020 R
111684 UHL CO INC	\$990.69	10/15/2020 R
111685 US BANK	\$219.50	10/15/2020 R
111686 US FOODS CULINARY EQUIP & SUPPLIES	\$342.60	10/15/2020 R
111687 USIC LOCATING SERVICES, LLC	\$3,526.72	10/15/2020 R
111688 VANG, TOUA	\$137.00	10/15/2020 R

111689	VERIZON WIRELESS	\$1,312.76	10/15/2020	R
111690	VIKING ELECTRIC SUPPLY	\$0.00	10/15/2020	C
111691	VIKING ELECTRIC SUPPLY	\$1,697.03	10/15/2020	R
111692	VOCABULARY SPELLING CITY.COM	\$1,111.80	10/15/2020	R
111693	VORT CORPORATION	\$165.00	10/15/2020	R
111694	WALSER AUTOMOTIVE GROUP	\$0.00	10/15/2020	C
111695	WALSER AUTOMOTIVE GROUP	\$2,380.88	10/15/2020	R
111696	WARGO NATURE CENTER	\$350.00	10/15/2020	R
111697	WATERS, FAITH	\$171.18	10/15/2020	R
111698	WATERWORTH, SARAH	\$75.00	10/15/2020	R
111699	WHITE BEAR LAWN & SNOW	\$5,515.00	10/15/2020	R
111700	WHITE BEAR LOCKSMITH INC	\$50.00	10/15/2020	R
111701	CITY OF WHITE BEAR LAKE	\$1,418.77	10/15/2020	R
111702	WHITE BEAR LAKE ROTARY CLUB	\$272.00	10/15/2020	R
111703	WHITE BEAR LAKE ROTARY CLUB	\$240.00	10/15/2020	R
111704	WEBER, CRAIG	\$137.00	10/15/2020	R
111705	WILLS, CHRISTINA L.	\$66.42	10/15/2020	R
111706	WINDSTREAM	\$5,846.36	10/15/2020	R
111707	WINNICK SUPPLY	\$563.19	10/15/2020	R
111708	WOLD ARCHITECTS AND ENGINEERS	\$0.00	10/15/2020	C
111709	WOLD ARCHITECTS AND ENGINEERS	\$634,204.32	10/15/2020	R
111710	WORLD BOOK INC	\$592.00	10/15/2020	R
111711	X-GRAIN SPORTSWEAR	\$35.00	10/15/2020	R
111712	XCEL ENERGY	\$92,395.99	10/15/2020	R
111713	ZVERSE, INC.	\$2,869.00	10/15/2020	R
111714	ULTIMATE SPORTS WRAP	\$1,260.00	10/15/2020	R
111715	IUOE LOCAL 70	\$1,109.74	10/15/2020	R
111716	RAUSCH, STURM, ISRAEL,	\$263.09	10/15/2020	R
111717	SCHOOL SERVICE EMPLOYEES	\$0.00	10/15/2020	C
111718	SCHOOL SERVICE EMPLOYEES	\$6,341.15	10/15/2020	R
111719	GURSTEL CHARGO ATTORNEYS AT LAW	\$324.06	10/15/2020	R
111720	MESSERLI & KRAMER PA	\$20.20	10/15/2020	R
111721	A+ DRIVING SCHOOL	\$7,245.00	10/29/2020	R
111722	AIKORIEGIE, SUNNY	\$120.00	10/29/2020	R
111723	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111724	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111725	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111726	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111727	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111728	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111729	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111730	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111731	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111732	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111733	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111734	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111735	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C



111736	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111737	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111738	AMAZON CAPITAL SERVICES	\$0.00	10/29/2020	C
111739	AMAZON CAPITAL SERVICES	\$14,884.52	10/29/2020	R
111740	ANCHOR SOLAR INVESTMENTS, LLC	\$2,052.53	10/29/2020	R
111741	APPLE COMPUTER INC	\$3,289.00	10/29/2020	R
111742	ARAMARK REFRESHMENT SERVICES	\$179.68	10/29/2020	R
111743	ARCH LANGUAGE NETWORK	\$195.00	10/29/2020	R
111744	ARCHAMBAULT, DENNIS	\$180.00	10/29/2020	R
111745	ATC GROUP SERVICES LLC	\$4,599.40	10/29/2020	R
111746	AVID CENTER	\$16,249.00	10/29/2020	R
111747	AYENI, PHIL	\$89.00	10/29/2020	R
111748	BANYAI, KELLY	\$89.00	10/29/2020	R
111749	BATTERIES PLUS BULBS	\$115.90	10/29/2020	R
111750	BAUSCHETT, PAT	\$79.00	10/29/2020	R
111751	BEARTOWN AUTO BODY INC	\$2,810.48	10/29/2020	R
111752	BERWALD, DEANNE	\$246.47	10/29/2020	R
111753	BEST BUY BUSINESS ADVANTAGE ACCT	\$29,174.50	10/29/2020	R
111754	BEVSO	\$12,337.11	10/29/2020	R
111755	BIELEFELDT, BRITTANY R.	\$65.00	10/29/2020	R
111756	BIG WOOD BREWERY	\$260.00	10/29/2020	R
111757	BLICK ART MATERIALS	\$42.56	10/29/2020	R
111758	BLUE CROSS / BLUE SHIELD OF MN	\$21,736.00	10/29/2020	R
111759	BLUE TARP FINANCIAL INC	\$137.97	10/29/2020	R
111760	BOYER FORD TRUCKS	\$585.61	10/29/2020	R
111761	BRAATEN, HAROLD A.	\$110.00	10/29/2020	R
111762	BSN SPORTS	\$2,673.76	10/29/2020	R
111763	BULK OFFICE SUPPLY	\$626.40	10/29/2020	R
111764	BUREAU OF EDUCATION & RESEARCH	\$289.00	10/29/2020	R
111765	CALL OF THE K9	\$2,400.00	10/29/2020	R
111766	CAPITAL ONE COMMERCIAL	\$1,208.18	10/29/2020	R
111767	CENTRAL ROOFING CO	\$41,135.57	10/29/2020	R
111768	CERTIFIED LABORATORIES	\$428.06	10/29/2020	R
111769	CHEER MUSIC ADDICTION LLC	\$400.00	10/29/2020	R
111770	CINTAS CORP #470	\$213.50	10/29/2020	R
111771	CL BENSON CO., INC	\$7,678.48	10/29/2020	R
111772	COMCAST	\$294.67	10/29/2020	R
111773	COMMUNITY EDUCATION	\$45.70	10/29/2020	R
111774	CONNEY SAFETY	\$3,923.40	10/29/2020	R
111775	CONSCIOUS DISCIPLINE	\$588.02	10/29/2020	R
111776	CONTINENTAL CLAY CO	\$726.40	10/29/2020	R
111777	CONTINENTAL RESEARCH CORP	\$5,102.96	10/29/2020	R
111778	COOPS SPORTSWEAR	\$1,505.00	10/29/2020	R
111779	CUB FOODS OF WHITE BEAR TWSHP	\$109.96	10/29/2020	R
111780	DACK, BRENT	\$89.00	10/29/2020	R
111781	DALCO CORPORATION	\$0.00	10/29/2020	C
111782	DALCO CORPORATION	\$0.00	10/29/2020	C

111783 DALCO CORPORATION	\$8,228.59	10/29/2020 R
111784 DAVID GEHRENBECK	\$100.00	10/29/2020 R
111785 DELL MARKETING LP	\$211.35	10/29/2020 R
111786 DEMCO INC	\$206.75	10/29/2020 R
111787 DEMCO, TIM	\$79.00	10/29/2020 R
111788 DIMENSION STUDIOS	\$378.00	10/29/2020 R
111789 DISCOUNT SCHOOL SUPPLY	\$293.46	10/29/2020 R
111790 DOMINOS PIZZA	\$30.00	10/29/2020 R
111791 DOOR SERVICE COMPANY	\$130.00	10/29/2020 R
111792 DEFINITIVE TECHNOLOGY SOLUTIONS	\$165.60	10/29/2020 R
111793 DURDLE, KAROL	\$66.75	10/29/2020 R
111794 EASTBURN, JODY M.	\$12.98	10/29/2020 R
111795 ECKROTH MUSIC	\$502.30	10/29/2020 R
111796 EDUCATIONAL TESTING SERVICE	\$550.00	10/29/2020 R
111797 EPS LITERACY & INTERVENTION	\$147.84	10/29/2020 R
111798 EQUITY ALLIANCE MN	\$975.00	10/29/2020 R
111799 ETS NORTH METRO, LLC	\$3,833.33	10/29/2020 R
111800 FENWAY INNOVATION CENTER	\$9,052.11	10/29/2020 R
111801 FERDERER, NICOLE L.	\$295.90	10/29/2020 R
111802 FESTIVAL FOODS-KNOWLAN'S	\$197.31	10/29/2020 R
111803 FIDELITY SECURITY LIFE INSURANCE CO	\$2,538.47	10/29/2020 R
111804 FIORAVANTI, MARC	\$237.00	10/29/2020 R
111805 FLOORS BY BECKERS	\$288.00	10/29/2020 R
111806 FRATTALONES HARDWARE STORES	\$0.00	10/29/2020 C
111807 FRATTALONES HARDWARE STORES	\$0.00	10/29/2020 C
111808 FRATTALONES HARDWARE STORES	\$585.54	10/29/2020 R
111809 FUN EXPRESS LLC	\$87.08	10/29/2020 R
111810 GALLAGHERS NORTHWESTERN TIRE CO INC	\$4,966.80	10/29/2020 R
111811 GOODHEART-WILCOX PUBLISHER	\$5,369.14	10/29/2020 R
111812 GOPHER	\$702.12	10/29/2020 R
111813 GRAINGER	\$247.70	10/29/2020 R
111814 GROUP MEDICAREBLUE RX	\$11,625.00	10/29/2020 R
111815 HAAS MUSICAL INSTRUMENT REPAIR	\$0.00	10/29/2020 C
111816 HAAS MUSICAL INSTRUMENT REPAIR	\$0.00	10/29/2020 C
111817 HAAS MUSICAL INSTRUMENT REPAIR	\$608.00	10/29/2020 R
111818 HALLBERG ENGINEERING INC	\$16,217.50	10/29/2020 R
111819 HALTER, TROY	\$79.00	10/29/2020 R
111820 HAMMER SPORTS	\$102.00	10/29/2020 R
111821 HEALTHPARTNERS	\$4,017.40	10/29/2020 R
111822 HEGGERTY	\$518.34	10/29/2020 R
111823 HEINEMANN	\$6,948.75	10/29/2020 R
111824 HILDI INC	\$1,550.00	10/29/2020 R
111825 HISDAHL INC	\$102.00	10/29/2020 R
111826 HOENIGSCHMIDT, KAYLEA	\$1,688.75	10/29/2020 R
111827 HOGLUND BUS AND TRUCK CO	\$0.00	10/29/2020 C
111828 HOGLUND BUS AND TRUCK CO	\$974.22	10/29/2020 R
111829 HOUGHTON MIFFLIN HARCOURT	\$132.60	10/29/2020 R

111830 HUGO FEED MILL & HARDWARE	\$6.00	10/29/2020 R
111831 INNOSEAL SYSTEMS INC	\$1,871.00	10/29/2020 R
111832 INNOVATIVE GRAPHICS	\$1,442.00	10/29/2020 R
111833 INNOVATIVE OFFICE SOLUTIONS	\$0.00	10/29/2020 C
111834 INNOVATIVE OFFICE SOLUTIONS	\$2,329.27	10/29/2020 R
111835 INSTITUTE FOR MULTI SENSORY EDUCATION	\$360.00	10/29/2020 R
111836 INTERMEDIATE DISTRICT 287	\$11,213.44	10/29/2020 R
111837 INTRADO INTERACTIVE SERVICES CORPORATION	\$18,486.00	10/29/2020 R
111838 IXL LEARNING	\$2,613.00	10/29/2020 R
111839 J.R.'S ADVANCED RECYCLERS	\$30.00	10/29/2020 R
111840 JAH SCHEDULING LLC	\$280.00	10/29/2020 R
111841 JAYTECH INC	\$0.00	10/29/2020 C
111842 JAYTECH INC	\$4,535.13	10/29/2020 R
111843 JW PEPPER & SON INC	\$120.00	10/29/2020 R
111844 KILEN, KIP	\$75.00	10/29/2020 R
111845 KIMBALL MIDWEST	\$201.12	10/29/2020 R
111846 KOCH MECHANICAL LLC	\$4,284.00	10/29/2020 R
111847 KRAFT CONTRACTING & MECHANICAL	\$0.00	10/29/2020 C
111848 KRAFT CONTRACTING & MECHANICAL	\$24,725.61	10/29/2020 R
111849 LANGUAGE LINE SERVICES	\$1,799.52	10/29/2020 R
111850 LEARNING A-Z	\$230.90	10/29/2020 R
111851 LEARNING A-Z	\$360.80	10/29/2020 R
111852 LIBRARY STORE INC	\$1,043.45	10/29/2020 R
111853 LINDENMEYR MUNROE	\$0.00	10/29/2020 C
111854 LINDENMEYR MUNROE	\$4,808.29	10/29/2020 R
111855 LOCKE, LYNNAE	\$91.05	10/29/2020 R
111856 LORENZEN, CORY	\$89.00	10/29/2020 R
111857 LYMAN, JOSEPH	\$90.00	10/29/2020 R
111858 MACKIN EDUCATIONAL RESOURCES	\$551.04	10/29/2020 R
111859 MADISON NATIONAL LIFE	\$38,772.26	10/29/2020 R
111860 MAHTOMEDI COMMUNITY EDUCATION	\$136.00	10/29/2020 R
111861 MALLOY/MONTAGUE/KARNOWSKI & CO	\$7,500.00	10/29/2020 R
111862 MALWITZ, REBECCA A.	\$2,350.00	10/29/2020 R
111863 MARCO TECHNOLOGIES LLC	\$64.54	10/29/2020 R
111864 MARCO, INC	\$654.57	10/29/2020 R
111865 MN ASSOC OF SCH BUSINESS OFFICIALS	\$220.00	10/29/2020 R
111866 MASE	\$0.00	10/29/2020 C
111867 MASE	\$1,365.00	10/29/2020 R
111868 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$1,945.00	10/29/2020 R
111869 MATBOSS LLC	\$399.00	10/29/2020 R
111870 MCDONOUGH'S WATERJETTING AND	\$580.75	10/29/2020 R
111871 MCGRAW HILL COMPANIES	\$159.99	10/29/2020 R
111872 METRO MEALS ON WHEELS INC	\$362.00	10/29/2020 R
111873 METRO VOLLEYBALL OFFICIALS ASSOCIATION	\$1,428.00	10/29/2020 R
111874 METROPOLITAN TRANSPORTATION NETWORK	\$48,762.80	10/29/2020 R
111875 MIDWEST BUS PARTS INC	\$361.62	10/29/2020 R
111876 MINVALCO INC	\$3,329.62	10/29/2020 R

111877 MN PREMIER PUBLICATIONS	\$1,031.00	10/29/2020 R
111878 MOBILE RADIO ENGINEERING INC	\$2,179.74	10/29/2020 R
111879 MN YOUTH READING AWARDS	\$45.00	10/29/2020 R
111880 MYSTERY SCIENCE INC	\$99.00	10/29/2020 R
111881 NAPA AUTO PARTS	\$151.94	10/29/2020 R
111882 NARDINI FIRE EQUIPMENT CO INC	\$0.00	10/29/2020 C
111883 NARDINI FIRE EQUIPMENT CO INC	\$2,609.75	10/29/2020 R
111884 NASCO	\$189.98	10/29/2020 R
111885 NOBLE CONSERVATION SOLUTIONS	\$3,052.23	10/29/2020 R
111886 NORCENTRONIX DISTRIBUTING	\$224.00	10/29/2020 R
111887 NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	10/29/2020 C
111888 NORTH CENTRAL BLUE BIRD BUS SALES	\$14,977.05	10/29/2020 R
111889 NOVAK, DAN	\$79.00	10/29/2020 R
111890 NPARALLEL LLC	\$2,942.00	10/29/2020 R
111891 O'REILLY AUTOMOTIVE INC	\$0.00	10/29/2020 C
111892 O'REILLY AUTOMOTIVE INC	\$0.00	10/29/2020 C
111893 O'REILLY AUTOMOTIVE INC	\$387.67	10/29/2020 R
111894 OFFICE DEPOT	\$0.00	10/29/2020 C
111895 OFFICE DEPOT	\$420.41	10/29/2020 R
111896 ON SITE SANITATION INC	\$312.37	10/29/2020 R
111897 OXYGEN SERVICE CO INC	\$12.60	10/29/2020 R
111898 PALOS SPORTS INC	\$202.86	10/29/2020 R
111899 PARTSMaster	\$232.03	10/29/2020 R
111900 PAULSON TRACK MANAGEMENT	\$150.00	10/29/2020 R
111901 PELCO CONSTRUCTION LLC	\$300.00	10/29/2020 R
111902 PETERS, HOLLY	\$180.00	10/29/2020 R
111903 PETERSON BROS ROOFING & CONST	\$1,721.73	10/29/2020 R
111904 PINE TREE APPLE ORCHARD	\$1,024.00	10/29/2020 R
111905 PINEHAVEN FARM	\$629.00	10/29/2020 R
111906 PITNEY BOWES INC	\$76.25	10/29/2020 R
111907 POWERSCHOOL GROUP LLC	\$15,152.72	10/29/2020 R
111908 PRAXAIR DISTRIBUTION INC	\$52.96	10/29/2020 R
111909 PREMIUM WATERS INC	\$4.00	10/29/2020 R
111910 PRESS PUBLICATIONS	\$848.16	10/29/2020 R
111911 PROJECT LEAD THE WAY	\$1,200.00	10/29/2020 R
111912 PUMP AND METER SERVICE INC	\$2,736.51	10/29/2020 R
111913 PYRAMDI MODEL CONSORTIUM	\$29.00	10/29/2020 R
111914 QUADIENT LEASING	\$449.61	10/29/2020 R
111915 QUISTAD, CHARLES	\$110.00	10/29/2020 R
111916 R & R SPECIALTIES INC	\$1,403.00	10/29/2020 R
111917 READ NATURALLY INC	\$1,159.03	10/29/2020 R
111918 REGENTS OF THE UNIV OF MN	\$5,250.00	10/29/2020 R
111919 REPUBLIC SERVICES #899	\$8,821.74	10/29/2020 R
111920 THE RETROFIT COMPANIES INC	\$2,106.44	10/29/2020 R
111921 RICE, CALYSTA J.	\$39.50	10/29/2020 R
111922 RICK, CHRISTOPHER	\$79.00	10/29/2020 R
111923 RINK-TEC INTERNATIONAL INC	\$673.50	10/29/2020 R

111924 RISK ADMINISTRATION SERVICES	\$49,491.00	10/29/2020 R
111925 ROOF SPEC INC	\$850.00	10/29/2020 R
111926 SAM'S CLUB	\$180.00	10/29/2020 R
111927 SCHMIDT, JERON	\$89.00	10/29/2020 R
111928 SCHOLASTIC	\$919.52	10/29/2020 R
111929 SCHOOL FIX CATALOG	\$169.94	10/29/2020 R
111930 SCHOOL HEALTH CORPORATION	\$0.00	10/29/2020 C
111931 SCHOOL HEALTH CORPORATION	\$0.00	10/29/2020 C
111932 SCHOOL HEALTH CORPORATION	\$1,739.55	10/29/2020 R
111933 SCHOOL SPECIALTY	\$73.94	10/29/2020 R
111934 SCHROEHER, JANE	\$150.00	10/29/2020 R
111935 SEBCO BOOKS	\$403.23	10/29/2020 R
111936 SEEVER, GRAY	\$160.00	10/29/2020 R
111937 THE SIGN PRODUCERS	\$886.00	10/29/2020 R
111938 SITEIMPROVE INC	\$4,275.06	10/29/2020 R
111939 SMITH, MIKE	\$79.00	10/29/2020 R
111940 SOCIAL STUDIES SCHOOL SERVICE	\$10.07	10/29/2020 R
111941 SOLIANT	\$1,401.75	10/29/2020 R
111942 SPEAKWORKS, INC	\$5,000.00	10/29/2020 R
111943 SPECIALTY PROMOTIONS	\$424.80	10/29/2020 R
111944 STRATEGIC STAFFING SOLUTIONS	\$3,417.00	10/29/2020 R
111945 STROUD, IAN T.	\$158.00	10/29/2020 R
111946 SUBSCRIPTION SERV OF AMER INC	\$385.90	10/29/2020 R
111947 SYNOVIA SOLUTIONS	\$1,551.40	10/29/2020 R
111948 TEACHER SYNERGY LLC	\$22.40	10/29/2020 R
111949 TEACHSTONE TRAINING LLC	\$775.00	10/29/2020 R
111950 THE MODERN CLASSROOM PROJECT	\$395.00	10/29/2020 R
111951 THERAPRO INC	\$105.00	10/29/2020 R
111952 THOMPSON, MATTHEW	\$90.00	10/29/2020 R
111953 TOWN LIFE	\$1,215.00	10/29/2020 R
111954 TRADE PRESS INC	\$668.00	10/29/2020 R
111955 T.R.F. SUPPLY CO	\$567.20	10/29/2020 R
111956 TRI-STATE BOBCAT	\$884.23	10/29/2020 R
111957 TRIARCO	\$93.87	10/29/2020 R
111958 TRIO SUPPLY COMPANY	\$0.00	10/29/2020 C
111959 TRIO SUPPLY COMPANY	\$1,212.19	10/29/2020 R
111960 TRUE NORTH CONSULTING GROUP	\$37,884.00	10/29/2020 R
111961 TSA CONSULTING GROUP	\$940.24	10/29/2020 R
111962 TWIN CITY JANITOR SUPPLY CO	\$0.00	10/29/2020 C
111963 TWIN CITY JANITOR SUPPLY CO	\$21,776.90	10/29/2020 R
111964 UNIVERSAL CHEERLEADERS ASSOC	\$8.00	10/29/2020 R
111965 US FOODS CULINARY EQUIP & SUPPLIES	\$1,870.88	10/29/2020 R
111966 CITY OF VADNAIS HEIGHTS	\$4,028.61	10/29/2020 R
111967 VARSITY SPIRIT FASHIONS	\$1,989.00	10/29/2020 R
111968 VIKING ELECTRIC SUPPLY	\$0.00	10/29/2020 C
111969 VIKING ELECTRIC SUPPLY	\$1,304.06	10/29/2020 R
111970 VISTA HIGHER LEARNING	\$224.00	10/29/2020 R

111971 VOYAGER SOPRIS LEARNING	\$5,049.50	10/29/2020 R
111972 WALTER, BRIAN M.	\$79.00	10/29/2020 R
111973 WHITE BEAR FLORAL SHOP	\$84.95	10/29/2020 R
111974 WHITE BEAR GLASS INC	\$810.00	10/29/2020 R
111975 WHITE BEAR LOCKSMITH INC	\$36.00	10/29/2020 R
111976 WHITE BEAR TOWNSHIP	\$3,575.35	10/29/2020 R
111977 WHITE BEAR LAKE ROTARY CLUB	\$129.00	10/29/2020 R
111978 WEBER, CRAIG	\$75.00	10/29/2020 R
111979 WEBER, MARK	\$150.00	10/29/2020 R
111980 WENGER CORP	\$9,534.00	10/29/2020 R
111981 WESTERN PSYCHOLOGICAL SERVICES	\$138.60	10/29/2020 R
111982 WILLS, ALLISON	\$1,439.44	10/29/2020 R
111983 WL HALL COMPANY	\$707.50	10/29/2020 R
111984 WOODCOCK, MARK W.	\$105.00	10/29/2020 R
111985 XTREME	\$495.00	10/29/2020 R
111986 YOUNG MATTHEW	\$180.00	10/29/2020 R
111987 ZARAMBO, MARIA L.	\$210.00	10/29/2020 R
111988 ZIMMERMAN, LIA Y.	\$48.07	10/29/2020 R
111989 ZITELMAN, MARLA A.	\$111.95	10/29/2020 R
111990 IUOE LOCAL 70	\$1,109.74	10/30/2020 R
111991 RAUSCH, STURM, ISRAEL,	\$233.04	10/30/2020 R
111992 SCHOOL SERVICE EMPLOYEES	\$6,220.10	10/30/2020 R
111993 GURSTEL CHARGO ATTORNEYS AT LAW	\$269.89	10/30/2020 R
111994 MESSERLI & KRAMER PA	\$20.20	10/30/2020 R
9992132 BMO	\$0.00	10/5/2020 C
9992133 BMO	\$66,182.78	10/5/2020 R
9992169 AIG	\$6,806.59	10/15/2020 R
9992170 AMERICAN FUNDS	\$0.00	10/15/2020 C
9992171 AMERICAN FUNDS	\$83,499.58	10/15/2020 R
9992172 AMERICAN UNITED LIFE	\$0.00	10/15/2020 C
9992173 AMERICAN UNITED LIFE	\$97,806.39	10/15/2020 R
9992174 AMERIPRISE FINANCIAL SERVICES	\$13,918.58	10/15/2020 R
9992175 ASPIRE FINANCIAL SERVICES	\$948.17	10/15/2020 R
9992176 AXA EQUITABLE	\$27,585.21	10/15/2020 R
9992177 EDUCATION MN ESI BILLING TRUST	\$36,131.79	10/15/2020 R
9992178 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992179 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992180 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992181 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992182 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992183 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992184 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992185 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992186 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992187 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992188 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C
9992189 INTERNAL REVENUE SERVICE	\$0.00	10/15/2020 C

9992190	INTERNAL REVENUE SERVICE	\$0.00	10/15/2020	C
9992191	INTERNAL REVENUE SERVICE	\$0.00	10/15/2020	C
9992192	INTERNAL REVENUE SERVICE	\$808,984.13	10/15/2020	R
9992193	METROPOLITAN LIFE	\$1,152.93	10/15/2020	R
9992194	MN DEPT OF HUMAN SERVICES	\$1,600.40	10/15/2020	R
9992195	MN DEPT OF REVENUE	\$0.00	10/15/2020	C
9992196	MN DEPT OF REVENUE	\$0.00	10/15/2020	C
9992197	MN DEPT OF REVENUE	\$0.00	10/15/2020	C
9992198	MN DEPT OF REVENUE	\$132,772.90	10/15/2020	R
9992199	MN STATE RETIREMENT	\$6,753.28	10/15/2020	R
9992200	PUBLIC EMP RETIREMENT ASSOC	\$0.00	10/15/2020	C
9992201	PUBLIC EMP RETIREMENT ASSOC	\$0.00	10/15/2020	C
9992202	PUBLIC EMP RETIREMENT ASSOC	\$0.00	10/15/2020	C
9992203	PUBLIC EMP RETIREMENT ASSOC	\$130,722.25	10/15/2020	R
9992204	TEACHERS RETIREMENT ASSOC	\$0.00	10/15/2020	C
9992205	TEACHERS RETIREMENT ASSOC	\$407,487.04	10/15/2020	R
9992206	VANGUARD SMALL BUSINESS SERVICES	\$33,294.88	10/15/2020	R
9992207	WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$42,605.12	10/15/2020	R
9992208	AIG	\$6,841.46	10/30/2020	R
9992209	AMERICAN FUNDS	\$84,320.38	10/30/2020	R
9992210	AMERICAN UNITED LIFE	\$89,137.16	10/30/2020	R
9992211	AMERIPRISE FINANCIAL SERVICES	\$13,292.52	10/30/2020	R
9992212	ASPIRE FINANCIAL SERVICES	\$948.17	10/30/2020	R
9992213	AXA EQUITABLE	\$27,895.74	10/30/2020	R
9992214	EDUCATION MN ESI BILLING TRUST	\$36,131.79	10/30/2020	R
9992215	INTERNAL REVENUE SERVICE	\$0.00	10/30/2020	C
9992216	INTERNAL REVENUE SERVICE	\$0.00	10/30/2020	C
9992217	INTERNAL REVENUE SERVICE	\$773,471.12	10/30/2020	R
9992218	METROPOLITAN LIFE	\$1,152.93	10/30/2020	R
9992219	MN DEPT OF HUMAN SERVICES	\$1,600.40	10/30/2020	R
9992220	MN DEPT OF REVENUE	\$126,967.89	10/30/2020	R
9992221	MN STATE RETIREMENT	\$6,753.28	10/30/2020	R
9992222	PUBLIC EMP RETIREMENT ASSOC	\$0.00	10/30/2020	C
9992223	PUBLIC EMP RETIREMENT ASSOC	\$112,538.49	10/30/2020	R
9992224	TEACHERS RETIREMENT ASSOC	\$409,959.70	10/30/2020	R
9992225	VANGUARD SMALL BUSINESS SERVICES	\$33,312.55	10/30/2020	R
9992226	WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$42,602.04	10/30/2020	R
202100170	BARTH, CARRIE M.	\$86.00	10/1/2020	A
202100171	COOK, TRACY A.	\$95.76	10/1/2020	A
202100172	DONAHOE, TRACI L.	\$486.03	10/1/2020	A
202100173	FICEK, DELANIE C.	\$137.82	10/1/2020	A
202100174	GORIS, PAMELA L.	\$97.71	10/1/2020	A
202100175	GUTHRIE, ASHLEY M.	\$34.50	10/1/2020	A
202100176	HARRIMAN, GRETCHEN E.	\$285.21	10/1/2020	A
202100177	IMMEL, COLLEEN M.	\$439.50	10/1/2020	A
202100178	JESKE-WALFOORT, KIMBERLY A.	\$246.94	10/1/2020	A
202100179	KISSNER, TABBITHA A.	\$160.19	10/1/2020	A

202100180 LEININGER, JOHN M.	\$59.59	10/1/2020 A
202100181 LUNDBLAD, ANGELA C.	\$65.55	10/1/2020 A
202100182 MUNDELL, GERALD K.	\$780.04	10/1/2020 A
202100183 MUNDELL, KARLA J.	\$390.98	10/1/2020 A
202100184 NORCROSS, MICHELE S.	\$57.06	10/1/2020 A
202100185 O'LEARY, CHADRICK J.	\$75.67	10/1/2020 A
202100186 OKLOBZIJA, LUANNE P.	\$198.99	10/1/2020 A
202100187 OSWALD, NICOLE M.	\$99.00	10/1/2020 A
202100188 PETERSEN, JILL M.	\$68.38	10/1/2020 A
202100189 RAKOCZY, SUSAN	\$15.98	10/1/2020 A
202100190 RIEBOW, SHANNON J.	\$60.00	10/1/2020 A
202100191 ROLOFF, STEPHANIE H.	\$55.82	10/1/2020 A
202100192 SUCHY, ERICA J.	\$29.00	10/1/2020 A
202100193 SWANSON, SHANNON M.	\$65.00	10/1/2020 A
202100194 TESSMAN, JILEEN M.	\$22.21	10/1/2020 A
202100195 THIBAUT, DEBRA S.	\$335.00	10/1/2020 A
202100196 THOM, NANCY L.	\$55.45	10/1/2020 A
202100197 TROSKE, CARRIE L.	\$65.00	10/1/2020 A
202100198 TRUDGEON, JOANNA L.	\$29.00	10/1/2020 A
202100199 VERNON, AMANDA M.	\$29.00	10/1/2020 A
202100200 WELSH, SUSAN K.	\$105.21	10/1/2020 A
202100201 ALTHOF, KATHRYN A.	\$24.00	10/15/2020 A
202100202 ANDERSON, JON C.	\$36.25	10/15/2020 A
202100203 ANDERSON, MARGARET A.	\$112.73	10/15/2020 A
202100204 ANDERJOHN, NOEL M.	\$39.98	10/15/2020 A
202100205 BEACH, RODNEY W.	\$251.00	10/15/2020 A
202100206 BOOTH, KARLA J.	\$13.80	10/15/2020 A
202100207 CARLSON, CARRIE E.	\$53.52	10/15/2020 A
202100208 CARLSON-CASA DE CALVO, JANET L.	\$44.56	10/15/2020 A
202100209 CLARK, MAGGIE J.	\$117.56	10/15/2020 A
202100210 COOK, TRACY A.	\$65.00	10/15/2020 A
202100211 DONAHOE, TRACI L.	\$47.43	10/15/2020 A
202100212 DRANGE, ANGELA M.	\$148.66	10/15/2020 A
202100213 ENGSTRAN, PAUL A.	\$65.00	10/15/2020 A
202100214 FERNANDEZ, KEVIN M.	\$632.40	10/15/2020 A
202100215 FUNK, JENNIFER A.	\$425.00	10/15/2020 A
202100216 GALYON, AMY R.	\$36.23	10/15/2020 A
202100217 GARCIA, RACHEL M.	\$91.76	10/15/2020 A
202100218 GERE, JENNIFER E.	\$24.00	10/15/2020 A
202100219 GILLESPIE, ALISON C.	\$47.44	10/15/2020 A
202100220 GRAY, DONALD E.	\$176.80	10/15/2020 A
202100221 GRIEBENOW, BRIAN N.	\$436.02	10/15/2020 A
202100222 GUTHRIE, ASHLEY M.	\$65.00	10/15/2020 A
202100223 HEATON, BRENDA B.	\$29.00	10/15/2020 A
202100224 HIGGINS, SHEILA J.	\$40.30	10/15/2020 A
202100225 HOGEN, KARIN E.	\$20.00	10/15/2020 A
202100226 KELLEY, DEBRA K.	\$108.99	10/15/2020 A



202100227 KLECKER, KEVIN W.	\$220.72	10/15/2020 A
202100228 KNOPS, ROXANNE	\$39.32	10/15/2020 A
202100229 KNUTSON, KELLY D.	\$150.00	10/15/2020 A
202100230 KROCAK, NANCY J.	\$18.89	10/15/2020 A
202100231 LEHN, BRIDGET N.	\$141.19	10/15/2020 A
202100232 LEMIEUX, TAMARA M.	\$92.01	10/15/2020 A
202100233 LOCKMAN, LINDSAY K.	\$139.99	10/15/2020 A
202100234 MCGRATH-DALY, SARA B.	\$70.00	10/15/2020 A
202100235 MILES, STACY L.	\$18.98	10/15/2020 A
202100236 MYERS, ANN A.	\$117.51	10/15/2020 A
202100237 NACHTSHEIM, JOHN J.	\$59.23	10/15/2020 A
202100238 NELSON, DOUGLAS M.	\$114.95	10/15/2020 A
202100239 PELOQUIN, BRIAN F.	\$390.00	10/15/2020 A
202100240 PEPER, ALLISON L.	\$97.00	10/15/2020 A
202100241 PERCIVAL, PATRICIA A.	\$99.52	10/15/2020 A
202100242 PERRY, MEGAN M.	\$14.01	10/15/2020 A
202100243 PHETTEPLACE, WANDA M.	\$64.79	10/15/2020 A
202100244 PIERRE, CHRISTINA K.	\$198.18	10/15/2020 A
202100245 RIEBOW, MITCHELL W.	\$65.00	10/15/2020 A
202100246 RODRIGUEZ, DARCY A.	\$104.28	10/15/2020 A
202100247 ROLOFF, STEPHANIE H.	\$18.98	10/15/2020 A
202100248 STONEHOUSE, JULIA L.	\$823.20	10/15/2020 A
202100249 THAO, ABIGAIL S.	\$29.00	10/15/2020 A
202100250 VAIL, ANNE B.	\$120.10	10/15/2020 A
202100251 WATTERS, LAURA J.	\$133.93	10/15/2020 A
202100252 XU, HUI	\$25.30	10/15/2020 A
202100253 ACCIARI, NICOLE E.	\$65.00	10/29/2020 A
202100254 BARTH, CARRIE M.	\$59.90	10/29/2020 A
202100255 CARLINSCHAUER, KYLE L.	\$65.00	10/29/2020 A
202100256 CLARK, MAGGIE J.	\$300.00	10/29/2020 A
202100257 DOMSCHOT, KATHLEEN S.	\$25.88	10/29/2020 A
202100258 EGEMO, PATRICIA A.	\$78.20	10/29/2020 A
202100259 ENGSTRAN, PAUL A.	\$65.00	10/29/2020 A
202100260 FREEMAN, CHRISTINA J.	\$128.03	10/29/2020 A
202100261 FROGNER, JANINE M.	\$39.99	10/29/2020 A
202100262 FUHRMAN, SARAH J.	\$20.88	10/29/2020 A
202100263 GEFRE, DEBRA L.	\$35.00	10/29/2020 A
202100264 KELLEY, DEBRA K.	\$65.00	10/29/2020 A
202100265 LOCKMAN, LINDSAY K.	\$689.85	10/29/2020 A
202100266 LUKNIC, JONATHAN D.	\$399.99	10/29/2020 A
202100267 MADER, SETH A.	\$28.94	10/29/2020 A
202100268 MALONEY, JESSE E.	\$31.92	10/29/2020 A
202100269 MCGARTHWAITE, NICOLE M.	\$35.88	10/29/2020 A
202100270 MENCKE, LAURIE A.	\$59.00	10/29/2020 A
202100271 MISGEN, MARK A.	\$269.00	10/29/2020 A
202100272 MOSENG, AMANDA R.	\$65.00	10/29/2020 A
202100273 MUELLER, CYNTHIA J.	\$389.94	10/29/2020 A

202100274	NACHTSHEIM, JOHN J.	\$165.00	10/29/2020	A
202100275	OSWALD, NICOLE M.	\$58.60	10/29/2020	A
202100276	OTTAVIANI, AMY M.	\$65.00	10/29/2020	A
202100277	RANCOUR, RACHEL	\$55.99	10/29/2020	A
202100278	RIEBE, BRIAN C.	\$89.12	10/29/2020	A
202100279	RIEBOW, MATTHEW R.	\$185.97	10/29/2020	A
202100280	ROCKFORD, JEREMY W.	\$165.31	10/29/2020	A
202100281	ROESER, DANIEL W.	\$739.74	10/29/2020	A
202100282	RUSTAND, AMBER J.	\$44.99	10/29/2020	A
202100283	SAGDALEN, NATALIE R.	\$94.95	10/29/2020	A
202100284	SCHMIDT, DANIEL Q.	\$29.96	10/29/2020	A
202100285	STEPHAN, SUSAN K.	\$80.00	10/29/2020	A
202100286	STEWART, SCOTT J.	\$19.00	10/29/2020	A
202100287	STREIFF OJI, CHRISTINA D.	\$61.50	10/29/2020	A
202100288	THOM, NANCY L.	\$252.90	10/29/2020	A
202100289	TOLONEN, CLAY S.	\$150.03	10/29/2020	A
202100290	TROSKE, CARRIE L.	\$65.00	10/29/2020	A
202100291	TUTTLE, JANE E.	\$65.00	10/29/2020	A
202100292	ULMER, ELIZABETH R.	\$200.00	10/29/2020	A
202100293	WALLRICH, KAREN M.	\$27.30	10/29/2020	A
202100294	ZAKRZEWSKI, JACLYN V.	\$67.85	10/29/2020	A
		\$7,628,037.23		

**RESOLUTION FOR ACCEPTANCE OF GIFTS**

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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<b>Donation</b>	<b>Donor</b>	<b>Recipient</b>
\$57.65	Thomson Reuters	White Bear Lake Area School District
Three cases of brake clean, three cases of rust penetrating oil, three cases of oil mats	Key Automotive Attn: Steve Cox	White Bear Lake Area High School – South Campus Tech Ed – Auto Program
\$84	Jennifer Kohnen	White Bear Lake Area School District
\$69.24	Christy Christensen	White Bear Lake Area High School – South Campus Soccer Program in honor of Kyle Christensen, super goalie
\$15	Target C/O CyberGrants, LLC	White Bear Lake Area School District
\$32.70	Thomson Reuters	White Bear Lake Area School District
32.70	Thomson Reuters	White Bear Lake Area School District
\$16.35	Thomson Reuters	White Bear Lake Area School District

**RECOMMENDED ACTION:** Approve

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Consent Agenda**

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

**Background:**

School Board Policy #610 – Field Trips requires School Board approval of any overnight field trip. The administration is presenting the following field trips 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
Spring Break 2022 March 3 – March 12, 2022 Vietnam, Cambodia, and Thailand	Lindsay Lamwers and David Lamwers	White Bear Lake Area High School	2	18 high school students	Approximately \$3,299 per student. Students taking part in the Week Without Walls Vietnam, Cambodia and Thailand trip will be required to pay for their own trip. Some scholarships and fund-raising opportunities may become available.	District transportation not required.	Week Without Walls is a multi-day trip to an international destination during which students engage in experiential learning by partaking in service, action and investigations outside the classroom.
Spring Break 2023 Costa Rica	Lindsay Lamwers and David Lamwers	Central Middle School; Sunrise Park Middle School, and White Bear Lake High School	1	Trip is limited to 18 middle school students and 3 high school students	Approximately \$2,674.00 per student. Over the last six years, an average of 30% of the students that participated received full or partial scholarships. We anticipate that a similar percentage will be offered in 2022-23	District transportation not required.	Week Without Walls is a multi-day trip to an international destination during which students engage in experiential learning by partaking in service, action and investigations outside the classroom.

**Recommended Action:** The administration recommends the School Board approve these field trips.

**RESOLUTION FOR HUMAN RESOURCES ITEMS**

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

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

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

**INDEPENDENT SCHOOL DISTRICT NO.624**

**Department of Human Resource**

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

**TRISHA ANDERSON**– Pupil Support Assistant, Otter Lake Elementary

Employed by District 624 since 10/05/2020

Effective Date: 10/20/2020

**KARA CARDENAS**– Pupil Support Assistant, Vadnais Heights Elementary

Employed by District 624 since 09/02/2019

Effective Date: 11/13/2020

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

**CAREN LEFFER DA SILVA**– Special Education Teacher, Birch Lake Elementary

Employed by District 624 since 08/19/2019

Effective Date: 11/20/2020

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

**SHANNON SWANSON**– Out of School Time Site Supervisor, Otter Lake Elementary

Employed by District 624 since 04/01/2015

Effective Date: 11/13/2020

**RETIREMENT – CLASSIFIED STAFF**

**JODY HALL**– Pupil Support Assistant, Hugo Elementary

Employed by District 624 since 08/26/1998

Effective Date: 10/30/2020

**DEBORAH JOYCE**– Nutrition Services Elementary Manager, Vadnais Heights Elementary

Employed by District 624 since 02/22/1999

Effective Date: 12/03/2020

**ROXANNE KNOPS**– Admin. Assistant Operations, District Center

Employed by District 624 since 03/21/1994

Effective Date: 11/13/2020

**BARBARA MCGOUGH**– Nutrition Services Assistant, Otter Lake Elementary

Employed by District 624 since 09/07/1993

Effective Date: 10/03/2020

**RETIREMENT – PROFESSIONAL STAFF**

**CHRISTINA STREIFF OJI**– Principal, Willow Lane Elementary

Employed by District 624 since 07/01/2014

Effective Date: 12/31/2020

**CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

**TRACY HOLLY** - Instructional Assistant, Hugo Elementary

From less than 12.5 hrs. per week. To 22.75 hrs. per week.

\$19.07 per hr., 22.75 hrs. per week., \$13,756.46

Effective Date: 09/14/2020

**TEMPORARY CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

**SUSAN RAKOCZY** – Media Clerk/Lunch Supervisor, Oneka Elementary

From 7.0 hrs. per day To 5.0 hrs. per day

Effective Date: 08/31/2020 through 12/31/2020

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

**KARLA HERNANDEZ**– Human Resources Specialist, District Center

Employed by District 624 since 08/19/2019

Effective Date: 08/24/2020 through 11/27/2020

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

**MEGAN CHURCH**– 4th Grade Teacher, Otter Lake Elementary

Employed by District 624 since 04/02/2013

Effective Date: 09/14/2020 through 01/01/2021

**ABIGAIL GOOCH**– 1st Grade Teacher, Hugo Elementary

Employed by District 624 since 08/24/2015

Effective Date: 09/01/2020 through 01/18/2021



**ANGELA SCHUEBEL**– Music Teacher, Lincoln Elementary

Employed by District 624 since 04/22/2015

Effective Date: 08/31/2020 through 10/09/2020

**JENNA VOLLMER**– Special Education Teacher, Normandy Park

Employed by District 624 since 08/19/2019

Effective Date: 10/07/2020 through 11/20/2020

<b>NEW PERSONNEL – CLASSIFIED STAFF</b>
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**DESIREE DE LA PAZ** – Pupil Support Assistant, Sunrise Middle School

\$19.53 per hr., 32.5 hrs. per week., \$23,103.99

Effective Date: 09/14/2020

**KATHRYN HENDRICKSON GAGEN** –Media Clerk, Birch Lake Elementary

\$18.34 per hr., 28.75 hrs. per week., \$16,450.98

Effective Date: 10/19/2020

**PAULA VAZQUEZ** –Program Assistant Leader, Sunrise Park Middle School

\$15.50 per hr., 18 hrs. per week., \$10,936.80

Effective Date: 09/28/2020

<b>NEW PERSONNEL – NON-AFFILIATED</b>
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**PAMELA DORR**– Van Driver, Bus Garage

\$16.00 per hr., 23.1 hrs. per week., \$10,749.33

Effective Date: 10/20/2020

<b>TEMPORARY – CLASSIFIED STAFF</b>
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**AMY ANDERSON**– Instructional Assistant, Matoska Elementary

\$19.07 per hr., 24 hrs. per week., \$13,638.86

Effective Date: 10/19/2020 through 06/11/2021

**ALAN THOMAS GREEN**– Instructional Assistant, Matoska Elementary

\$19.07 per hr., 20 hrs. per week., \$11,060.60

Effective Date: 11/05/2020 through 06/11/2021

**KRISTEN JOSWIAK**– Instructional Assistant, Yet to be determined

\$19.07 per hr., 24 hrs. per week., \$12,998.11

Effective Date: 10/28/2020 through 06/11/2021

**KAYLA MIRON**– Instructional Assistant, Birch Lake Elementary

\$19.07 per hr., 24 hrs. per week., \$13,134.46

Effective Date: 10/23/2020 through 06/11/2021

**MARGARET NOWAK**– Part-Time Cook, Sunrise Park Middle School

\$15.70 per hr., 28 hrs. per week., \$11,704.35

Effective Date: 10/26/2020 through 06/11/2021

**JANE STONEHOUSE**– ADSIS Instructional Assistant, Matoska Elementary

\$19.07 per hr., 24 hrs. per week., \$12,723.50

Effective Date: 11/04/2020 through 06/11/2021

# B. PUBLIC FORUM

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

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

# **C. INFORMATION ITEMS**

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

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

## **D. DISCUSSION ITEMS**

AGENDA ITEM: **Investment Update**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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## **BACKGROUND:**

Policy 705 states, “The investment officer shall prepare and submit to the School Board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions.”

The School District works with two investment advisers, Brian Johnson with Public Financial Management (PFM) who manages the Minnesota School District Liquid Asset Fund Plus (MSDLAF+), a comprehensive cash management program developed as a collaboration of Minnesota Public Schools to pool funds to maximize investment earnings. Operating investments are primarily held and invested by MSDLAF+. Facilities referendum proceeds are managed by Ryan Miles with Ehlers, Inc. Both Mr. Johnson and Mr. Miles will be at the Board meeting to discuss District investments.

Below you will find the information concerning our MDSLAF+ investments as of quarter-end. Interest earnings over time have been declining and are projected to be lower going forward due to: (i) lower growth prospects; (ii) a resurgence of COVID-19 cases; (iii) a deceleration in consumer activity and income growth amid a challenging business climate; and (iv) stalled stimulus progress. Nevertheless, the District’s total overall investments for both operating funds and Other Post Employment Benefits (“OPEB”) Trust funds follows the School District’s investment policy statement and Minnesota state statutes.

The District can invest its operating general funds in only the most high-quality (low risk) securities as allowed by Minnesota state statutes and the District’s investment policy guidelines. This includes government securities (U.S. Treasuries and Federal Agencies such as Fannie Mae, Freddie Mac, asset and mortgage-backed federal investments, and instruments of other government-sponsored enterprises and instrumentalities); high-grade commercial paper, which is short-term, highly-rated corporate debt; certificates of deposit (collateralized and FDIC-insured); collateralized investment agreements; banker’s acceptances; repurchase agreements; and cash/money market funds. Since the permitted investments as allowed by state statute are of the highest safety (and least risk), general operating fund investment earnings generated by governmental entities tend to be low relative to portfolios managed with more latitude.

For the period ending September 30, 2020, the District’s overall general operating funds had the following characteristics:

Operating and Debt Funds Portfolio Summary		
Portfolio Holdings	Closing Market Value	Current Yield
MSDLAF+ Liquid Class	\$15,542,937.77	0.04%
MSDLAF+ MAX Class	\$30,288,152.35	0.11%
<b><u>Total</u></b>	<b><u>\$45,831,090.12</u></b>	
Operating and Debt Funds Portfolio Summary		
Type of Funds	Market Value	% of Assets
Temporarily Restricted Funds*	\$7,819,910.73	17.1%
Unrestricted Funds	\$38,011,179.39	82.9%
<b><u>Total</u></b>	<b><u>\$45,831,090.12</u></b>	<b><u>100.0%</u></b>

\* Temporarily Restricted Funds includes funds earmarked for the self-insurance fund and facilities projects.

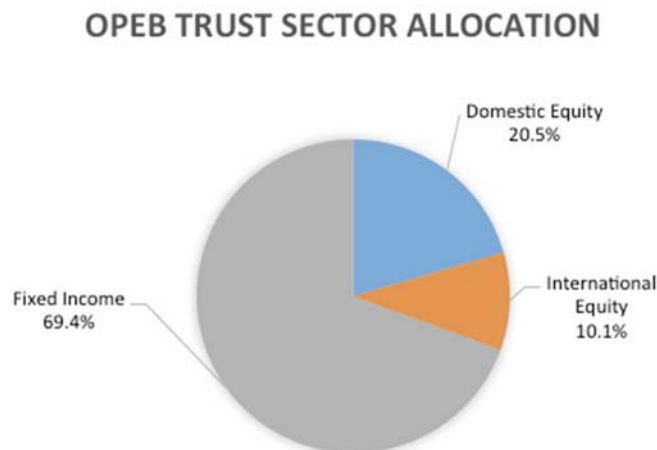
Although the season is changing, the clouds of uncertainty have not dissipated. Economic risks are still rooted in the country’s struggle to contain the coronavirus, increasing business layoffs, stalled fiscal stimulus, and the highly acrimonious presidential election. At the September Federal Reserve meeting, members continued to acknowledge the “tremendous human and economic hardship” the COVID-19 pandemic is causing. In new economic projections, the Fed extended the horizon of expected zero rates through 2023. They also referenced their new inflation policy by suggesting that they will allow “inflation moderately above 2.0% for some time so that inflation averages 2.0% over time.” Meanwhile, Fed leaders continue to strongly call for additional fiscal stimulus.

Low volatility and directionless trading barely moved Treasury yields. The yield on the benchmark 2-year Treasury note remained anchored at 0.13%, and the yield on the benchmark 10-year Treasury note slipped a few basis points to 0.68%. The U.S. economy remains on a path toward a slow recovery amid a challenging health outlook and mounting political uncertainty. Considering these uncertainties, we continue to focus on investment discipline.



For the first quarter of fiscal year 2021, actual earned income was \$14,745. In short-term markets, LIBOR\* fell to record lows, credit spreads continue to collapse, and supply is constrained, making finding reasonable value challenging. As a result, the budget for interest income in FY 2021 is now projected to be \$55,000, \$155,500 below the Districts FY 2021 revenue budget.

The OPEB Trust account managed by the District at the end of the quarter totaled: \$36,378,853.05. As of September 30, 2020, the OPEB investment portfolio was diversified and allocated as follows:



After a five-month surge, the U.S. equity markets pulled back due to overbought conditions and stalled stimulus progress. Developed market equities did a bit better than U.S. equities as the U.S. dollar has appreciated nearly 2% after several months of weakness. Resurging COVID-19 cases in many regions of the world contributed to dollar strength. Coronavirus cases are on the rise again in parts of the U.S. and Europe. The U.S. experienced a promising slowdown over the summer months, but a return to school and increased mobility may be exacerbating the virus's rise. At the same time, more states have lifted restrictions on gyms, theaters, and indoor dining. Health experts worry that the COVID-19 infection numbers will rise in conjunction with the cold and flu season as temperatures fall. Multiple efforts to find a coronavirus vaccine have made rapid progress, but there is still more to be done.

Our facilities referendum proceeds are managed by Ehlers, Inc. We had the opportunity to take advantage of the high-yield, long-term municipal bonds that were available throughout the spring. We worked with Kraus Anderson to ensure that we will meet our projected cash flow needs while locking in long-term investments as much as possible. Our current annualized yield is 3.48%. The total portfolio plus accrued interest at September 30, 2020 was valued at \$253,634,696.24, of which 92% is invested in fixed income securities, while the remaining 8% consists of money market funds and cash. Our total projected investment earnings over the next three years is \$9,816,238, which is \$3,316,238 more than originally projected.

\*LIBOR is the benchmark interest rate at which major global banks lend to one another.

## 2020A Bond Proceeds Investment Summary

03/06/2020 - 09/30/2020

## White Bear Lake Area Schools

Dated: 11/04/2020

### Portfolio Summary

	Portfolio
Client	White Bear Lake Area Schools ISD 624
Custodian	TD Ameritrade
Source Account	943681319
Beginning Book Value + Accrued	261,833,536.45
Ending Accrued Balance	2,181,084.66
Ending Market Value	251,453,611.58
Ending Market Value + Accrued	253,634,696.24
Current Yield	3.48%
Duration	1.45
S&P Rating	AA
Moody's Rating	Aa2

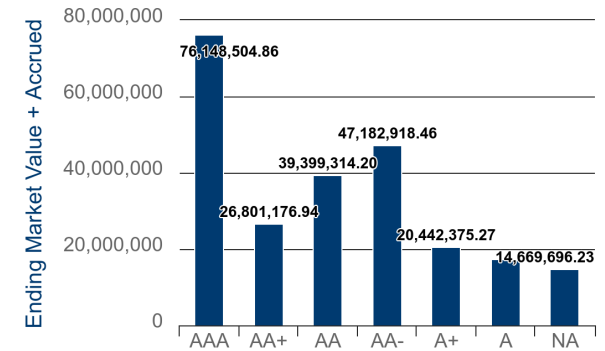
Footnote: 1

### GAAP Income Detail

Account	Net Income
White Bear Lake Area Schools	1,771,248.18
<b>Total</b>	<b>1,771,248.18</b>

Footnotes: 1,2,3

### Exposure - Credit Rating



### Portfolio Composition

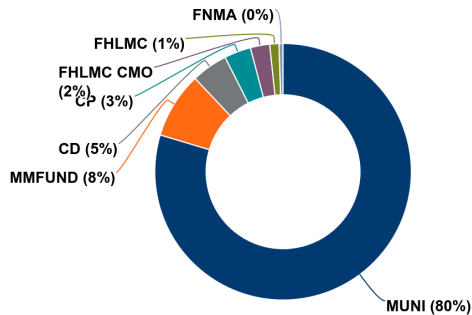
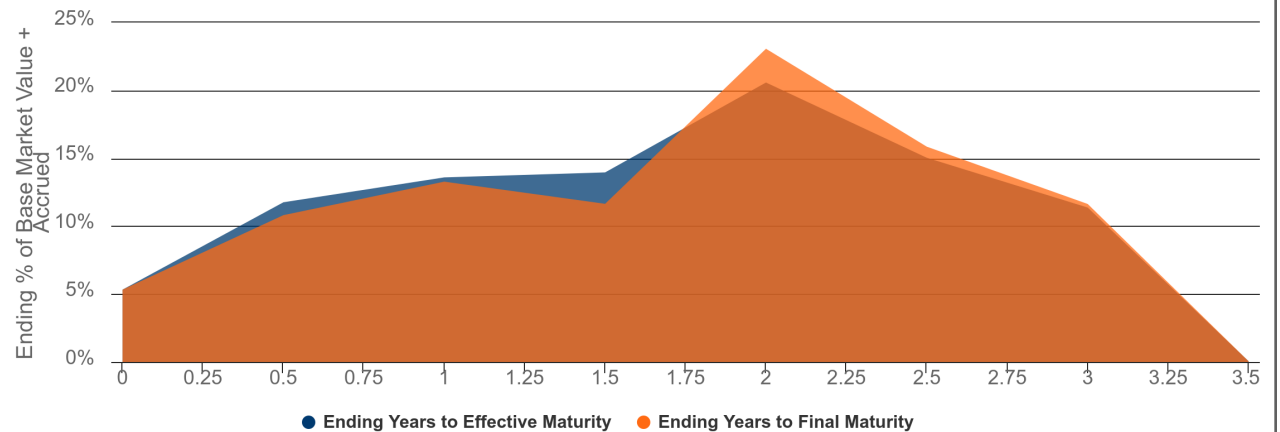


Chart calculated by: % of Market Value + Accrued

### Investment Maturity Schedule





# White Bear Lake Area Schools

## Investment Program Overview & Update

**Brian Johnson, Director, PFM**

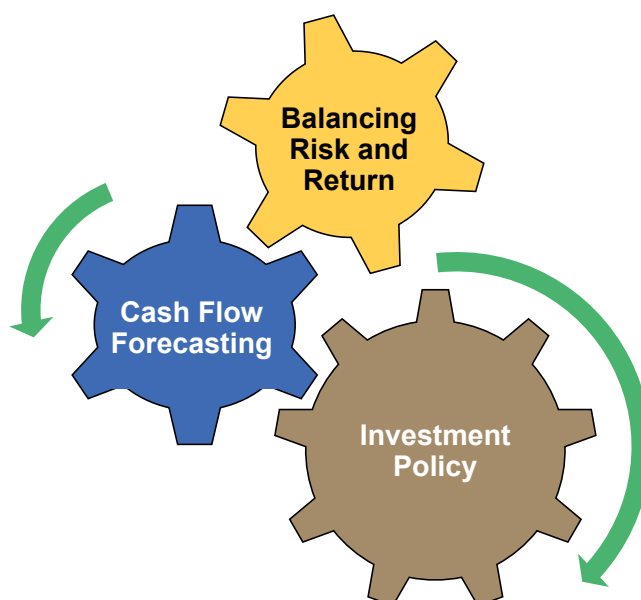
PFM Asset Management LLC

50 South Sixth Street  
Suite 2250  
Minneapolis, MN 55402

[www.pfm.com](http://www.pfm.com)



### Key Cogs to Investment Management





## Authorized Investment Considerations for Minnesota School Districts

### • Operating & Debt Service Funds

- Short-term horizon
- Uncertain cash flows
- 1st priority = protect investment principal
- Limited by **M.S. 118A**

### • Other Post Employment Benefits (OPEB) Trusts

- Long-term horizon
- Predictable cash flows
- 1st priority = achieve long term growth
- Limited by **M.S. 356A**
- All provisions of M.S.118A  
uity exposure permitted



## M.S. 118A.04: Permitted Investment Types

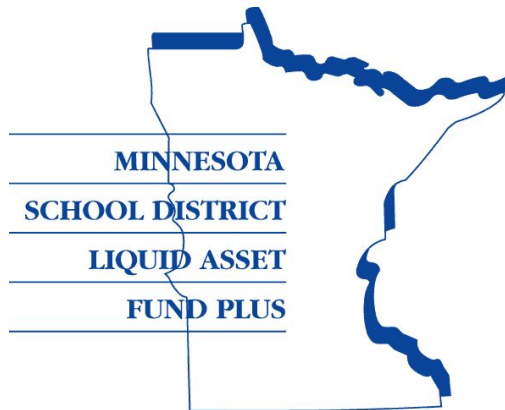
118A Subdivision	Examples
United States Securities	<ul style="list-style-type: none"><li>• U.S. Treasury Securities</li><li>• Government Guaranteed Issuers</li><li>• Federal Agencies/Government Sponsored Enterprises (GSE)</li><li>• Federal Agency/GSE Mortgage-Backed Securities (MBS)</li></ul>
State and Local Securities	<ul style="list-style-type: none"><li>• General Obligations: issuer with taxing power (rated "A" or better)</li><li>• Revenue Bonds (rated "AA" or better)</li></ul>
Commercial Paper	<ul style="list-style-type: none"><li>• CP issuer rated in the highest category by two Nationally Recognized Statistical Rating Organizations (NRSROs)</li><li>• 270 day maximum maturity restriction</li></ul>
Time Deposits	<ul style="list-style-type: none"><li>• FDIC Insured/Collateralized Certificates of Deposits</li><li>• Banker's Acceptances</li></ul>
Money Market Funds	<ul style="list-style-type: none"><li>• Money Market funds meeting the requirements of SEC rule 2a-7</li></ul>
Local Government Investment Pool (LGIP)	<ul style="list-style-type: none"><li>• Shares of a Minnesota joint powers investment trust</li></ul>
Repurchase Agreements	<ul style="list-style-type: none"><li>• Must meet collateral requirements</li></ul>

<sup>1</sup> As of 10/31/2020. For a full list of permitted investments visit [Minnesota State Investment Statutes 118A.04](#)



## MSDLAF+

- LGIP established in 1984
- Sponsored by MSBA, MASA and MASBO
- Complies with MN State Statutes
- Safety is the primary investment objective
- Designed to meet liquidity needs
- Competitive yield
- Professionally managed
- No minimum balance requirements
- Monitoring collateral made easy



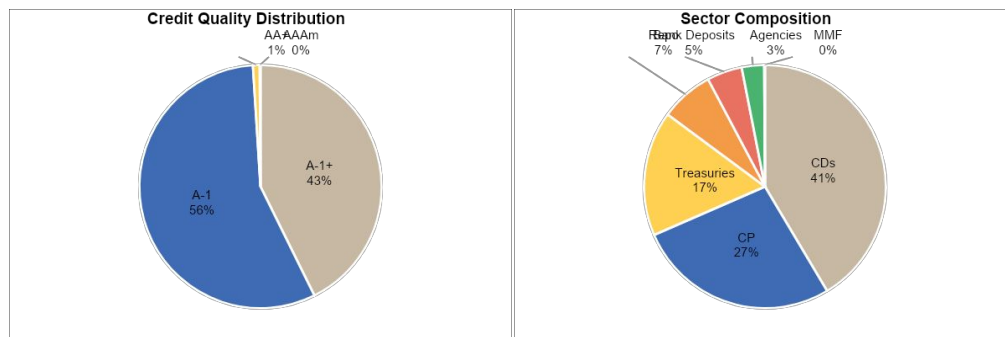
### Who Belongs?

- 306 Minnesota School Districts and local governments in Minnesota with over \$2.8 billion in total assets in MSDLAF+ and related programs as of October 31, 2020.



## MSDLAF+ Characteristics as of September 30, 2020

Liquid Class	Current 7-Day Yield <sup>2</sup>	Portfolio Facts <sup>1</sup>	As of 9/30/2020
MAX Class	0.04%	Weighted Average Maturity	47 Days
S&P Rating <sup>3</sup>	AAAm	Net Asset Value per Share	\$1.00



1. Total fund net assets, portfolio holdings valued at amortized cost, trade date based.

2. 7-day net yield, also known as the current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7.

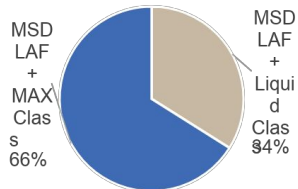
3. Standard & Poor's fund ratings are based on analysis of credit quality, market price exposure, and management. According to Standard & Poor's rating criteria, the AAAm rating signifies excellent safety of investment principal and a superior capacity to maintain a \$1.00 per share net asset value. However, it should be understood that the rating is not a "market" rating nor a recommendation to buy, hold or sell the securities. For a full description on rating methodology, visit Standard & Poor's website ([http://www.standardandpoors.com/en\\_US/web-quest/home](http://www.standardandpoors.com/en_US/web-quest/home)).

This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the investment objectives, risks, charges and expenses before investing in any of the Fund's series. This and other information about the Fund's series is available in the Fund's current Information Statement, which should be read carefully before investing. A copy of the Fund's Information Statement may be obtained by calling 1-888-4-MSDLAF or is available on the Fund's website at [www.msdlaf.com](http://www.msdlaf.com). While the MSDLAF+ Liquid Class and Max Class seek to maintain a stable net asset value of \$1.00 per share and the MSDLAF+ TERM series seek to achieve a net asset value of \$1.00 per share at its stated maturity, it is possible to lose money investing in the Fund. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Fund are distributed by PFM Fund Distributors, Inc., member Financial Industry Regulatory Authority (FINRA) ([www.finra.org](http://www.finra.org)) and Securities Investor Protection Corporation (SIPC) ([www.sipc.org](http://www.sipc.org)). PFM Fund Distributors, Inc. is a wholly owned subsidiary of PFM Asset Management LLC.



## White Bear Lake Area Schools ISD #624 MSDLAF+ Portfolios

MSDLAF+ Account:  
\$45,831,090



Operating and Debt Funds Portfolio Summary		
Portfolio Holdings	Closing Market Value	Current Yield
MSDLAF+ Liquid Class	\$15,542,937.77	0.04%
MSDLAF+ MAX Class	\$30,288,152.35	0.11%
<b>Total</b>	<b>\$45,831,090.12</b>	

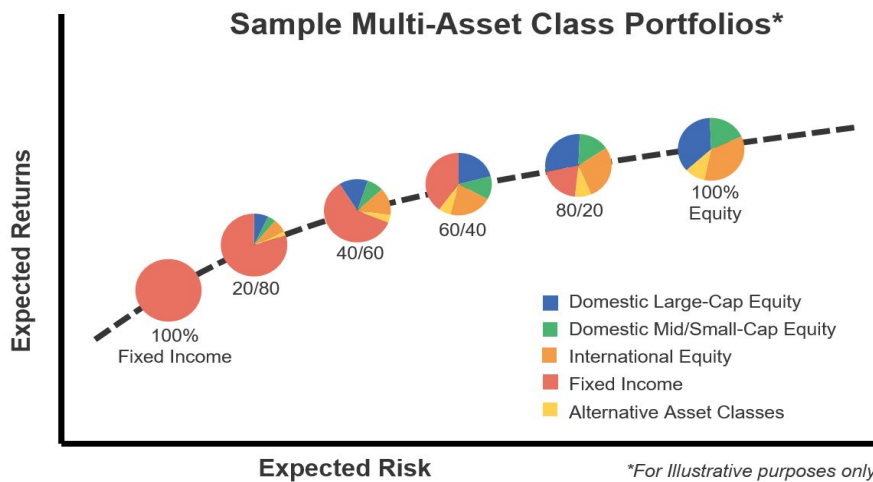
  

Operating and Debt Funds Portfolio Summary		
Type of Funds	Market Value	% of Assets
Temporarily Restricted Funds	\$7,819,910.73	17.1%
Unrestricted Funds	\$38,011,179.39	82.9%
<b>Total</b>	<b>\$45,831,090.12</b>	<b>100.0%</b>

Current allocations based on White Bear Lake Area Schools ISD #624 September 30, 2020 holdings.



## M.S. 356A OPEB Trust: Sample Allocations and Investment Types

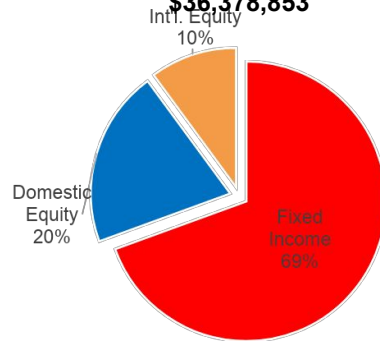




## White Bear Lake Area Schools ISD #624 OPEB Trust Portfolio

### OPEB Trust MACM Account:

**\$36,378,853**



*Current allocations based on White Bear Lake Area Schools ISD #624 September 30, 2020 holdings.*

# Thank you!





## Disclaimer

*This material is based on information obtained from sources generally believed to be reliable and available to the public, however PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some but not all of which are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.*





## Investment Advisory Services

White Bear Lake ISD 2020A      11.4.2020

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### 2020A Investment Review



#### Portfolio:

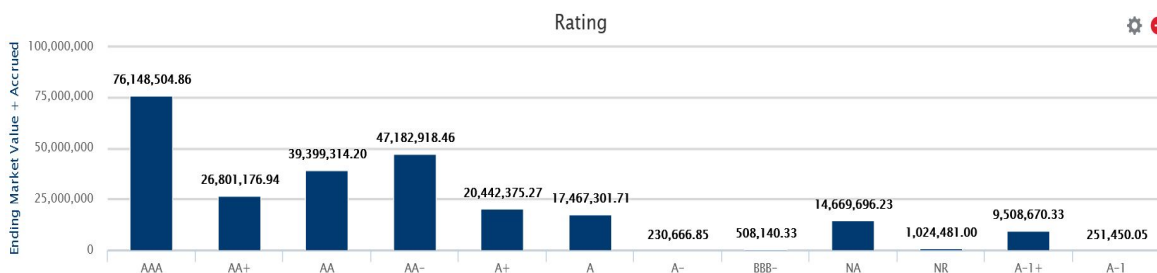
Ending Market Value plus Accrued Interest as of 9.30.2020    =    \$253,634,696.24





## 2020A Portfolio Safety as of 9.30.2020

S&P Rating	AA
Moody's	Aa2
Fitch	AA



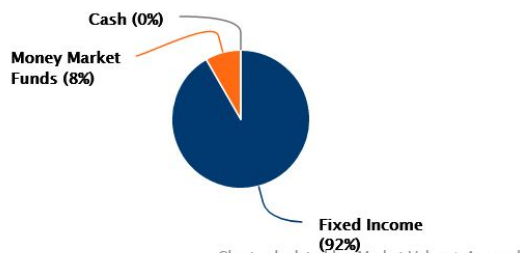
3



## 2020A Portfolio Liquidity as of 9.30.2020

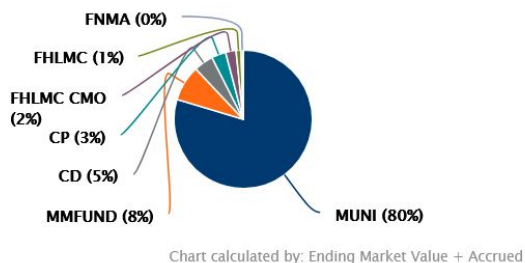
### Exposure - Asset Class

[View Full Report](#)



### Exposure - Security Type

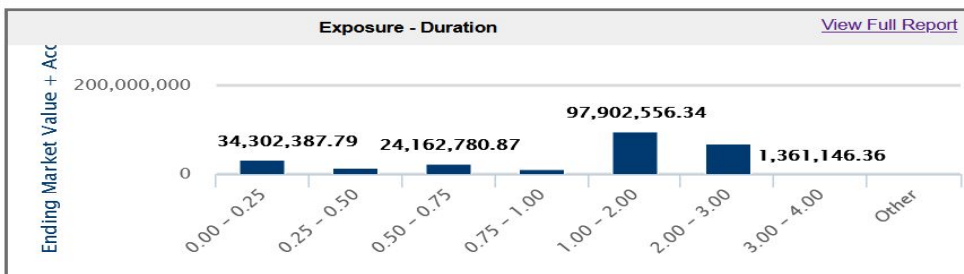
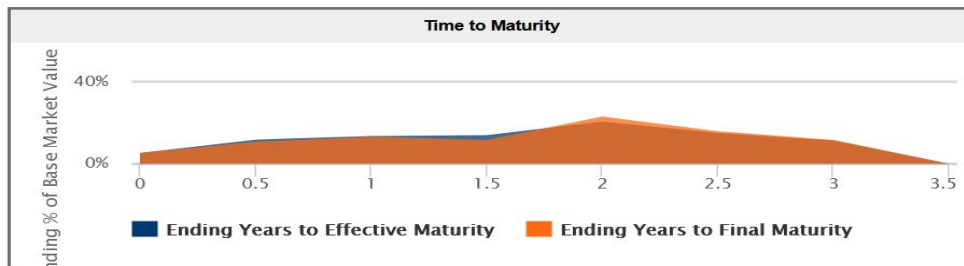
[View Full Report](#)



4



## 2020A Portfolio Liquidity as of 9.30.2020



5



## 2020A Portfolio Yield as of 9.30.2020

2020A Bond Investment Report	Yield
Current Yield (Annualized)	3.48%
Book Yield (IRR)	1.47%

6

## 2020A Portfolio Income as of 9.30.2020



2020A Bond Investment Report	Net Income
Investment Earnings thru 9.30.2020	\$1,771,248
Investment Earnings Projected Remaining	\$8,044,990
<b>Total Investment Earnings</b>	<b>\$9,816,238</b>
<b>Original Earnings Projection</b>	<b>\$6,500,000</b>

7

## Thank you



**Ryan Miles, CPFIM**

Ehlers  
Senior Investment Advisor  
[rmiles@ehlers-inc.com](mailto:rmiles@ehlers-inc.com)  
651.697.8590

AGENDA ITEM: **Policy 421, Gifts to Employees and School Board Members**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 421, Gifts to Employees and School Board Member, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section II. General Statement of Policy A, B, and E.

The purpose of this policy is to avoid the appearance of impropriety conflict of interest with respect to gifts given to school district employees and School Board members.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

**Adopted: April 29, 1996**

*Revised: May 13, 2013*

*Revised: March 2, 2015*

*Revised: January 14, 2019*

White Bear Lake Area School District #624 Policy 421

## **421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students, parents/guardians, and others may wish to show appreciation to school district employees or School Board members. The policy of the school district, ~~however,~~ is to discourage gift-giving to employees, and School Board members, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude. Any gifts accepted by employees or School Board members of more than nominal value, shall become property of the District.
- B. A violation of this policy occurs when an employee or School Board member solicits, accepts, or receives either by direct or indirect means, a gift of greater than nominal value from a student, parent/guardian, or other individual or organization.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of nominal value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “nominal.”
- D. Teachers may accept from publishers’ free samples of textbooks and other related teaching materials.
- E. This policy applies only to gifts given to employees or School Board members where the donor’s relationship with the employee arises out of the employee’s employment with, or School Board members’ service to, the school district. It does not apply to gifts given to employees and School Board members by personal friends, family members, other employees, or others unconnected to the employees’ employment with, or School Board members’ service to, the school district.

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

### **III. DEFINITIONS**

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

### **IV. PROCEDURES**

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

### **V. VIOLATIONS**

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

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

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

AGENDA ITEM: **Policy 422, Policies Incorporated By Reference**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**  
**Dr. Alison Gillespie, Assistant Superintendent**  
**for Teaching and Learning**  
**Matt Mons, Director of Human Resources and &**  
**General Counsel**

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**BACKGROUND:**

School Board Policy 422, Policies Incorporated By Reference, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in the purpose and Policy 535, Service Animals on School Property, was added to the list.

Purpose of this policy: Certain policies are applicable to employees as well as to students.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.



*Adopted: August 27, 2001*  
*Revised: August 25, 2003*  
*Revised: January 10, 2005*  
*Revised: November 8, 2007*

*White Bear Lake Area  
School Board Policy 422*

## **422 POLICIES INCORPORATED BY REFERENCE**

### **PURPOSE**

Certain policies are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides **this** notice **that** ~~by this section of the application and incorporation by reference~~ of the following policies which also apply to employees:

WBLASB Policy 102	Equal Educational Opportunity
WBLASB Policy 103	Complaints-Students, Employees, Parents, Other Persons
WBLASB Policy 206	Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
WBLASB Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
WBLASB Policy 305	Policy Implementation
WBLASB Policy 505	Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees
WBLASB Policy 507	Corporal Punishment
WBLASB Policy 510	Student Activities
WBLASB Policy 511	Student Fundraising
WBLASB Policy 517	Student Recruiting
WBLASB Policy 518	DNR-DNI Orders
WBLASB Policy 519	Interview of Students by Outside Agencies
WBLASB Policy 524	Internet Acceptable Use Policy
WBLASB Policy 525	Violence Prevention
<b>WBLASB Policy 535</b>	<b>Service Animals on School Property</b>
WBLASB Policy 610	Field Trip
WBLASB Policy 710	Extracurricular Transportation
WBLASB Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

***Legal References:***

***Cross References:***

AGENDA ITEM: **Policy 510, School Activities**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 510, School Activities, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section II. General Statement of Policy, and section III. E added.

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

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

*Adopted: August 12, 1996*  
*Revised: June 11, 2001*  
*Revised: June 8, 2015*  
*Revised: December 10, 2018*

*White Bear Lake Area  
School Board Policy 510*

## **510 SCHOOL ACTIVITIES**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

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

### **III. RESPONSIBILITY**

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

activities must also abide by the League rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parent(s)/guardian(s) with all applicable rules, penalties, and opportunities.

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

- F. The School Board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

#### **IV. STUDENT ACTIVITY FEES**

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

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

***Legal References:*** Minn. Stat. §123B.49 (Extracurricular Activities Insurance)

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

AGENDA ITEM: **Policy 513, Student Promotion, Retention and Program Design**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 513, Student Promotion, Retention and Program Design, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section 11.

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

*Adopted: September 8, 1997*  
*Revised: June 11, 2001*  
*Revised: November 8, 2010*  
*Revised: July 16, 2018*

*White Bear Lake Area  
School Board Policy 513*

## **513 STUDENT PROMOTION, RETENTION AND PROGRAM DESIGN**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

### **II. GENERAL STATEMENT OF POLICY**

The School Board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### **A. Promotion**

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next level at the completion of each school year.

#### **B. Retention**

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

#### **C. Program Design**

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment can be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the ~~w~~World's—bBest ~~w~~Workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
  - a. Multiple objective criteria; and

- b. Assessments and procedures that are valid and reliable, ~~fair~~ **fair**, and based on current theory and research. Assessments and procedures should be sensitive to gender participation and to under-represented groups, including, but not limited to low-income, minority, twice, exceptional, and English learners.
- 3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a. Assess a student's readiness and motivation for acceleration; and
  - b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
- 4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade. **The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental/guardian report and teacher observation of the child's knowledge, skills, and abilities.** The procedures must be sensitive to under-represented groups.

***Legal References:*** Minn. Stat. § 120B.15 (Gifted and Talented Program)  
Minn. Stat. § 123B.143 Subd.1(Superintendents)

***Cross References:*** WBLASB Policy 613 (Graduation Requirements)  
WBLASB Policy 614 (School District Testing Policy and Procedure)  
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Plans, and LEP Students)  
WBLASB Policy 618 (Assessment of Student Achievement)  
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **Policy 515, Protection and Privacy of Student Records**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning**  
**Matt Mons, Director of Human Resources and Legal Counsel**

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**BACKGROUND:**

School Board Policy 515, Protection and Privacy of Student Records, has been reviewed by the School Board Policy Committee and Cabinet and is being recommended for a first reading. There are minor changes throughout the policy.

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.



**Adopted: September 8, 1997**

**Revised: June 12, 2000**

**Revised: April 9, 2001**

**Revised: September 9, 2002**

**Revised: May 9, 2005**

**Revised: November 8, 2007**

**Revised: January 14, 2008**

**Revised: March 8, 2010**

**Annual Review: September 12, 2011**

**Annual Review: September 10, 2012**

**White Bear Lake Area School District #624 Policy 515**

**Annual Review: April 14, 2014**

**Annual Review: January 8, 2018**

**515 PROTECTION AND PRIVACY OF ~~PUPIL~~ STUDENT RECORDS**

**I. PURPOSE**

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of ~~pupil~~ student records and the protection of the privacy rights of students as provided in federal law and state statutes.

**II. GENERAL STATEMENT OF POLICY**

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act [FERPA]) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minn. Rules Pts. 1205.0100 - 1205.2000.

**III. DEFINITIONS**

**A. Authorized Representative**

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

**B. Biometric Record**

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance”, as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student ~~which~~ **that** would not generally be considered harmful or an invasion of privacy if disclosed. It includes: the student’s name, photograph, information that a student provides for inclusion in the yearbook, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

E. Education Records

1. “Education records” mean those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. “Education records” do not include:
  - a. Records of instructional personnel which:
    - (1) are in the sole possession of the maker of the record; and
    - (2) are not accessible or revealed to any other individual except a substitute teacher; and
    - (3) are destroyed at the end of the school year.
  - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    - (1) maintained separately from education records;
    - (2) maintained solely for law enforcement purposes; and
    - (3) disclosed only to law enforcement officials of the same jurisdiction.
  - c. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1. Perform an administrative task required in the school or employee's contract

or position description approved by the ~~s~~School ~~b~~B~~o~~ard;

2. Perform a supervisory or instructional task directly related to the student's education; ~~or~~
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid; ~~and~~
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

L. Responsible Authority

“Responsible authority” means the district's superintendent or designee.

M. School Official

“School official” includes: (a) a person duly elected to the ~~s~~School ~~b~~B~~o~~ard; (b) a person employed by the ~~s~~School ~~b~~B~~o~~ard in an administrative, supervisory, instructional or other professional position; (c) a person employed by the ~~s~~School ~~b~~B~~o~~ard as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the ~~s~~School ~~b~~B~~o~~ard to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney or an auditor for the period of his or her performance as an employee or contractor.

N. Students

“Student” includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes an applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

**IV. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of students' names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school

district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in 5e. above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L., which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
6. Eligible Student Consent.

Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines to have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions, provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act (ESSA) and, if applicable, data regarding a student's history of violent behavior. The record also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with section XV of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or



- d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.

- 6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
- 7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to the school district all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonable necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers.
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal or administrator of the school where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171. Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The

principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notice from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal or administrator of the school where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the

results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section ~~405b of Title 25~~ 25 U.S.C. § 5304) who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

**VII. RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
  - d. Disclosure of directory information will be limited to the following individuals, agencies, or parties: companies that have a contract with the district to publish yearbooks or distribute class rings; organizations that exist to promote the school district's interest, such as parent-teacher organizations and area education foundations; and other organizations determined by the district to promote the interests of the district's students. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has

been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non- directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information ~~is~~ **are** not to be made public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health service provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

## **IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected, and/or physically, and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The individual subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.



Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individual

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR  
EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40, *et. seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND  
POST-SECONDARY EDUCATIONAL INSTITUTIONS**

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within 60 days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the Superintendent of Schools or designee, in writing by *October 1* each year. The written request must include the following information.

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;

4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiters and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

### **B. Redisclosure Not Prohibited**

1. Subdivision A of this Section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record keeping requirements of Section XIII. of this policy.

2. Subdivision A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student

records;

3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C, which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; ~~and~~
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the

record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student or the parents of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.



3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The ~~s~~School ~~b~~B~~o~~ard attorney shall be in attendance to present the ~~s~~School ~~b~~B~~o~~ard's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the~~ Minn. Stat. Chapter 14 relating to contested cases.

#### **XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices official means superintendent or designee.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

#### **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

#### **XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

#### **XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English.

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who Are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

## **XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40 - 121A.56 (The Pupil Fair Dismissal Act) Minn.  
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer  
Records)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services) Minn.  
Minn. Stat. § 260B.171. Subds. 3 and 5 (Disposition Order and Peace Officer  
Records of Children)  
Minn. Stat. § 363A.42 (Public Records Accessibility)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) Minn.  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation  
of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries) 20  
U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act) 20  
U.S.C. § 6301 *et seq.* Every Student Succeeds Act)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information) 26  
U.S.C. §§ 151 and 152 (Internal Revenue Code)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy) 34  
C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d  
309 (2002)

**Cross References:** WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or  
Sexual Abuse)  
WBLASB Policy 417 (Chemical Use and Abuse)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 519 (Interviews of Students by Outside Agencies)  
WBLASB Policy 520 (Student Surveys)  
WBLASB Policy 529 (Notification to Staff Regarding Placement of  
Students with Violent Behavior)  
WBLASB Policy 711 (Videotaping on School Bus)  
WBLASB Policy 906 (Community Notification of Predatory Offenders)  
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School  
Records-Privacy-Access to Data)

AGENDA ITEM: **Policy 516, Student Medication**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Lisa Ouren, Director of Student Support Services**

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**BACKGROUND:**

School Board Policy 516, Student Medication, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section IV in J, K, N, and legal references.

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

*Adopted: September 8, 1997*  
*Revised: August 27, 2001*  
*Revised: September 9, 2002*  
*Revised: February 10, 2003*

*White Bear Lake Area School Board Policy 516*  
*Revised: May 9, 2005*  
*Revised: January 14, 2013*  
*Revised: December 9, 2019*

## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse or trained designee will administer medications, except any form of medical cannabis, in accordance with law and school district procedures.

### **III. DEFINITION**

A. "Parent" for students 18 years old or older is the student.

### **IV. REQUIREMENTS**

- A. The administration of prescription and nonprescription medication requires a completed signed authorization from the student's parent or guardian. The school district may rely on an oral parent/guardian request to administer medication for up to two school days, after which a written authorization is required.
- B. An "Administration of Prescription Medication" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. All medication must come to school in the original container. Prescription medication must be labeled for the student by an authorized medical professional in accordance with law, and must be administered in a manner consistent with the instructions on the label and prescriber instructions. The medication cannot be expired.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are:

prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (Individual Education Program), Section 504 plan, or IHP (Individual Health Plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medication used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- ~~H.~~ The school nurse, or other designated person, shall be responsible for the filing of the Administration of Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- ~~I.~~ Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21).

J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

~~JK.~~ Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine.
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
3. Drugs or medication provided or administered by a public health agency to prevent or control an illness or a disease outbreak is not governed by this policy.

4. Drugs or medication used at school in connection with services for which a minor may give effective consent are not governed by this policy. Authorization for administration of medication paperwork signed by licensed prescriber, must still be on file in the health office.
5. Drugs or medicines that are prescription asthma or reactive airway disease medications may be self-administered by a student with an asthma inhaler if:
  - a. The school district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication;
  - b. The inhaler is properly labeled for that student; and
  - c. The parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's health record a plan to implement safe possession and use of asthma inhalers.

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to



self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

L.8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen

M.L. "Parent" for students 18 years old or older is the student.

N.M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply for epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district. 1.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

***Legal References:*** Minn. Stat. § 13.32 (Student Health Records)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.2205 (~~Possession and Use of Non-Syringe Injectors of Epinephrine; Model Policy~~) (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 152.02 (Definitions)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.22 (Medical Cannabis, Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis, Limitations)  
20 U.S.C. 1400, et seq. (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. 794, et. seq. (Rehabilitation Act of 1973, §504)

***Cross References:*** WBLAS Policy 418 (Drug-Free Workplace/Drug Free School)

AGENDA ITEM: **Policy 601, School District Curriculum and Instruction Goals**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 601, School District Curriculum and Instruction Goals, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in the purpose, section IV in C1, 2, 3, 4, 5, and legal reference.

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the World's Best Workforce

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

*Adopted: May 26, 1998*  
*Revised: June 11, 2001*  
*Revised: October 11, 2010*  
*Revised: June 13, 2016*  
*Revised: November 12, 2019*

*White Bear Lake Area  
School District #624 Policy 601*

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota ~~Graduation~~ **Academic** Standards and federal law and are aligned with creating the World's Best Workforce.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to deliver on our mission and support the World's Best Workforce in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill(s) that a student must master to complete part or all of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to the knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district, school site, and student progress in striving to create the world's best workforce and must include at least the following:
  - 1. Student performance on the National Assessment of Educational Progress where applicable;
  - 2. The size of the academic achievement gap and rigorous course taking, including college-level advanced placement, postsecondary enrollment options including concurrent enrollment, other statutorily recognized courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
  - 3. Student performance on the Minnesota Comprehensive Assessments;
  - 4. High school graduation rates; and
  - 5. Career and college readiness under Minn. Stat. § 120B.30, Subd. 1.

- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### **IV. LONG-TERM STRATEGIC PLAN**

- A. The School Board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
  - 1. Clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
  - 2. A process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to underrepresented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
  - 3. A system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;
  - 4. Strategies for improving instruction, curriculum, and student achievement, the academic achievement of English Learners, and where practicable, the native language development and the academic achievement of English learners;
  - 5. Education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
  - 6. An annual budget for continuing to implement the school district plan.
- B. School district site and school site goals shall include the following:
  - 1. All students will be required to demonstrate essential skills to effectively

participate in lifelong learning.\* These skills include the following:

*[\*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]*

- a. reading, writing, speaking, listening, and viewing in the English language;
  - b. mathematical and scientific concepts;
  - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
  - d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
    - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
    - b. bring many perspectives, including historical, to contemporary issues;
    - c. develop an appreciation and respect for democratic institutions;
    - d. communicate and relate effectively in languages and with cultures other than the student's own;
    - e. practice stewardship of the land, natural resources, and environment;
    - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
  3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
  4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
    - a. establishing and achieving personal and career goals;
    - b. adapting to change;
    - c. leading a healthy and fulfilling life, both physically and mentally;
    - d. living a life that will contribute to the well-being of society;
    - e. becoming a self-directed learner; 601-5
    - f. exercising ethical behavior.
  5. Students will be given the opportunity to acquire human relations skills necessary to:
    - a. appreciate, understand, and accept human diversity and interdependence;
    - b. address human problems through team effort;
    - c. resolve conflicts with and among others;
    - d. function constructively within a family unit;
    - e. promote a multicultural, gender-fair, disability-sensitive society.

*[Note: School district and site goals example courtesy of the Winona School District.]*

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on

valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district ~~shall~~ **must** identify, before the end of kindergarten, grade 1, and grade 2, **all** students who are not reading at grade level. **Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.**
2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher **must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.**
3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment **and annually report summary assessment results to the Commissioner of Education by July 1.**
4. **The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:**
  - a. **a summary of the district's efforts to screen for dyslexia;**
  - b. **the number of students screened for that report year, and**
  - c. **the number of students demonstrating characteristics of dyslexia for that year.**
5. **A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.**
- 6.2.** At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
  - a. the student's reading proficiency as measured by a locally adopted assessment;
  - b. reading-related services currently being provided to the student and the student's progress; and

- c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

- 7.3. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections. [Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 4.]
- 8.4. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

***Legal References:***

Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.011 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
**Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)**  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act – ESSA, formerly No Child Left Behind Act)

***Cross References:***

WBLASB Policy 104 (School District Mission Statement)  
WBLASB Policy 613 (Graduation Requirements)



WBLASB Policy 614 (School District Testing Plan and Procedure)  
WBLASB Policy 615 (Testing, Accommodations, Modifications, and Exemptions  
for IEP, Section 504 Plan and LEP Students)  
WBLASB Policy 616 (School District System Accountability)  
WBLASP Policy 618 (Assessment of Student Achievement)

AGENDA ITEM: **Policy 602, Organization of School Calendar and School Day**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 602, Organization of School Calendar and School Day, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section III, IV, V, and legal references.

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

*Adopted: September 8, 1997*

*Revised: June 11, 2001*

*Revised: May 9, 2005*

*Revised: December 10, 2012*

*Revised: May 9, 2016*

**White Bear Lake Area School Board Policy 602**

**602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

**I. PURPOSE**

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

**II. GENERAL STATEMENT OF POLICY**

It is important to parents/guardians, students, employees, and the general public to have advance knowledge of the school calendar and school day to effectively plan for the school year.

**III. CALENDAR RESPONSIBILITY**

- A. The school calendar shall be adopted annually by the ~~s~~School ~~b~~Board in accordance with Minnesota Statute. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days, hours, and other provisions of law. The school calendar shall establish student days, workshop days for staff, allow for emergency closings and provide other information related to students, staff and parents/guardians.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Teacher workshop days may be held before Labor Day.
  - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
  - 2. The school district may begin the school year on any day before Labor Day if the school district has an agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
  - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer or other process.

#### IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the ~~s~~School ~~b~~Board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider the successful implementation of the current calendar and such factors as cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, school bus schedules, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the ~~s~~School ~~b~~Board.

#### V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

**Legal References:** Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment, Contracts; Termination)

Minn. Stat. § 122A.41, Subds, 4 and 4a (Teacher Tenure Act; Cities of the First Class, Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
~~Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)~~  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

***Cross References:*** WBLASB Policy 425 (Staff Development)

AGENDA ITEM: **Policy 603, Curriculum Development**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 603, Curriculum Development, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section III.

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

**Adopted:** October 27, 1997  
**Revised:** June 11, 2001  
**Revised:** December 14, 2009  
**Revised:** January 10, 2011  
**Revised:** February 13, 2012  
**Revised:** March 11, 2013  
**Revised:** February 10, 2014  
**Revised:** November 12, 2019

## **603 CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### **II. GENERAL STATEMENT OF POLICY**

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall have parent/guardian, teacher, support staff, student, community resident, and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from Kindergarten through grade twelve.
  - 2. Identify objectives for each course and at each elementary grade level.
  - 3. Provide for continuing evaluation of programs for the purpose of attaining the school district mission.
  - 4. Provide a program for ongoing monitoring of student achievement and progress.

5. Provide for specific, particular, and special needs of all members of the student community.
6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with statute.
7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
8. Meet all requirements of the Minnesota Department of Education and federal law.

D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minn. Stat. § 120B.12, Subd. 2.

E.Đ. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessment that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets all requirements of Minn. Stat. § 120A.20. Subd 1 (c). A student's plan under this section shall continue while the student is enrolled.

F.E. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and for periodically presenting recommended modifications for school board review and approval.

G.F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

***Legal References:***

Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 120B.125 (f) (Planning for Students' Successful)  
Minn. Rule 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (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)  
(repealed Minn. L. 2013, Ch. 116, Art. 2, § 22) Minn. Rules parts 3501.1300-3501.1345  
(Academic Standards for Social Studies)



Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:***

WBLASB Policy 604 (Instructional Curriculum)  
WBLASB Policy 605 (Alternative Programs)  
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)  
WBLASB Policy 619 (Staff Development for Standards)  
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning**  
**Lisa Ouren, Director of Student Support Services**

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**BACKGROUND:**

School Board Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section III.

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan) or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

***Adopted: September 8, 1997***

***Revised: August 27, 2001***

***Revised: January 10, 2005***

***Revised: April 12, 2010***

***Revised: November 8, 2010***

***Revised: March 12, 2012***

***Revised: October 8, 2018***

*White Bear Lake Area  
School Board Policy 615*

## **615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS AND LEP STUDENTS**

### **I. PURPOSE**

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan) or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Minnesota Test of Academic Skills (MTAS)**

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
  - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
    - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
    - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;
    - (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that

the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;

(4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;

(5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

b. MTAS participation decisions must not be made on the following factors:

(1) Student's disability category;

(2) Placement;

(3) Participation in a separate, specialized curriculum;

(4) An expectation that the student will receive a low score on the MCA;

(5) Language, social, cultural, or economic differences;

(6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, and determine on a case-by-case basis, how an identified EL student with a disability will participate in statewide testing.

2. Eligibility Requirements

a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.

c. For students in grades that the MTAS is not administered:

(1) the student must have cognitive functioning significantly below age level;

(2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and

(3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.

- d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
- e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

3. Alternate ACCESS participation decisions must not be made on the following factors:

- a. Student's disability category;
- b. Participation in a separate, specialized curriculum;
- c. Current level of English language proficiency;
- d. The expectation that the student will receive a low score on the ACCESS for ELs;
- e. Language, social, cultural, or economic differences;
- f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

### **III. DEFINITION OF TERMS**

See the current "Procedures Manual for the Minnesota Assessments" which is produced by the Minnesota Department of Education and available through [Minnesota.pearsonaccessnext.com](http://Minnesota.pearsonaccessnext.com).

### **IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING**

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.” and 2017-18 Guidelines for Administration of Accommodations and Linguistic Supports ([http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/GuidelinesforAccommandLS\\_2018.pdf](http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/GuidelinesforAccommandLS_2018.pdf)).

## **V. RECORDS**

All test accommodations, modifications, or exemptions shall be reported to the District Assessment Coordinator (DAC) or designee. The DAC shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

### ***Legal References:***

Minn. Stat § 120B.11 (School District Process)  
Minn. Stat § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat § 125A.08 (a) (1) (Individualized Education Programs)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science) 615-6  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)  
(repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS),  
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>  
Alternate ACCESS for ELLs Participation Guidelines,  
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

### ***Cross References:***

WBLASB Policy 104 (School District Mission Statement)  
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 616 (School District System Accountability)

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

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 620, Credit For Learning, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section I, VI, VII, VIII, IX, X, legal references, and cross references.

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, and out-of-school experiences, such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

*Adopted: May 26, 1998*  
*Revised: August 27, 2001*  
*Withdrew: January 10, 2011*  
*Adopted: June 10, 2017*

*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, alternative learning sites, Postsecondary Enrollment Options, ~~and~~ concurrent enrollment programs, and out-of-school experiences, such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

### **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 CONTENT STANDARDS**

- A. The school district will transfer high school credits achieved in earlier grades or in other schools, in 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 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. 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. 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 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.~~

A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.

B. Secondary credits granted to a student through a postsecondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

- 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven-quarter or four-semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.

## **VII. CREDIT FROM ONLINE LEARNING COURSES**

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

## **VIII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

## **VIII. WEIGHTED GRADES**

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:
  - 1. A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.25.
  - 2. A grade awarded in a College In the Schools course will be multiplied by a factor of 1.25.
  - 3. A grade awarded in a Project Lead the Way course will be multiplied by a factor of 1.25.
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

## IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

### ***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. § 120B.14 (Advanced Academic Credit)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
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)  
WBLASB Policy 624 (Online Learning Options)

AGENDA ITEM: **Policy 703, Annual Audit**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 703, Annual Audit, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section III E.

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

*Adopted: April 28, 1997*

*Revised: August 27, 2001*

*Revised: December 10, 2012*

*Revised: February 9, 2015*

*Revised: July 16, 2018*

***White Bear Lake Area School Board Policy 703***

**703 ANNUAL AUDIT**

**I. PURPOSE**

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

**III. REQUIREMENT**

- A. The School Board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The School Board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and staff shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit its unaudited financial data for the preceding year to the Commissioner of Education on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14 Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance **Audit** Guide issued by the Office of the State Auditor.

- F. The School Board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the School Board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

***Legal References:*** Minn. Stat. Ch. 6 (State Auditor)  
Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.14 Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;  
Statement for Comparison and Correction)

***Cross References:*** WBLASB Policy 702 (Accounting)  
WBLASB Policy 714 (Fund Balances)  
MSBA Service Manual, Chapter 7, Education Funding



AGENDA ITEM: **Policy 904, Distribution of Materials On School District Property For NonSchool Persons**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**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, and is being recommended for a first reading. The changes to this policy are in section IV B-6, VI F, and legal references.

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.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 14 School Board meeting agenda or a subsequent meeting for action.

*Adopted: October 9, 1995*  
*Revised: April 13, 2009*  
*Revised: December 13, 2010*  
*Revised: May 8, 2017*

*White Bear Lake Area School Board Policy 904*

**904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY 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 materials that align with the curriculum used for that course 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 non-school 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 patently offensive to ~~prevailing~~ ~~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.
- G. "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 religion, gender, sexual orientation, ethnic origin or all other protected classes identified in Federal and State statute);
  - 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 contact information of the person submitting the request..
  2. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. The administration will review the request and render a decision.
- C. In the event a non-school person seeks permission to personally distribute materials on school property, the administration will review the request, and if granted, assign a location and method of distribution and will inform the persons submitting the request.
- D. In the event that permission to distribute the materials is denial or limitation, the administrator may use any reasonable method to inform the person of the denial or limitation; however, the administrator must 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 sent to the Superintendent, or designee,** 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.

## **VIII. IMPLEMENTATION**

The school district administration may develop any additional guidelines or procedures necessary to implement this policy, and submit the guidelines or procedures 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 (8<sup>th</sup> Cir. 2007)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> 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 (8<sup>th</sup> Cir. 2009)  
**Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.**, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

**Cross References:** WBLASD Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
WBLASD Policy 512 (School-Sponsored Student Publications)

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on Memorandum of Understanding with  
White Bear Lake Area Educators**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

District administration has worked with White Bear Lake Area Educators (WBLAE) to produce a Memorandum of Understanding in order to create clarity around our collective bargaining agreement during the 2020-21 school year when the district is operating in a hybrid or distance learning model. The Memorandum of Understanding speaks to safety measures, changes to the duty day, and access to time off and leave during the school year. Matt Mons shared a copy of the MOU with the School Board prior to tonight's meeting.

**RECOMMENDATION:** *Move to approve the Memorandum of Understanding between the District and White Bear Lake Area Educators for the 2020-21 school year.*



AGENDA ITEM: **Action on Acceptance of Ryan Art Grants**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

The White Bear Lake Area Educational Foundation has approved two 2020 Ryan Art Grant proposals, with a request that these grants be formally accepted by the School District.

The two grants are:

1. Title: **Art and Sensory for All: Colors and Textures**  
Applicant: Angela Lundblad  
Schools: Normandy Park, Hugo, Willow Lane, Birch, Vadnais, North Oaks Preschool, Tamarack Nature Preschool, Birth to Two Special Education Team

Bringing new materials into the program will give children the chance to learn and explore through art and sensory with such activities as art collages, water play, scooping and digging sand or building a structure with play dough. Hands on materials in the classroom allow students the freedom to explore and create. This year with Covid 19 and the limitations on group play and sharing of materials the classroom models have changed. This has caused the need for more art and sensory materials in each classroom. With the materials requested, children will be able to roll out play dough balls, make clay buildings, add feathers to bring texture of soft, using food coloring to color water to learn about color mixing, etc.

2. Title: **OLE Art Take Home Art Kits**  
Applicants: Kim Rasch, Erica Johnson, Tern Jorstad, Jodi Bjorkman, Sara McMahon  
School: Otter Lake Elementary

Otter Lake Elementary parents created a volunteer run art program (OLE Art) in 1995 after the full-time art teacher position was eliminated by the district. The program has grown into a robust program with an expansive curriculum. Due to Covid 19, the program is exploring new avenues to bring art to our students at home. The OLE Art is planning to provide Take Home Art Kits to every Otter Lake Students in grades K-5 to expose all students to art. OLE Art is partnering with the Otter Lake PTA to make this happen. The PTA has given the group \$1,500 and they are asking for the following from the Ryan Art Grant:

**RECOMMENDED ACTION:** *Accept the Ryan Art Grants totaling \$1,008.80 from the White Bear Lake Area Education Foundation.*

AGENDA ITEM: **New Course Proposals for 2021-22**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

At our October 26 School Board Work Session Jen Babiash, Director of Curriculum and Instruction, presented the secondary course proposals for the 2021-22 school year. Tonight we are asking the School Board to approve the secondary course proposals for 2021-22.

**RECOMMENDED ACTION:** *Approve the recommended secondary course proposals for 2021-22 school year.*

# New Course Proposals for 2021-22

Presented by:

Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning

## New Course Proposals

### *2021-2022*



## Course Name Changes

Honors Biology	➡	Biology (10th Grade, Full Year)
International Foods	➡	Food and Society (9th-10th Grade, Semester)
Parenting and Child Development	➡	Child Development (9th-10th Grade, Semester)



3

## Course Format

### Advanced Placement Psychology

**Term:** Full-Year

**Grades:** 11th or 12th grade

**Format:** In-person or Hybrid

Rationale: The Social Studies department is requesting to add another course format to AP Psychology. The course would be offered as an in-person course or hybrid. The rationale for the change is to provide more options and flexibility for students. The hybrid option would create more independent work time for students and reserve in-class time for more discussion and application of concepts with teacher support.



4

# Middle School Science Course Sequence

- Course change to align with 2019 MN Science standards

<u>Current Course Sequence</u>	<u>New Course Sequence with New Standards</u>	
6th Physical Science	6th Earth Science	2021-2022
7th Life Science	7th Life Science	2022-2023
8th Earth Science	8th Physical Science	2023-2024
	8th Begin MCA IV	2023-2024



## New Course

### Ethnic Studies History of the United States

**Term:** Full-Year

**Grades:** 10th Grade

**Prerequisites:** None

**Description:** In this course students will learn US History through a racial equity lens by centering the missing narratives, perspectives and experiences of people of color in the United States. Students will engage deeply with the coursework, which will be highly collaborative and personal and will require students to further develop their skills in critical thinking, reading, writing, and leadership. This course is open to all students who are interested in exploring the history of our country through a racial equity lens, and examining the interrelationship between history, social justice, and understanding systems of power.



AGENDA ITEM: **Policy 301, School District Administration**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 301, School District Administration, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. There are no recommended changes to this policy.

The purpose of this policy is to clarify the role of the school district administration and its relationship with the School Board.

**RECOMMENDED ACTION:** To approve School Board Policy 301, School District Administration, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*Revised: December 10, 2012*  
*Revised:*

*White Bear Lake Area School District*  
*School Board Policy 301*

### **301 SCHOOL DISTRICT ADMINISTRATION**

#### **I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the School Board.

#### **II. GENERAL STATEMENT OF POLICY**

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The School Board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the School Board.
- C. The School Board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the School Board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal and cabinet office administrator, the School Board also recognizes the responsibility of cabinet office administrators and principals for educational results and effective administration, supervision, and instructional leadership at the district and school building level.
- E. The School Board and school administration shall work together to share information and decisions that best serve the needs of school district students.

***Legal References:*** Minn Stat 123B.143 (Superintendents)  
Minn Stat 123B.147 (Principals)

***Cross References:*** MSBA Service Manual, Chapter 5, School Board-Staff Relationships

AGENDA ITEM: **Policy 302, Superintendent**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 302, Superintendent, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. The changes are capitalizing School Board and adding a new B to section III.

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

**RECOMMENDED ACTION:** To approve School Board Policy 302, Superintendent, as recommended by the School Board Policy Committee and Cabinet.



## **302 SUPERINTENDENT**

### **I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

### **II. GENERAL STATEMENT OF POLICY**

The ~~s~~School ~~b~~B~~o~~ard shall employ a superintendent who shall serve as an ex officio, nonvoting member of the ~~s~~School ~~b~~B~~o~~ard and as chief executive officer of the school system.

### **III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the ~~s~~School ~~b~~B~~o~~ard
- B. The superintendent or their designee shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- ~~B~~-C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- ~~C~~-D. Where responsibilities are not specifically prescribed, nor ~~s~~School ~~b~~B~~o~~ard policy applicable, the superintendent shall use personal and professional judgment, subject to review by the ~~s~~School ~~b~~B~~o~~ard.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)

**Cross References:** WBLASB Policy 202 (School Board Officers)  
WBLASB Policy 208 (Development, Adoption, and Implementation of Policies)  
WBLASB Policy 214 (Out-of-State Travel by School Board Members)  
WBLASB Policy 301 (School District Administration)  
WBLASB Policy 303 (Superintendent Selection)  
WBLASB Policy 304 (Superintendent Contract, Duties, and Evaluation)  
WBLASB Policy 305 (Policy Implementation)  
WBLASB Policy 306 (Administrator Code of Ethics)

WBLASB Policy 412 (Expense Reimbursement)  
WBLASB Policy 510 (School Activities)  
WBLASB Policy 511 (Student Fundraising)  
WBLASB Policy 513 (Student Promotion, Retention, and Program Design)  
WBLASB Policy 602 (Organization of School Calendar and School Day)  
WBLASB Policy 605 (Alternative Programs)  
WBLASB Policy 701 (Establishment and Adoption of School District Budget)  
WBLASB Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
WBLASB Policy 802 (Disposition of Obsolete Equipment and Material)  
WBLASB Policy 903 (Visitors to School District Buildings and Sites)  
WBLASB Policy 905 (Advertising)  
WBLASB Policy 906 (Community Notification of Predatory Offenders)  
WBLASB Policy 907 (Rewards)  
MSBA Service Manual, Chapter 3, Superintendent of Schools

AGENDA ITEM: **Policy 303, Superintendent Selection**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 303, Superintendent Selection, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. There are no changes to this policy.

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the School Board.

**RECOMMENDED ACTION:** To approve School Board Policy 303, Superintendent Selection, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*Revised: January 10, 2005*  
*Revised: November 13, 2017*

*White Bear Lake Area School District*  
*School Board Policy 303*

### **303 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the School Board.

#### **II. GENERAL STATEMENT OF POLICY**

The School Board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

#### **III. QUALIFICATIONS**

- A. The School Board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The School Board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the School Board.
- B. The School Board may contract for assistance in the search for a superintendent.
- C. The School Board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the School Board shall observe all requirements of state and federal law and School Board policy.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)  
Minn. Rules. Chapter 3512

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent

AGENDA ITEM: **Policy 304, Superintendent Contract, Duties and Evaluation**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 304, Superintendent Contract, Duties and Evaluation, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. The only change was deleting addendum A and B.

The purpose of this policy is to provide for the use of an employment contract with the superintendent, as well as for a position description and the use of an approved instrument to evaluate the performance of the superintendent.

**RECOMMENDED ACTION:** To approve School Board Policy 304, Superintendent Contract, Duties and Evaluation, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*Revised: November 8, 2004*  
*Revised: February 8, 2016*

*White Bear Lake Area School District*  
*School Board Policy 304*

## **304 SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION**

### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, as well as for a position description and the use of an approved instrument to evaluate the performance of the superintendent.

### **II. GENERAL STATEMENT OF POLICY**

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the School Board in consultation with the superintendent. The School Board shall use this instrument to evaluate the performance of the superintendent. ~~(See Addendum A for process calendar and Addendum B for Superintendent's Performance Appraisal Form)~~
- C. The School Board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as model instruments.

***Legal References:*** Minn. Stat. 123B.143 (Superintendent)

***Cross References:*** MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

Addendum A - Process Calendar for Evaluation of Superintendent

Addendum B - Superintendent's Performance Appraisal Form

AGENDA ITEM: **Policy 305, Policy Implementation**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 305, Policy Implementation, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. No changes to this policy.

The purpose of this policy is to clarify the responsibility of the school administration for implementation of School Board policy.

**RECOMMENDED ACTION:** To approve School Board Policy 305, Policy Implementation, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*Revised: December 10, 2012*

*White Bear Lake Area School District*  
*School Board Policy 305*

### **305 POLICY IMPLEMENTATION**

#### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of School Board policy.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be the responsibility of the superintendent, principals and other district administration to implement School Board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of School Board policies. These guidelines and directives shall not be inconsistent with said policies.
- B. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent or designee to assure compliance with School Board policy.

***Legal References:*** Minn. Stat. 123B.143 (Superintendent)

***Cross References:*** WBLASB Policy 208 (Development, Adoption and Implementation of Policies)



AGENDA ITEM: **Policy 306, Administrator Code of Ethics**  
MEETING DATE: **November 9, 2020**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 306, Administrator Code of Ethics, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. The only change is eliminating the word rule in II. B-11.

The purpose of this policy is to establish the requirement of the School Board that school administrators adhere to standards of ethics and professional conduct as outlined in this policy and in Minnesota law.

**RECOMMENDED ACTION:** To approve School Board Policy 306, Administrator Code of Ethics, as recommended by the School Board Policy Committee and Cabinet.

## **306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to establish the requirement of the School Board that school administrators adhere to standards of ethics and professional conduct as outlined in this policy and in Minnesota law.

### **II. GENERAL STATEMENT OF POLICY**

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The educational administrator:
  - 1. Makes the well-being of students the fundamental value of all decision-making and actions.
  - 2. Fulfills professional responsibilities with honesty and integrity.
  - 3. Supports the principle of due process and protects the civil and human rights of all individuals.
  - 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
  - 5. Implements the School Board's policies.
  - 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
  - 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota.  
~~Rule.~~

***Legal References:***

Minn. Stat. 122A.14 Subd. 4 (Code of Ethics)  
Minnesota Rules 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***

AGENDA ITEM: **Policy 496, Faculty and Staff Dress and Appearance Policy**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 496, Faculty and Staff Dress and Appearance, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. The only change is eliminating B in section II.

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, and that set an appropriate example for students. We believe that professionally dressed staff set a higher expectation for student behavior and building climate.

**RECOMMENDED ACTION:** To approve School Board Policy 496, Faculty and Staff Dress and Appearance, as recommended by the School Board Policy Committee and Cabinet.

## **496 FACULTY AND STAFF DRESS AND APPEARANCE**

### **I. PURPOSE AND BELIEF**

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, and that set an appropriate example for students. We believe that professionally dressed staff set a higher expectation for student behavior and building climate.

### **II. GENERAL STATEMENT OF POLICY**

- A. The School District recognizes that teachers and other staff members are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect and be perceived by students, parents and community members.

Teachers and staff are expected to dress in a professional and appropriate manner that will be conducive to the educational environment. Employees should be clean, neat, well groomed and dressed in an appropriate manner for their individual work assignments.

A wide variety of teaching styles and activities occur among subject, age and grade levels. Therefore, activities and assignments planned for the day will influence, to a degree, the style of dress considered appropriate attire. Good judgment and common sense should be used in choosing appropriate attire.

The responsibility for determining appropriate grooming and dress consistent with this policy shall be under the supervision of the district and school level administrator.

- ~~B. The administration shall work with employees to develop guidelines consistent with this policy.~~

**Legal References:** U.S. Const., amend. I  
Kelley, Comm'r, Suffolk Cnty. Police Dep't v. Johnson, 425 U.S. 238 (1976)  
*Tardif v. Quinn*, 545 F.2d 761 (1st Cir. 1976)  
*Miller v. Sch. Dist. No. 167*, 495 F.2d 658 (7th Cir. 1974)  
*Morrison v. Hamilton Cnty. Bd. of Educ.*, 494 S.W.2d 770 (Tenn. 1973)

**Cross References:** WBLASB Policy 413 (Harassment and Violence)  
WBLASB Policy 504 (Student Dress and Appearance)  
WBLASB Policy 609 (Religion)

AGENDA ITEM: **Policy 520, Student Surveys**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 520, Student Survey, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. Changes are in section III – A, B, C, and E; Section IV C; Section V; and Legal Reference.

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

**RECOMMENDED ACTION:** To approve School Board Policy 520, Student Survey, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: September 8, 1997*  
*Revised: May 9, 2005*  
*Revised: January 9, 2012*  
*Revised:*

*White Bear Lake Area  
School Board Policy 520*

## **520 STUDENT SURVEYS**

### **I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

### **II. GENERAL STATEMENT OF POLICY**

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

### **III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys/data will be ~~reported~~ conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. ~~There will be a~~ No requirement that the student return the survey shall exist, and no record of the student returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, ~~sex~~, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey ~~depending upon how the survey is funded~~. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government

Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

- E.** The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent/guardian;
  2. mental and psychological problems of the student or the student's family;
  3. sex behavior or attitudes;
  4. illegal, antisocial, self-incriminating or demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
1. The following policies are to be adopted in consultation with parents:



- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the education curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et. seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student's or parent's first and last name; a home or other physical address (including street

name and the name of the city or town); a telephone number; or a Social Security identification number.

- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
  - (a) college, ~~or~~ other postsecondary education ~~recruitment~~ or military recruitment;
  - (b) book clubs, magazines, and programs providing access to low-cost literary products;
  - (c) curriculum and instructional materials used by elementary and secondary schools;
  - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically-useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
  - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
- b. The notice will provide parents with an opportunity to opt out

of participation in the following activities:

- (1) Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
- (3) Any non-emergency invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2, Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. These notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

~~D. The school district shall give parents and students notice of their rights under this section.~~

## **V. NOTICE**

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to

participate in a student survey by United States mail, email, or another direct form of communication.

- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;  
Parent Notice and Opportunity for Opting Out)  
20 U.S.C. 1232g (Family Educational Right and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)  
*C.N. v. Ridgewood Bd. Of Educ.*, 430 F. 3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School District*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** WBLASB Policy 515 (Protection and Privacy of Student Records)  
WBLASB Policy 521 (Student Disability Nondiscrimination)  
WBLASB Policy 522 (Student Sex Nondiscrimination)

AGENDA ITEM: **Policy 521, Student Disability  
Nondiscrimination**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 521, Student Disability Nondiscrimination, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The only change is in section III.

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

**RECOMMENDED ACTION:** To approve School Board Policy 521, Student Disability Nondiscrimination, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: September 8, 1997*  
*Revised: September 11, 2006*  
*Revised: January 11, 2010*  
*Revised: January 14, 2013*  
*Revised:*

*White Bear Lake Area  
School Board Policy 521*

## **521 STUDENT DISABILITY NONDISCRIMINATION**

### **I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### **II. GENERAL STATEMENT OF POLICY**

- A. Disabled students who meet the criteria of Paragraph C below are protected from discrimination on the basis of a disability.
- B The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having a such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### **III. COORDINATOR**

Persons who have questions, comments, or complaints should contact the Director of Special Services ~~regarding grievances or hearing requests regarding disability issues.~~ This person is the school district's Americans with Disabilities Act/Section 504 Coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 Coordinator.

**Legal References:** Pub.L.110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)

***Cross References:*** 34 C.F.R. Part 104 (Section 504 Implementing Regulations)  
WBLASB Policy 402 (Disability Nondiscrimination)

AGENDA ITEM: **Policy 807, Health and Safety**

MEETING DATE: **November 9, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 807, Health and Safety, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. Changes include capitalizing School Board throughout the policy and adding 10 to A in section IV.

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

**RECOMMENDED ACTION:** To approve School Board Policy 807, Health and Safety, as recommended by the School Board Policy Committee and Cabinet.



*Adopted: July 9, 2012*

*White Bear Lake Area Schools District #624  
Policy 807*

*Revised: October 12, 2015*

*Revised: November 14, 2016*

## **807 HEALTH AND SAFETY**

### **I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent or designee. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent or designee may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and

subject to the budget adopted by the sSchool bBoard to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the sSchool bBoard on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the sSchool bBoard, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Art Safety
  - 2. Asbestos
  - 3. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 4. Bleacher Safety
  - 5. Bloodborne Pathogens/ Infectious Waste
  - 6. Combustible and Hazardous Materials Storage
  - 7. Community Right to Know
  - 8. Compressed Gas Safety
  - 9. Confined Space Standard
  - 10. Contagion Management
  - 11. Control of Hazardous Energy Sources (Lockout/Tagout)
  - 12. Electrical Safety
  - 13. Emergency Lighting
  - 14. Emergency Response Plan (Crisis Action Plan)
  - 15. Employee Right to Know
  - 16. Ergonomics Program
  - 17. Fall Protection
  - 18. Fire and Life Safety
  - 19. First Aid/CPR/AED
  - 20. Food Service Safety/Inspections

21. Forklift Safety
22. Hazardous Air Emissions Program (Boilers)
23. Hazardous Waste
24. Hearing Conservation
25. Hoist/Lift/Elevator Safety
26. Indoor Air Quality
27. Integrated Pest Management
28. Laboratory Safety Standard/Chemical Hygiene Plan
29. Lead
30. Machine Guarding
31. Mechanical Ventilation
32. Mercury
33. Mold Cleanup and Abatement
34. National Emission Standards for Hazardous Air Pollutants for School Generators Established by the United States E.P.A.
35. OSHA Inspections, OSHA 300 Logs
36. Personal Protective Equipment (PPE)
37. Playground Safety
38. Radon
39. Respiratory Protection
40. Safety Committee
41. Structural Safety
42. Technology Education Safety Program
43. Underground/Above Ground Storage Tanks
44. Welding/Cutting/Brazing
45. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.

- F. In the event of an accident or a near miss, the school district shall promptly conduct an accident investigation in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent or designee shall be responsible to provide for periodic ~~s~~School ~~b~~B~~o~~ard review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or designee, shall annually prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary to ensure clear understanding of the preliminary budget by the school board and public. The ~~s~~School ~~b~~B~~o~~ard shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the ~~s~~School ~~b~~B~~o~~ard to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

### ***Legal References:***

Minn. Stat. §123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. §123B.57 (Capital Expenditure; Health and Safety)  
Minn. Stat. §182.676 (Safety Committee)  
Minn. Rules Part 5208.0010 (Applicability)  
Minn. Rules Park 5208.0070 (Alternative Forms of Committee)

### ***Cross References:***

WBLASD #624 Policy 407 - Employee Right to Know – Exposure to Hazardous Substances)  
WBLASD #624 Policy 701 – Establishment and Adoption of School District Budget  
WBLASD #624 Policy 806 – Crisis Management Policy