

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

April 8

# **MISSION STATEMENT**

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

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

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

To: Members of the School Board

From: Wayne A. Kazmierczak  
Superintendent of Schools

Date: April 2, 2019

A student recognition will be held on Monday, April 8, 2017 at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will be held on **Monday, April 8, 2019** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**AGENDA**

**A. PROCEDURAL ITEMS**

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

**B. PUBLIC FORUM**

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

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

could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

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

#### **C. INFORMATION ITEMS**

1. NYFS Presentation
2. Superintendent's Report

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

1. First Reading of School Board Policies:
  - a. Policy 403, Discipline, suspension and Dismissal of School District Employees
  - b. Policy 404, Employment Background Checks
  - c. Policy 405, Veteran's Preference
  - d. Policy 520, Student Surveys
  - e. Policy 602. Organization of School Calendar and School Day

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

1. Action on E3 Grants from the White Bear Lake Area Educational Foundation
2. Action on Acceptance of Bid for 2019 Roof Replacement Projects at ALC/Golfview, Hippodrome Ice Arena, Normandy Park, Sunrise Park Middle School (partial), Vadnais heights Elementary School (partial), and Willow Lane Elementary School
3. School District Population Adjustment
4. Action on School Board Policies:
  - a. Policy 514, Bullying Prevention Policy
  - b. Policy 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students
  - c. Policy 618, Assessment of Student Achievement
  - d. Policy 713, Student Activity Accounting
  - e. Policy 806, Crisis Management Policy

#### **F. BOARD FORUM**

#### **G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **April 8, 2019**  
SUGGESTED DISPOSITION: **Action Items**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

---

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

**Consent Agenda**

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

**RECOMMENDED ACTION:**

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

AGENDA ITEM: **School Board Minutes**  
MEETING DATE: **April 8, 2019**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

---

**BACKGROUND:**

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

**RECOMMENDED ACTION:**

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, March 4, 2019** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call: Present: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson.  
Absent: Beloyed.  
Ex-officio: Kazmierczak  
Cabinet: Garrison, Maurer, Mons, Ouren, Paul, Vette, Wald
3. Pledge of Allegiance
4. Ellison moved and Wilson seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Newmaster moved and Chapman seconded to approve the Consent Agenda consisting of:
  - Approval of minutes for regular meeting of February 11 and work-study of February 25;
  - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
  - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - Passage of resolution to approve Human Resources items to include:
    - **Resignation/Termination – Classified Staff**  
Heather Katz– Pupil Support Assistant, Matoska Elementary  
Employed by District 624 since 09/03/2013  
Effective Date: 02/22/2019  
Danielle Mccarty– Regular Part Time Cook, WBLAHS – North Campus  
Employed by District 624 since 03/22/2018  
Effective Date: 03/08/2019
    - **Resignation/Termination – Non-Affiliated Staff**  
Ashley Rand– Bear Fundamentals Lead Instructor, Hugo Elementary  
Employed by District 624 since 11/24/2014  
Effective Date: 06/10/2019  
Raquel Strand– Marketing Specialist, District Center  
Employed by District 624 since 10/08/2018  
Effective Date: 03/01/2019
    - **Retirement – Classified Staff**  
John Larson – Facility and Equipment Maintenance Tech, District Wide  
Employed by District 624 since 01/16/1978  
Effective Date: 03/22/2019  
Connie LeClaire – Early Childhood Assistant, Normandy Park  
Employed by District 624 since 01/03/2005  
Effective Date: 06/07/2019
    - **Retirement – Certified Staff**  
Mari Getz – Speech/Language Pathologist, Normandy Park  
Employed by District 624 since 08/21/1986  
Effective Date: 06/10/2019



- **Retirement – Professional**  
Teresa Dahlem – Elementary Principal, Oneka Elementary  
 Employed by District 624 since 07/01/2000  
 Effective Date: 11/14/2019
- **Change In Assignment – Non-Affiliated**  
Mitchell Riebow – Out of School Site Supervisor, Sunrise Park Middle School  
 From 7.0 hours per day, To 8.0 hrs. per day  
 Effective Date: 02/18/2019
- **Full Time Leave Of Absence – Certified Staff**  
Danielle Frissora – Grade 3 Teacher, Vadnais Heights Elementary  
 Employed by District since 08/20/2014  
 Effective Date: 2019-2020 School Year  
Mary Phillips – Grade 3 Teacher, Otter Lake Elementary  
 Employed by District since 09/18/2014  
 Effective Date: 2019-2020 School Year
- **New Personnel – Classified Staff**  
Samantha Osberg – Program Assistant Leader, Lincoln Elementary  
 \$13.98/hr., 12.5 hrs. per week, \$3,844.50  
 Effective Date: 01/28/2019  
Meagan Thompson – Pupil Support Assistant, Willow Lane Elementary  
 \$18.77/hr., 32.5 hrs. per week, \$9,394.38  
 Effective Date: 02/11/2019
- **Long Term Substitute – Certified Staff**  
Rachel Bengtson – Social Studies Teacher, WBLAHS – North Campus  
 BA, Step 1, \$20,315.51  
 Effective Date: 01/29/2019 through 06/10/2019

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

**B. PUBLIC FORUM** - No speakers.

**C. INFORMATION ITEMS**

1. Glasrud Fellowship Grants – Mary Dahle from the White Bear Lake Area Educational Foundation provided information on the 2019 Glasrud Fellowship Grants. Twelve grants totally \$24,984.10 were given out to fourteen teachers.
2. Superintendent's Report – Before tonight's meeting, we recognized students who received state-level honors in the Lions Club Peace Poster Contest, Nordic Ski, Choir, and Girls' Hockey. Congratulations, Bears! Students thoroughly enjoyed February's "I Love to Read". I would like to acknowledge our School Board members and other community members who participated in February's reading activities in our schools. White Bear students are getting comfortable on stage this spring, with many elementary schools hosting student productions. Details for all productions are available on the district website. The Middle School Musical of "Willy Wonka, Jr." is planned for April 25-27. Tickets will be available online starting March 22. A limited number of free tickets will be available at our Senior Program later in March. The District is hosting its sixth Staff and Community Mental Well-Being Series session, "ADHD/ADD Supports and Toolbox." The event will take place at 7 p.m. on March 19 at the WBLAHS - North Campus Theater. Spring break is March 11-15. Thank you to those community members who were contacted and participated in a Community Survey in December, providing important feedback to the district as we implement our Comprehensive Facilities Planning Process. We will continue to collect community input and will facilitate a district-wide

paper survey with an optional electronic submission later this spring. We would appreciate it if residents would take the time to provide feedback to the survey when it is received in the mail. **Student Liaison Report** - The girls' hockey team played in the state tournament for the first time since 2002 and the boys' team will be competing in the state tournament for the first time since 2011. The Black Girl Magic Club put together an event for black students to showcase their talents and celebrate black history month. There were speeches, spoken words, dance performances, and singing. This past weekend 10 seniors participated in the 14 hour Mathworks challenge and experienced what it's like to work as a team to tackle the real-world problem of teen substance abuse with math, modeling, and problem-solving. This past weekend was the ACDA National Honors Choir Conference where our junior liaison Maddi Carroll and two other White Bear students represented our school in Kansas City. With spring break only a few days away I wish everyone safe travels, and for those of you staying in Minnesota good luck with all the snow.

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

1. American Indian Parent Advisory Committee Resolution of Concurrence - AIPAC Chair Andrew Adams, III, Activities Coordinator Christine Cermak, and Cultural Liaison Jordan Zickermann presented the Resolution of Concurrence in accordance with MN Statutes Section 124D.78.
2. First Reading of School Board Policies:
  - a. Policy 514, Bullying Prevention Policy
  - b. Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
  - c. Policy 618, Assessment of Student Achievement
  - d. Policy 713, Student Activity Accounting
  - e. Policy 806, Crisis Management PolicyThe policies will be on the April 8 School Board meeting agenda for action.

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

1. Chapman moved and Wilson seconded to approve Policies 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, 415 Mandated Reporting of Maltreatment of Vulnerable Adults, 522 Student Sex Nondiscrimination, and 619 Staff Development for Standards. *Voice vote: all ayes. Motion carried.*

**F. BOARD FORUM** - Wilson congratulated all winter sports teams and Calla Frank, Hockey Goalie of the Year. Ellison reported that Angela Bianco has been awarded the Minnesota Council for Social Studies Teacher of the Year. Fahey reported on the Culturally Responsive Board Leadership sessions conducted by Equity Alliance MN and the participation of student liaison, Makena Pratt, in a session at the MSBA conference. Mullin wished everyone a safe spring break.

**G. ADJOURNMENT** - Wilson moved and Mullin seconded to adjourn at 7:24 p.m.

Submitted by clerk, Ellen Fahey

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

A work study meeting of the White Bear Lake Area School Board was held on **March 25, 2019** at **5:30 p.m.** in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

Call to order - Mullin called the meeting to order at 5:30 p.m.

Roll Call - Present: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson

Student Representative: Pratt, Carroll

Ex-officio: Kazmierczak

Cabinet: Maurer, Mons, Ouren, Paul, Wald

**B. DISCUSSION ITEMS**

- 1. Solar Energy Installation** - President/CEO Chris Psihos and Senior VP of Business Development Rich Ragatz from commercial solar developer, iDEAL Energies, shared the opportunity for the District to reduce its carbon footprint and save energy costs by working with them to install solar panels on a number of district buildings. iDeal Energies install the equipment at their expense in exchange for utilizing tax and energy savings incentives. Further information is available in the board packet on the district website.
- 2. Update on Fiscal Year 2020 Budget Development** - Director of Human Resources and General Counsel Matt Mons and Assistant Superintendent of Finance and Operations Tim Wald provided a review of the annual budget process and an overview of the steps being taken to identify budget adjustments and staffing strategies for 2019-2020.
- 3. Elementary Program Update** - Assistant Superintendent Sara Paul and all elementary principals provided an update on the specialist programs of Physical Education, Art, Orchestra/General Music, World Language, and Media/REACH.
- 4. Negotiations Strategy Discussion**  
Wilson moved and Fahey seconded to go into closed session at 7:21 p.m. This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25. *Voice vote: all ayes. Motion carried.*

Chair Mullin reconvened the meeting at 7:28 p.m. Board members present: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson. Administrators: Kazmierczak, Mons, Wald.

- C. **ADJOURNMENT** - Wilson moved and Fahey seconded to adjourn the closed session at 7:53 p.m. *Voice vote: all ayes. Motion carried.*

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: April 8, 2019

SUGGESTED DISPOSITION: Action Item

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

---

**BACKGROUND:**

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

**RECOMMENDED ACTION:**

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

## White Bear Lake Area Schools

### Electronic Transfers - March

		<u>3/15/2019</u>	<u>3/29/2019</u>
Direct Deposit	545473-547044	1,957,854.69	
Direct Deposit	547045-548612		2,018,839.64

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
99651	AFTON ALPS SKI AREA	\$ 2,262.00	3/1/2019	R
99652	GTS EDUCATIONAL EVENTS	\$ 250.00	3/1/2019	R
99653	IXL LEARNING	\$ 100.00	3/1/2019	R
99654	SAM'S CLUB/SYNCHRONY BANK	\$ 176.56	3/1/2019	R
99655	SYNOVIA SOLUTIONS	\$ 4,654.20	3/1/2019	R
99656	THERAPY SHOPPE	\$ 68.93	3/1/2019	R
99657	THE UPS STORE #3299	\$ 321.97	3/1/2019	R
99662	AMAZON	\$ 25,028.27	3/4/2019	R
99663	EVENTBRITE	\$ 59.81	3/4/2019	R
99663	EVENTBRITE	\$ (59.81)	3/6/2019	V
99664	XCEL ENERGY	\$ 24,772.26	3/4/2019	R
99665	XCEL ENERGY	\$ 88,845.56	3/4/2019	S
99666	XCEL ENERGY CENTER	\$ 21,400.00	3/5/2019	R
99667	GREATER TWIN CITIES UNITED WAY	\$ 135.00	3/6/2019	R
99668	IUOE LOCAL 70	\$ 1,202.01	3/6/2019	R
99669	SCHOOL SERVICE EMPLOYEES	\$ 7,037.48	3/6/2019	R
99670	US DEPT OF EDUCATION	\$ 496.09	3/6/2019	R
99671	WBLA EDUCATIONAL FOUNDATION	\$ 535.50	3/6/2019	R
99672	WI SCTF	\$ 340.25	3/6/2019	R
99673	GURSTEL CHARGO ATTORNEYS AT LAW	\$ 240.82	3/6/2019	R
99674	MESSERLI & KRAMER PA	\$ 286.38	3/6/2019	R
99675	THE ROSE LAW FIRM, PLLC	\$ 219.21	3/6/2019	R
99676	VITAMINK12, LLC	\$ 59.81	3/6/2019	R
99677	DELLWOOD COUNTRY CLUB	\$ 1,074.48	3/7/2019	R
99678	SAM'S CLUB/SYNCHRONY BANK	\$ 843.24	3/7/2019	S
99679	SAM'S CLUB/SYNCHRONY BANK	\$ 611.86	3/7/2019	S
99680	SAM'S CLUB/SYNCHRONY BANK	\$ 799.92	3/7/2019	S
99681	SAM'S CLUB/SYNCHRONY BANK	\$ 601.11	3/7/2019	S
99682	WL HALL COMPANY	\$ 690.00	3/7/2019	R
99683	BETHEL UNIVERSITY FINANCIAL AID OFFICE	\$ 2,000.00	3/11/2019	R
99684	POSTMASTER	\$ 1,700.00	3/11/2019	R
99685	AARON HAGEBAK, LLC	\$ 440.00	3/14/2019	R
99686	AARP DRIVER SAFETY PROGRAM	\$ 235.00	3/14/2019	R
99687	ABJ EDUC CONSULTING	\$ 2,080.00	3/14/2019	R
99689	AGROPUR INC	\$ 15,820.24	3/14/2019	R
99690	ALL FOR KIDZ	\$ 467.00	3/14/2019	R
99691	ALL STRINGS ATTACHED	\$ 60.00	3/14/2019	R
99692	ALLEN, VICTORIA	\$ 74.00	3/14/2019	R
99693	ALLSTREAM	\$ 4,098.28	3/14/2019	R
99694	AMERICAN EDUC PRODUCTS	\$ 46.64	3/14/2019	R
99695	AMERICAN MESSAGING	\$ 20.89	3/14/2019	R
99696	AMERIPRIDE SERVICES	\$ 982.41	3/14/2019	R
99697	ANDERSON, PATRICIA	\$ 13.60	3/14/2019	R
99698	APPLE COMPUTER INC	\$ 379.00	3/14/2019	R
99699	ARAMARK REFRESHMENT SERVICES	\$ 77.06	3/14/2019	R

99700 ARCH LANGUAGE NETWORK	\$	480.00	3/14/2019 R
99701 ASHLEY, DAVID	\$	395.00	3/14/2019 R
99703 ASL INTERPRETING SERVICES	\$	1,380.00	3/14/2019 R
99704 AUTONATION WBL FORD	\$	88.58	3/14/2019 R
99705 THE BAKKEN MUSEUM	\$	2,325.00	3/14/2019 R
99706 BALLARD, MEGAN	\$	10.40	3/14/2019 R
99707 BARDAL, PRIYA	\$	260.82	3/14/2019 R
99708 BARTHOLD	\$	1,821.05	3/14/2019 R
99709 BASICH, MICHAEL	\$	600.00	3/14/2019 R
99710 BEAR, DELORES	\$	6.50	3/14/2019 R
99711 BEST WESTERN WB COUNTRY INN	\$	1,299.23	3/14/2019 R
99712 BIG THRILL FACTORY	\$	360.00	3/14/2019 R
99713 BINSFELD, NEAL	\$	1,144.50	3/14/2019 R
99714 BLUE CROSS / BLUE SHIELD OF MN	\$	22,742.50	3/14/2019 R
99715 BLUE TARP FINANCIAL INC	\$	90.97	3/14/2019 R
99716 BOCKIN, BRYCE	\$	146.00	3/14/2019 R
99717 BSN SPORTS	\$	895.85	3/14/2019 R
99718 THE BUG COMPANY	\$	33.75	3/14/2019 R
99719 CAP ELECTRIC INC	\$	1,360.49	3/14/2019 R
99720 CARBONES PIZZERIA	\$	130.32	3/14/2019 R
99721 CARDINAL, KATHLEEN	\$	62.05	3/14/2019 R
99722 CASTRO, CHELSEA	\$	17.99	3/14/2019 R
99723 CATALYST SPORTS MEDICINE	\$	6,666.67	3/14/2019 R
99724 CDW GOVERNMENT INC	\$	1,785.57	3/14/2019 R
99725 CERTIFIED LABORATORIES	\$	426.33	3/14/2019 R
99726 CHAPMAN, RONALD	\$	59.00	3/14/2019 R
99727 CINTAS CORP #470	\$	233.81	3/14/2019 R
99728 CIRCUS JUVENTAS	\$	875.00	3/14/2019 R
99729 COLLINS, ZACHARY	\$	75.00	3/14/2019 R
99730 CONTINENTAL CLAY CO	\$	1,839.51	3/14/2019 R
99731 CONTINENTAL RESEARCH CORP	\$	1,625.45	3/14/2019 R
99732 COOPER, KENNETH	\$	59.00	3/14/2019 R
99733 COURNOYER, DAVID	\$	83.00	3/14/2019 R
99734 CRYSTAL CAVE INC	\$	100.00	3/14/2019 R
99735 CTB INC	\$	700.00	3/14/2019 R
99736 CUSTOM IMAGE	\$	879.00	3/14/2019 R
99737 DALCO CORPORATION	\$	26,596.77	3/14/2019 R
99738 DAY, ABBY	\$	150.00	3/14/2019 R
99739 DEGARDNER, RICK	\$	60.00	3/14/2019 R
99740 DEJARLAIS, MARILYN	\$	75.01	3/14/2019 R
99741 DELLWOOD COUNTRY CLUB	\$	1,417.24	3/14/2019 R
99742 DEMCO INC	\$	259.45	3/14/2019 R
99743 DESIGNER SIGN SYSTEMS INC	\$	285.00	3/14/2019 R
99744 DIVERSIFIED SNACK DISTRIBUTION	\$	1,140.96	3/14/2019 R
99745 DOMINOS PIZZA	\$	82.50	3/14/2019 R
99746 DONATELLI'S	\$	56.51	3/14/2019 R
99747 EAGLE SCREEN PRINTING	\$	766.00	3/14/2019 R



99748	EASTERN CARVER COUNTY ARCHERY CLUB	\$	344.00	3/14/2019	R
99749	EDUCATION ADMIN WEBADVISOR	\$	1,199.00	3/14/2019	R
99750	ENGSTRAN, STEVE	\$	1,385.00	3/14/2019	R
99751	EQUITY ALLIANCE MN	\$	20,292.50	3/14/2019	R
99752	F&N OPERATIONS LLC	\$	430.94	3/14/2019	R
99753	FARBER, MICHAEL	\$	19.50	3/14/2019	R
99754	FASTENAL COMPANY	\$	158.35	3/14/2019	R
99755	FESTIVAL FOODS-KNOWLAN'S	\$	101.45	3/14/2019	R
99756	FIREFLY COMPUTERS	\$	899.00	3/14/2019	R
99757	FIRST STUDENT INC	\$	282,284.69	3/14/2019	R
99758	FLOWERS, CHRIS	\$	60.00	3/14/2019	R
99759	FRATTALONES HARDWARE STORES	\$	758.48	3/14/2019	R
99760	FREDRICKSON, PATRICIA	\$	36.40	3/14/2019	R
99761	FREEMAN, ROB	\$	83.00	3/14/2019	R
99762	FUN EXPRESS LLC	\$	144.65	3/14/2019	R
99763	GECKO MICROSOLUTIONS	\$	3,990.00	3/14/2019	R
99764	GOLDCOM INC	\$	596.84	3/14/2019	R
99765	GRAINGER	\$	3,004.56	3/14/2019	R
99766	GRANDMA'S BAKERY INC	\$	50.85	3/14/2019	R
99767	GREAT LAKES COCA COLA DIST LLC	\$	552.96	3/14/2019	R
99768	GREATAMERICA FINANCIAL SERVICES	\$	636.21	3/14/2019	R
99769	GUIDEK12	\$	20,185.40	3/14/2019	R
99770	HALO TRANSPORTATION	\$	4,727.50	3/14/2019	R
99771	HEIBERG ATHLETICS LLC	\$	2,881.50	3/14/2019	R
99772	HEINEMANN	\$	577.50	3/14/2019	R
99773	HELLEN, ROBERT	\$	88.00	3/14/2019	R
99774	HERITAGE FOOD SERVICE GROUP	\$	81.16	3/14/2019	R
99775	HEUTINK USA	\$	291.35	3/14/2019	R
99776	HIAWATHA HOMECARE	\$	1,890.00	3/14/2019	R
99777	HISDAHL INC	\$	124.00	3/14/2019	R
99778	HOGLUND BUS AND TRUCK CO	\$	5,829.90	3/14/2019	R
99785	IFD	\$	188,939.19	3/14/2019	R
99786	ILLUMINATE EDUC	\$	50,988.00	3/14/2019	R
99788	INNOVATIVE OFFICE SOLUTIONS	\$	1,268.25	3/14/2019	R
99789	INSIDE TRACK CLUB	\$	250.00	3/14/2019	R
99790	INSPEC INC	\$	900.00	3/14/2019	R
99791	INSTITUTE FOR MULTI SENSORY EDUCATION	\$	1,175.00	3/14/2019	R
99792	INTELLIGERE INC	\$	40.00	3/14/2019	R
99793	JENKINS, KATIE	\$	90.94	3/14/2019	R
99794	JIMMY JOHNS #869	\$	34.70	3/14/2019	R
99795	JOHNSON CONTROLS INC	\$	797.00	3/14/2019	R
99796	JOHNSON, SHARON	\$	757.48	3/14/2019	R
99797	JUNIOR LIBRARY GUILD	\$	378.00	3/14/2019	R
99798	JW PEPPER & SON INC	\$	56.20	3/14/2019	R
99799	KATOM	\$	285.06	3/14/2019	R
99800	KEYSTONE INTERPRETING SOLUTIONS	\$	594.63	3/14/2019	R
99801	KLINGSPORN, TODD	\$	77.00	3/14/2019	R

99802 KOREEN, GLORIA	\$	55.25	3/14/2019 R
99803 KRAFT CONTRACTING & MECHANICAL	\$	5,477.87	3/14/2019 R
99804 KULLY SUPPLY COMPANY	\$	165.30	3/14/2019 R
99805 LAKE ELMO PARK RESERVE	\$	158.00	3/14/2019 R
99806 LAKESHORE LEARNING MATERIALS	\$	354.14	3/14/2019 R
99807 LAMINATING AND BINDING SOLUTIONS	\$	50.48	3/14/2019 R
99808 LARSON, BEVERLEY	\$	41.23	3/14/2019 R
99809 LDA MINNESOTA	\$	5,412.53	3/14/2019 R
99810 LEARNING ZONE EXPRESS	\$	90.90	3/14/2019 R
99811 LEVASSEUR, MARY	\$	19.55	3/14/2019 R
99812 LHB INC	\$	364.00	3/14/2019 R
99813 LIBERTY CLASSICAL ACADEMY	\$	3,276.00	3/14/2019 R
99814 LIBRARY STORE INC	\$	918.60	3/14/2019 R
99815 LIVINGSTON, TYLER	\$	136.00	3/14/2019 R
99816 LORENZ BUS SERVICE INC	\$	320.00	3/14/2019 R
99817 L T G POWER EQUIPMENT	\$	611.54	3/14/2019 R
99818 LUNDGREN, JOANNE	\$	12.75	3/14/2019 R
99819 LUNDQUIST DAVID A	\$	60.00	3/14/2019 R
99820 MAC RUNNEL, MINDY	\$	53.34	3/14/2019 R
99821 MACKIN EDUCATIONAL RESOURCES	\$	845.75	3/14/2019 R
99822 MAGICIAN MATT DUNN	\$	500.00	3/14/2019 R
99823 MAHTOMEDI ARCHERY	\$	40.00	3/14/2019 R
99824 MAILFINANCE INC	\$	431.82	3/14/2019 R
99825 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	160.00	3/14/2019 R
99826 MCKUSICK, JON	\$	120.00	3/14/2019 R
99827 MEADOWOOD TOOL CO	\$	1,072.69	3/14/2019 R
99828 METRO ECSU	\$	1,620.00	3/14/2019 R
99829 METRO MEALS ON WHEELS INC	\$	5,582.75	3/14/2019 R
99830 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	41.99	3/14/2019 R
99831 MIDAMERICA ADMIN & RETIREMENT	\$	14,159.00	3/14/2019 R
99832 MIDWEST TECHNOLOGY PRODUCTS	\$	219.78	3/14/2019 R
99833 MIDWEST LANGUAGE SERVICES	\$	2,257.50	3/14/2019 R
99834 MILACA HIGH SCHOOL	\$	12.00	3/14/2019 R
99835 MILLARD, BRENT	\$	75.00	3/14/2019 R
99836 MILLIGAN, THERESA	\$	17.00	3/14/2019 R
99837 MINVALCO INC	\$	3,353.33	3/14/2019 R
99838 MN ALLIANCE WITH YOUTH	\$	6,000.00	3/14/2019 R
99839 MN DEPT OF AGRICULTURE	\$	15.00	3/14/2019 R
99840 MINNESOTA REVENUE	\$	836.53	3/14/2019 R
99841 MN STATE NASP	\$	1,150.00	3/14/2019 R
99842 MNAEYC-MNSACA	\$	550.00	3/14/2019 R
99843 MOLLNER, MICHAEL	\$	525.00	3/14/2019 R
99844 MONITA, MICHAEL	\$	77.00	3/14/2019 R
99845 MONTESSORI OUTLET	\$	105.63	3/14/2019 R
99846 MN SUPERINTENDENTS OFC PERSONNEL	\$	530.00	3/14/2019 R
99847 MUMBLEAU, RICHARD	\$	45.00	3/14/2019 R
99848 NAPA AUTO PARTS	\$	60.47	3/14/2019 R

99849 NASCO	\$	1,007.77	3/14/2019 R
99850 NASSEFF MECH CONTRACTORS	\$	1,310.00	3/14/2019 R
99851 NASVIK, STEVEN	\$	660.00	3/14/2019 R
99852 NCPERS MINNESOTA	\$	160.00	3/14/2019 R
99853 NCS PEARSON INC	\$	139.25	3/14/2019 R
99854 NORCENTRONIX DISTRIBUTING	\$	444.00	3/14/2019 R
99855 NORTH STAR BANK	\$	7,650.00	3/14/2019 R
99856 NORTHBOUND CREATIVE	\$	1,729.44	3/14/2019 R
99857 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$	2,686.00	3/14/2019 R
99858 OFFICE DEPOT	\$	162.35	3/14/2019 R
99859 ON SITE SANITATION INC	\$	471.00	3/14/2019 R
99860 ONLY 1 AUTO GLASS	\$	282.24	3/14/2019 R
99861 ORDWAY CENTER FOR PERFORMING	\$	2,100.00	3/14/2019 R
99862 PAI	\$	727.18	3/14/2019 R
99863 PANERA	\$	238.79	3/14/2019 R
99863 PANERA	\$	(238.79)	3/22/2019 V
99864 PARSIMONY INC	\$	356.00	3/14/2019 R
99865 PARTNERS FOR LEARNING	\$	597.00	3/14/2019 R
99866 PARTS MIDWEST INC	\$	299.95	3/14/2019 R
99867 PEARSON EDUCATION INC	\$	853.63	3/14/2019 R
99868 PETERSON BROS ROOFING & CONST	\$	1,203.54	3/14/2019 R
99869 PICTURE THAT!	\$	609.00	3/14/2019 R
99870 PINZ	\$	480.00	3/14/2019 R
99871 POPPA, KAREN	\$	2.75	3/14/2019 R
99872 PRESS PUBLICATIONS	\$	30.00	3/14/2019 R
99873 PRO-ED INC	\$	64.90	3/14/2019 R
99874 PRZYBYLSKI, ALEXANDER	\$	91.25	3/14/2019 R
99875 R & R SPECIALTIES INC	\$	202.85	3/14/2019 R
99876 RAGE CAGE	\$	688.00	3/14/2019 R
99877 RAMSEY COUNTY PARKS/REC DEPT	\$	6,844.00	3/14/2019 R
99878 RAMSEY COUNTY PUBLIC HEALTH	\$	93.75	3/14/2019 S
99881 RAMSEY COUNTY PUBLIC HEALTH	\$	1,856.50	3/14/2019 R
99882 RANDALL, BROOKLYN	\$	8.98	3/14/2019 R
99883 RANDALL DAVID L	\$	660.00	3/14/2019 R
99884 REGION 4AA	\$	3,180.00	3/14/2019 R
99885 REHBEIN TRANSIT CO	\$	19,890.00	3/14/2019 R
99886 THE RETROFIT COMPANIES INC	\$	269.14	3/14/2019 R
99887 REV.COM	\$	12.00	3/14/2019 R
99888 REVOLUTION SPORTING GOODS	\$	768.00	3/14/2019 R
99889 ROE, ERIN	\$	240.00	3/14/2019 R
99890 ROETTGER, DORIS	\$	80.00	3/14/2019 R
99891 ROSE, MATTHEW	\$	385.00	3/14/2019 R
99892 ROSEMOUNT HIGH SCHOOL	\$	180.00	3/14/2019 R
99893 RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$	3,148.66	3/14/2019 R
99894 SAFEWAY DRIVING SCHOOL	\$	8,505.00	3/14/2019 R
99895 SAVE A LIFE MN	\$	474.50	3/14/2019 R
99896 SCHMID, NICOLE	\$	10.99	3/14/2019 R

99897 SCHMITT MUSIC COMPANY	\$	119.00	3/14/2019 R
99898 SCHOLASTIC BOOK FAIRS	\$	2,428.28	3/14/2019 R
99900 SCHOOL HEALTH CORPORATION	\$	69.84	3/14/2019 R
99901 SCHOOL SPECIALTY	\$	718.83	3/14/2019 R
99902 SCPA NASP ARCHERY TOURNAMENT	\$	714.00	3/14/2019 R
99903 SEEVER, GRAY	\$	160.00	3/14/2019 R
99904 SEW EASY DESIGNS	\$	518.28	3/14/2019 R
99905 SHRED-IT USA - MINNEAPOLIS	\$	388.77	3/14/2019 R
99906 SISSYMARYSUE, LLC	\$	822.50	3/14/2019 R
99907 SMITLEY, SHARON	\$	225.00	3/14/2019 R
99908 SOLBERG, BEVERLY	\$	480.00	3/14/2019 R
99909 SOUTH WASHINGTON COUNTY SCHOOLS	\$	311.52	3/14/2019 R
99910 SOUTH WASHINGTON COMMUNITY ED	\$	904.13	3/14/2019 R
99911 SPECIALTY PROMOTIONS	\$	1,229.00	3/14/2019 R
99912 ST CROIX RECREATION FUND PLAYGROUNDS INC	\$	22,391.00	3/14/2019 R
99913 ST PAUL ACADEMY	\$	440.00	3/14/2019 R
99917 STAPLES ADVANTAGE	\$	2,113.47	3/14/2019 R
99918 STATE SUPPLY CO	\$	597.02	3/14/2019 R
99919 STEINER, EILEEN	\$	36.54	3/14/2019 R
99920 STEPPINGSTONE THEATRE	\$	81.15	3/14/2019 R
99921 SUMMIT COMPANIES	\$	2,284.00	3/14/2019 R
99922 SWANSON, STEPHEN	\$	540.00	3/14/2019 R
99923 SYNCHRONY BANK	\$	160.00	3/14/2019 R
99924 TAMARACK NATURE CENTER	\$	330.00	3/14/2019 R
99925 TERMINAL SUPPLY CO	\$	532.49	3/14/2019 R
99926 THOMAS, BOB	\$	77.00	3/14/2019 R
99927 TISHCHENKO, VARVARA	\$	27.94	3/14/2019 R
99928 TPRS BOOKS	\$	148.00	3/14/2019 R
99929 TRADE PRESS INC	\$	929.93	3/14/2019 R
99930 TRANSPORTATION MGMT CORP	\$	111.50	3/14/2019 R
99931 TRI-STATE BOBCAT	\$	90.50	3/14/2019 R
99932 TRIO SUPPLY COMPANY	\$	2,484.30	3/14/2019 R
99933 TROLLHAUGEN	\$	2,672.00	3/14/2019 R
99934 TRUSTED EMPLOYEES	\$	2,452.93	3/14/2019 R
99935 TSA CONSULTING GROUP	\$	934.40	3/14/2019 R
99936 TWIN CITY JANITOR SUPPLY CO	\$	258.26	3/14/2019 R
99937 TWIN CITY TRANSPORTATION INC	\$	71,778.60	3/14/2019 R
99938 VERIZON WIRELESS	\$	1,394.72	3/14/2019 R
99939 VIKING ELECTRIC SUPPLY	\$	4,696.07	3/14/2019 R
99940 WAHLIN, JERALD	\$	485.00	3/14/2019 R
99941 WALSER AUTOMOTIVE GROUP	\$	78.74	3/14/2019 R
99942 WALTER, BRIAN	\$	83.00	3/14/2019 R
99943 WHITE BEAR CENTER FOR THE ARTS	\$	7,600.00	3/14/2019 R
99944 WHITE BEAR RENTAL EQUIPMENT	\$	548.25	3/14/2019 R
99945 WHITE BEAR LAKE (CITY OF)	\$	3,513.24	3/14/2019 S
99946 WHITE BEAR LAKE (CITY OF)	\$	2,739.74	3/14/2019 S
99947 WHITE BEAR LAKE (CITY OF)	\$	734.59	3/14/2019 S

99948 WHITE BEAR LAKE SPORTS CENTER	\$ 12,634.00	3/14/2019 R
99949 WEINS, ANDREW	\$ 300.00	3/14/2019 R
99950 WESTERN PSYCHOLOGICAL SERVICES	\$ 55.00	3/14/2019 R
99951 WILD MOUNTAIN	\$ 1,386.00	3/14/2019 R
99952 WILLCOXON, PETER SR	\$ 813.00	3/14/2019 R
99953 WISCHNACK, REESA	\$ 32.00	3/14/2019 R
99954 WOLD ARCHITECTS AND ENGINEERS	\$ 2,733.02	3/14/2019 R
99955 WOODLAND PARK PRODUCTIONS	\$ 250.00	3/14/2019 R
99956 PROJECT LEAD THE WAY	\$ 2,500.00	3/18/2019 R
99957 XCEL ENERGY	\$ 86,554.86	3/18/2019 S
99958 XCEL ENERGY	\$ 86,885.85	3/18/2019 S
99959 INSPEC INC	\$ 3,500.00	3/22/2019 R
99960 PANERA LLC	\$ 238.79	3/22/2019 R
99961 GURSTEL CHARGO ATTORNEYS AT LAW	\$ 278.82	3/22/2019 R
99962 MESSERLI & KRAMER PA	\$ 341.02	3/22/2019 R
99963 THE ROSE LAW FIRM, PLLC	\$ 242.24	3/22/2019 R
99964 GREATER TWIN CITIES UNITED WAY	\$ 135.00	3/22/2019 R
99965 IUOE LOCAL 70	\$ 1,375.91	3/22/2019 R
99966 SCHOOL SERVICE EMPLOYEES	\$ 7,703.49	3/22/2019 R
99967 US DEPT OF EDUCATION	\$ 493.91	3/22/2019 R
99968 WBLA EDUCATIONAL FOUNDATION	\$ 535.50	3/22/2019 R
99969 WI SCTF	\$ 340.25	3/22/2019 R
99970 A-1 HYDRAULIC SALES & SERVICE	\$ 122.33	3/28/2019 R
99971 AARP DRIVER SAFETY PROGRAM	\$ 400.00	3/28/2019 S
99972 AARP DRIVER SAFETY PROGRAM	\$ 545.00	3/28/2019 S
99973 AARP DRIVER SAFETY PROGRAM	\$ 240.00	3/28/2019 S
99974 ABBOTT PAINT & CARPET INC	\$ 43.73	3/28/2019 R
99975 ABDO SPOTLIGHT MAGIC WAGON	\$ 430.85	3/28/2019 R
99976 AMAZON	\$ 12.91	3/28/2019 S
99977 ANDERSON, MEGGAN	\$ 12.95	3/28/2019 R
99978 ANOKA COUNTY PARKS & RECREATION	\$ 100.00	3/28/2019 R
99979 ARAMARK REFRESHMENT SERVICES	\$ 126.00	3/28/2019 R
99980 ASTLEFORD INTERNATIONAL TRUCKS	\$ 1,135.60	3/28/2019 R
99981 BARNETT WB CHRYSLER JEEP DODGE	\$ 67.40	3/28/2019 R
99982 BATTERIES PLUS BULBS	\$ 220.63	3/28/2019 R
99983 BELL MUSEUM	\$ 570.00	3/28/2019 R
99984 BELOYED, DEBORAH	\$ 831.59	3/28/2019 R
99985 BENEDICT, LOIS	\$ 91.40	3/28/2019 R
99986 BERGLAND, JOHN	\$ 1,300.00	3/28/2019 R
99987 BLOOM, DEBRA	\$ 12.33	3/28/2019 R
99988 BLUE CROSS / BLUE SHIELD OF MN	\$ 19,470.00	3/28/2019 R
99989 BOOKSOURCE	\$ 305.76	3/28/2019 R
99990 BORAH TEAMWEAR	\$ 1,175.00	3/28/2019 R
99991 BOYS TOWN PRESS	\$ 37.40	3/28/2019 R
99992 BSN SPORTS	\$ 3,210.60	3/28/2019 R
99993 BUBERL, AMBER	\$ 15.00	3/28/2019 R
99994 THE BUG COMPANY	\$ 17.75	3/28/2019 R

99995	CASCADE BAY	\$	225.00	3/28/2019	R
99996	CDW GOVERNMENT INC	\$	307.16	3/28/2019	R
99997	CEND	\$	125.00	3/28/2019	R
99998	CENTENNIAL HIGH SCHOOL ISD #12	\$	49.00	3/28/2019	R
99999	CENTURY COLLEGE	\$	500.00	3/28/2019	R
100000	CHILDREN'S THEATER COMPANY	\$	529.00	3/28/2019	R
100001	CINTAS CORP #470	\$	381.59	3/28/2019	R
100002	CLEAN IMAGE	\$	354.50	3/28/2019	R
100003	COMCAST	\$	872.76	3/28/2019	R
100004	CONNEY SAFETY	\$	168.01	3/28/2019	R
100005	CONQUER ATHLETICS	\$	100.00	3/28/2019	R
100006	CONSTANTINE DANCE CLASSES	\$	704.00	3/28/2019	R
100008	CONTINENTAL RESEARCH CORP	\$	2,594.89	3/28/2019	R
100009	CORNERSTONE OCCUPATIONAL	\$	100.00	3/28/2019	R
100010	CTB INC	\$	1,016.00	3/28/2019	R
100011	CUB FOODS OF WHITE BEAR TWSHP	\$	1,287.04	3/28/2019	R
100012	CULLIGAN BOTTLED WATER	\$	187.69	3/28/2019	R
100013	CURTIS, MARY	\$	5.00	3/28/2019	R
100014	DAKOTA TRUCK UNDERWRITERS	\$	47,829.00	3/28/2019	R
100015	DAVID BYE SERVICES	\$	85.00	3/28/2019	R
100016	DEGARDNER, RICK	\$	60.00	3/28/2019	R
100017	DEJARLAIS, MARILYN	\$	20.18	3/28/2019	R
100018	DISCOUNT SCHOOL SUPPLY	\$	457.81	3/28/2019	R
100019	DOMINOS PIZZA	\$	114.14	3/28/2019	R
100020	DONATELLI'S	\$	242.70	3/28/2019	R
100021	DOUGLAS, SANDRA	\$	150.00	3/28/2019	R
100023	DEFINITIVE TECHNOLOGY SOLUTIONS	\$	23,901.75	3/28/2019	R
100024	DEFINITIVE TECHNOLOGY SOLUTION	\$	12,994.00	3/28/2019	R
100025	EAU CLAIRE JAZZ, INC.	\$	990.00	3/28/2019	R
100026	ECKROTH MUSIC	\$	103.99	3/28/2019	R
100027	ED'S TROPHIES INC	\$	112.48	3/28/2019	R
100028	EDMENTUM	\$	1,161.70	3/28/2019	R
100029	EHLERS	\$	95.00	3/28/2019	R
100030	ELECTRIC MOTOR REPAIR	\$	497.48	3/28/2019	R
100031	EYE MED	\$	3,937.36	3/28/2019	R
100032	FASTENAL COMPANY	\$	75.53	3/28/2019	R
100033	FESTIVAL FOODS-KNOWLAN'S	\$	260.69	3/28/2019	R
100034	FIRST STUDENT INC	\$	282,378.30	3/28/2019	R
100035	FITNESS DISTRIBUTING INC	\$	990.00	3/28/2019	R
100036	FLYNN, BARBARA	\$	20.40	3/28/2019	R
100037	FOREST LAKE HIGH SCHOOL	\$	77.00	3/28/2019	R
100038	GALLAGHERS NORTHWESTERN TIRE CO INC	\$	1,281.96	3/28/2019	R
100039	GOPHER	\$	904.69	3/28/2019	R
100040	GRADOZ, COLETTE	\$	34.00	3/28/2019	R
100041	GREATAMERICA FINANCIAL SERVICES	\$	733.33	3/28/2019	R
100042	GROUP MEDICAREBLUE RX	\$	25,032.00	3/28/2019	R
100043	GROUP TRAVEL PLANNERS	\$	38,372.00	3/28/2019	R

100044 HALLBERG ENGINEERING INC	\$	900.00	3/28/2019 R
100045 HENSIEN, BRIAN	\$	165.00	3/28/2019 R
100046 HISDAHL INC	\$	2,778.85	3/28/2019 R
100047 HOBART SERVICE	\$	496.70	3/28/2019 R
100048 HOME DEPOT CREDIT SERVICES	\$	44.94	3/28/2019 R
100049 HOUSE OF PRINT	\$	10,184.71	3/28/2019 R
100050 HUMANWARE USA	\$	414.00	3/28/2019 R
100051 INNOVATIVE OFFICE SOLUTIONS	\$	2,083.21	3/28/2019 R
100052 JAYTECH INC	\$	272.96	3/28/2019 R
100053 JOES SPORTING GOODS	\$	7,800.00	3/28/2019 R
100054 JONES SCHOOL SUPPLY CO INC	\$	103.75	3/28/2019 R
100056 JW PEPPER & SON INC	\$	645.33	3/28/2019 R
100057 KATH FUEL OIL SERVICE CO	\$	20,058.20	3/28/2019 R
100058 KEYSTONE INTERPRETING SOLUTIONS	\$	335.00	3/28/2019 R
100059 KIDCREATE STUDIO	\$	376.00	3/28/2019 R
100060 KIMBALL MIDWEST	\$	775.28	3/28/2019 R
100061 KLEIN, JACKIE	\$	220.00	3/28/2019 R
100062 KLING, DANIELLE	\$	125.00	3/28/2019 R
100063 KNUTSON FLYNN & DEANS PA	\$	165.00	3/28/2019 R
100064 KOREEN, GLORIA	\$	62.48	3/28/2019 R
100066 KRAFT CONTRACTING & MECHANICAL	\$	5,021.13	3/28/2019 R
100067 LAKESHORE LEARNING MATERIALS	\$	128.34	3/28/2019 R
100068 LAKEVILLE SOUTH HIGH SCHOOL	\$	126.00	3/28/2019 R
100069 LANGUAGE LINE SERVICES	\$	99.76	3/28/2019 R
100070 LARKIN, JAMIE	\$	1,500.00	3/28/2019 R
100071 LARSON, BEVERLEY	\$	12.54	3/28/2019 R
100072 LARSON ENGINEERING INC	\$	2,995.00	3/28/2019 R
100073 L T G POWER EQUIPMENT	\$	445.96	3/28/2019 R
100074 MAC RUNNEL, MINDY	\$	22.10	3/28/2019 R
100075 MACKIN EDUCATIONAL RESOURCES	\$	502.41	3/28/2019 R
100076 MADISON NATIONAL LIFE	\$	39,775.39	3/28/2019 R
100077 MANSFIELD OIL CO	\$	6,598.77	3/28/2019 R
100078 MASA JOBSITE	\$	1,173.00	3/28/2019 R
100079 MAX INTERACTIVE INC	\$	12,916.00	3/28/2019 R
100080 MCDONOUGH'S WATERJETTING AND	\$	1,171.95	3/28/2019 R
100081 MN COMMUNITY EDUC ASSOC (MCEA)	\$	209.00	3/28/2019 R
100082 MCNERTNEY, HOWARD	\$	60.00	3/28/2019 R
100083 MEADOWOOD TOOL CO	\$	1,205.24	3/28/2019 R
100084 MEEKS, SARAH	\$	257.52	3/28/2019 R
100085 METRO MEALS ON WHEELS INC	\$	5,310.75	3/28/2019 R
100086 MHC CULINARY GROUP	\$	3,398.30	3/28/2019 R
100087 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	1,561.60	3/28/2019 R
100088 MIDAMERICA ADMIN & RETIREMENT	\$	2,782.50	3/28/2019 R
100089 MIDWEST TECHNOLOGY PRODUCTS	\$	226.08	3/28/2019 R
100090 MILLIGAN, THERESA	\$	37.00	3/28/2019 R
100091 MINVALCO INC	\$	2,217.90	3/28/2019 R
100092 MITCHELL FURNITURE SYSTEMS	\$	642.28	3/28/2019 R

100093 MN BOARD OF SCHOOL ADMINISTRATORS	\$	75.00	3/28/2019 R
100094 MN CHILDRENS MUSEUM	\$	520.00	3/28/2019 R
100095 MN DEPT OF LABOR & INDUSTRY	\$	100.00	3/28/2019 R
100096 MN EQUIPMENT	\$	775.17	3/28/2019 R
100097 MN HISTORICAL SOCIETY	\$	1,226.00	3/28/2019 R
100098 MN MAKERS	\$	100.00	3/28/2019 R
100099 MN SWORD PLAY	\$	360.00	3/28/2019 R
100100 MOBILE RADIO ENGINEERING INC	\$	743.40	3/28/2019 R
100101 MOUNDS VIEW HIGH SCHOOL	\$	100.00	3/28/2019 R
100102 MPLS ST PAUL MAGAZINE	\$	19.95	3/28/2019 R
100103 MUSIC THEATER INTL	\$	1,430.25	3/28/2019 R
100105 NARDINI FIRE EQUIPMENT CO INC	\$	1,658.71	3/28/2019 R
100106 NATL HONOR SOCIETY	\$	95.00	3/28/2019 R
100107 NEOFUNDS BY NEOPOST	\$	1,049.11	3/28/2019 R
100108 NIENHUIS MONTESSORI USA INC	\$	583.11	3/28/2019 R
100109 NIXON, AYANO LMT	\$	75.00	3/28/2019 R
100110 NORCENTRONIX DISTRIBUTING	\$	570.00	3/28/2019 R
100111 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$	43,291.21	3/28/2019 R
100112 O'REILLY AUTOMOTIVE INC	\$	112.12	3/28/2019 R
100113 OFFICE DEPOT	\$	206.27	3/28/2019 R
100114 OLSON, ABIGAYIL	\$	89.96	3/28/2019 R
100115 ONENECK IT SOLUTIONS LLC	\$	525.00	3/28/2019 R
100116 OXYGEN SERVICE CO INC	\$	63.84	3/28/2019 R
100117 PARK HIGH SCHOOL	\$	165.00	3/28/2019 R
100118 PARTNERS FOR LEARNING	\$	597.00	3/28/2019 R
100119 PEARSON CLINICAL	\$	192.00	3/28/2019 R
100120 PETERSON BROS ROOFING & CONST	\$	412.89	3/28/2019 R
100121 PHOENIX SCHOOL COUNSELING LLC	\$	4,817.16	3/28/2019 R
100122 PLAYBILL INC	\$	1,070.00	3/28/2019 R
100123 POLAR GLASS & MIRROR	\$	249.54	3/28/2019 R
100124 PRAXAIR DISTRIBUTION INC	\$	32.35	3/28/2019 R
100125 PRESS PUBLICATIONS	\$	1,181.18	3/28/2019 R
100126 PRIOR LAKE HIGH SCHOOL	\$	91.00	3/28/2019 R
100127 PROFESSIONAL WIRELESS COMM	\$	279.67	3/28/2019 R
100128 PROFORMA	\$	1,530.99	3/28/2019 R
100129 QUINN, CHRISTINE	\$	49.00	3/28/2019 R
100130 R & R SPECIALTIES INC	\$	37.50	3/28/2019 R
100131 READING & MATH INC	\$	1,000.00	3/28/2019 R
100132 REALLY GOOD STUFF INC	\$	85.41	3/28/2019 R
100133 REDWOOD TOXICOLOGY LABORATORY	\$	355.44	3/28/2019 R
100134 REGENTS OF THE UNIV OF MN	\$	395.00	3/28/2019 R
100135 REPUBLIC SERVICES #899	\$	8,728.08	3/28/2019 R
100136 ROE, ERIN	\$	520.00	3/28/2019 R
100137 ROOF SPEC INC	\$	22,600.00	3/28/2019 R
100138 RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$	861.33	3/28/2019 R
100139 SCHMITT MUSIC COMPANY	\$	80.00	3/28/2019 R
100140 SCHOOL HEALTH CORPORATION	\$	220.12	3/28/2019 R



100141 SCHOOL SPECIALTY	\$	352.77	3/28/2019 R
100142 SCHOOLFINANCES.COM	\$	500.00	3/28/2019 R
100143 SCHWANTES, JUSTIN	\$	87.00	3/28/2019 R
100144 SCIENCE MUSEUM OF MINNESOTA	\$	360.00	3/28/2019 R
100145 SENTRY SYSTEMS INC	\$	135.00	3/28/2019 R
100146 SERENDIPITY ART AND DESIGN SERV	\$	1,000.00	3/28/2019 R
100147 THE SIGN PRODUCERS	\$	175.00	3/28/2019 R
100148 SOCIAL THINKING PUBLISHING	\$	82.89	3/28/2019 R
100149 SOLBERG, BEVERLY	\$	180.00	3/28/2019 R
100150 ST ANTHONY VILLAGE HIGH SCHOOL	\$	84.00	3/28/2019 R
100151 ST CROIX RECREATION FUND PLAYGROUNDS INC	\$	567.50	3/28/2019 R
100152 STAPLES ADVANTAGE	\$	119.14	3/28/2019 R
100153 STARFALL EDUC FOUNDATION	\$	270.00	3/28/2019 R
100154 STEPPINGSTONE THEATRE	\$	459.85	3/28/2019 R
100155 STILLWATER AREA HIGH SCHOOL	\$	45.00	3/28/2019 R
100156 STRATEGIC STAFFING SOLUTIONS	\$	687.50	3/28/2019 R
100157 STREAMLINE DESIGN INC	\$	4,556.44	3/28/2019 R
100158 STRONGHOLD SAFETY ENGINEERING	\$	815.96	3/28/2019 R
100159 SUMMIT COMPANIES	\$	1,062.44	3/28/2019 R
100160 SURPLUS SERVICES	\$	108.00	3/28/2019 R
100161 SVL SERVICE CORPORATION	\$	1,237.40	3/28/2019 R
100162 SYNOVIA SOLUTIONS	\$	1,551.40	3/28/2019 R
100163 TAI CHI FOR WELL-BEING LLC	\$	500.00	3/28/2019 R
100164 TAYLOR PUBLISHING CO	\$	4,577.07	3/28/2019 R
100165 TEACHER SYNERGY LLC	\$	39.90	3/28/2019 R
100166 THREE RIVERS PARK DISTRICT	\$	593.00	3/28/2019 R
100167 THYSSENKRUPP ELEVATOR CORP	\$	675.00	3/28/2019 R
100168 TR ENVIRONMENTAL CONSULTING, LLC	\$	243.00	3/28/2019 R
100169 TRADE PRESS INC	\$	527.00	3/28/2019 R
100170 TRANSPORTATION MGMT CORP	\$	189.50	3/28/2019 R
100171 TREASURED TRANSPORTATION	\$	93,446.13	3/28/2019 R
100172 TRI-STATE BOBCAT	\$	1,547.15	3/28/2019 R
100173 TSA CONSULTING GROUP	\$	722.70	3/28/2019 R
100174 TURFWERKS INC	\$	845.70	3/28/2019 R
100175 TWIN CITIES TRANSPORT & RECOVERY INC	\$	300.00	3/28/2019 R
100176 UNIVERSITY OF MINNESOTA	\$	9,135.00	3/28/2019 R
100177 UNIVERSITY OF MN - DIRECTOR TRACK & FIELD	\$	500.00	3/28/2019 R
100178 UNIVERSITY OF MN TRACK & FIELD	\$	200.00	3/28/2019 R
100179 URBAN AIR	\$	100.00	3/28/2019 R
100180 UW - STOUT TRACK AND FIELD	\$	300.00	3/28/2019 R
100181 VAIL RESORTS MANAGEMENT CO., INC.	\$	484.00	3/28/2019 R
100182 VARSITY ATHLETIC APPAREL	\$	98.30	3/28/2019 R
100183 VERIZON WIRELESS	\$	1,422.50	3/28/2019 R
100184 VORT CORPORATION	\$	280.00	3/28/2019 R
100185 WALSER AUTOMOTIVE GROUP	\$	835.74	3/28/2019 R
100186 WALTERS REBUILDERS	\$	249.95	3/28/2019 R
100187 WBL MEALS ON WHEELS	\$	51.00	3/28/2019 R

100188 WELLNER LAW PLLC	\$	200.00	3/28/2019 R
100189 WELLS, COURTNEY	\$	8.99	3/28/2019 R
100190 WESTERN PSYCHOLOGICAL SERVICES	\$	47.00	3/28/2019 R
100191 WEVIDEO, INC.	\$	199.00	3/28/2019 R
100192 WILCOX PAPER	\$	526.50	3/28/2019 R
100193 WILD MOUNTAIN	\$	1,607.00	3/28/2019 R
100194 WILSON LANGUAGE TRAINING CORP	\$	89.20	3/28/2019 R
100195 WL HALL COMPANY	\$	11,297.00	3/28/2019 R
100196 THE WORKS	\$	500.00	3/28/2019 R
100197 WORLD BOOK INC	\$	249.00	3/28/2019 R
100198 WORLD'S FINEST CHOCOLATE INC	\$	3,190.00	3/28/2019 R
100199 YOUTH ENRICHMENT LEAGUE	\$	2,540.00	3/28/2019 R
100200 PENN-MCGEE, DAVID	\$	171.00	3/29/2019 R
181900827 ALTHOF, KATHRYN	\$	18.27	3/14/2019 A
181900828 ANDERSON, CHRISTINA	\$	307.76	3/14/2019 A
181900829 ANDERSON, JON	\$	65.00	3/14/2019 A
181900830 ANDERSON, MARGARET	\$	2,006.70	3/14/2019 A
181900831 ASCHEMAN, EMILY	\$	108.22	3/14/2019 A
181900832 ASPER, STEVEN	\$	505.64	3/14/2019 A
181900833 BABIASH, JENNIFER	\$	173.96	3/14/2019 A
181900834 BOOSALIS, ELIZABETH	\$	279.29	3/14/2019 A
181900835 BREWER, ROBERT	\$	150.31	3/14/2019 A
181900836 COOK, TRACY	\$	119.41	3/14/2019 A
181900837 DAHL, MELISA	\$	30.00	3/14/2019 A
181900838 DAHLEM, TERESA	\$	844.70	3/14/2019 A
181900839 DAOUST, LINDA	\$	36.90	3/14/2019 A
181900840 DEEN, DENISE	\$	134.56	3/14/2019 A
181900841 DONAHOE, TRACI	\$	99.76	3/14/2019 A
181900842 DRANGE, ANGELA	\$	111.98	3/14/2019 A
181900843 EDGELL, JANE	\$	70.85	3/14/2019 A
181900844 ENGSTRAN, PAUL	\$	102.09	3/14/2019 A
181900845 FINK, AVIS	\$	161.97	3/14/2019 A
181900846 GARCIA, RACHEL	\$	67.37	3/14/2019 A
181900847 GARRISON, MARK	\$	1,712.50	3/14/2019 A
181900848 HAGEN, CHERYL	\$	66.12	3/14/2019 A
181900849 HAINEY, KATHLEEN	\$	119.00	3/14/2019 A
181900850 HARRIMAN, DION	\$	1,259.44	3/14/2019 A
181900851 HARRIMAN, GRETCHEN	\$	1,258.53	3/14/2019 A
181900852 HIGGINS, SHEILA	\$	239.83	3/14/2019 A
181900853 IVEY, JEFFREY	\$	151.78	3/14/2019 A
181900854 JACOBS, HEATHER	\$	37.17	3/14/2019 A
181900855 JOHNSON, SADIE	\$	171.36	3/14/2019 A
181900856 KANCANS, ANDREW	\$	34.80	3/14/2019 A
181900857 KASS, DONA	\$	116.74	3/14/2019 A
181900858 KATH, ABBY	\$	57.47	3/14/2019 A
181900859 KELLEY, DEBRA	\$	84.48	3/14/2019 A
181900860 KELLEY, GRACE	\$	131.08	3/14/2019 A

181900861 KENTFIELD, KELLY	\$	44.37	3/14/2019 A
181900862 KLECKER, KEVIN	\$	301.20	3/14/2019 A
181900863 KNUTSON, CASSANDRA	\$	53.70	3/14/2019 A
181900864 KROCAK, NANCY	\$	26.60	3/14/2019 A
181900865 LACASSE, KIM	\$	450.00	3/14/2019 A
181900866 LAMWERS, LINDSAY	\$	302.40	3/14/2019 A
181900867 LANGER, EMILY	\$	46.65	3/14/2019 A
181900868 LARSON, BRITA	\$	33.06	3/14/2019 A
181900869 LI, MICHELLE	\$	135.14	3/14/2019 A
181900870 LUND, BARBARA	\$	111.63	3/14/2019 A
181900871 MCGARTHWAITE, MICHAEL	\$	23.20	3/14/2019 A
181900872 MEUWISSEN, PAUL	\$	1,992.34	3/14/2019 A
181900873 MEYER, AMANDA	\$	38.57	3/14/2019 A
181900874 MIDTHUN, CAROL	\$	184.86	3/14/2019 A
181900875 MOORE, JENNIFER	\$	241.69	3/14/2019 A
181900876 MOSTAD, MICHAEL	\$	14.97	3/14/2019 A
181900877 NASVIK, CRAIG	\$	416.30	3/14/2019 A
181900878 OSWALD, NICOLE	\$	486.89	3/14/2019 A
181900879 PALONY, AMBER	\$	27.64	3/14/2019 A
181900880 PAUL, SARA	\$	104.92	3/14/2019 A
181900881 PERRY, MEGAN	\$	18.20	3/14/2019 A
181900882 PRISSEL, JESSIE	\$	72.42	3/14/2019 A
181900883 RAKOWSKI, LADRENA	\$	41.34	3/14/2019 A
181900884 RATLIFF, GERALD	\$	33.64	3/14/2019 A
181900885 RIEBOW, MATTHEW	\$	382.34	3/14/2019 A
181900886 RIEBOW, MITCHELL	\$	82.66	3/14/2019 A
181900887 RYAN, DENISE	\$	312.06	3/14/2019 A
181900888 SALENGER, SETH	\$	28.95	3/14/2019 A
181900889 SANTOSCOY, BRIANA	\$	123.52	3/14/2019 A
181900890 SCHULTE, DARRELL	\$	305.08	3/14/2019 A
181900891 SHELSTAD, JACQUALINE	\$	145.74	3/14/2019 A
181900892 SKOGEN, MATTHEW	\$	45.81	3/14/2019 A
181900893 STREIFF, CHRISTINA	\$	965.73	3/14/2019 A
181900894 SYNAN, ERIN	\$	58.29	3/14/2019 A
181900895 TATRO, KRISTEN	\$	18.85	3/14/2019 A
181900896 VADNAIS, MOLLY	\$	97.47	3/14/2019 A
181900897 YANG, MEE	\$	160.49	3/14/2019 A
181900898 ANDERSON, CHRISTINA	\$	1,166.06	3/28/2019 A
181900899 BATTAGLIA, JENNA	\$	68.67	3/28/2019 A
181900900 BOEKE, ALISON	\$	29.90	3/28/2019 A
181900901 BOOTH, KARLA	\$	703.20	3/28/2019 A
181900902 CHOUINARD, KRISTIN	\$	60.00	3/28/2019 A
181900903 COOK, TRACY	\$	1,271.33	3/28/2019 A
181900904 DERBY, SARA	\$	182.64	3/28/2019 A
181900905 GALYON, AMY	\$	60.90	3/28/2019 A
181900906 GILLESPIE, ALISON	\$	94.75	3/28/2019 A
181900907 GRAY, DONALD	\$	60.00	3/28/2019 A

181900908 GREENE, VICTORIA	\$	242.83	3/28/2019 A
181900909 GRUN, SUSAN	\$	6.80	3/28/2019 A
181900910 GUTHRIE, ASHLEY	\$	319.16	3/28/2019 A
181900911 HASAPOPOULOS, MARY	\$	15.97	3/28/2019 A
181900912 JOHNSON, LINDA	\$	118.90	3/28/2019 A
181900913 JOHNSON, SADIE	\$	70.66	3/28/2019 A
181900914 KEESE, MATTHEW	\$	19.00	3/28/2019 A
181900915 KELLEY, DEBRA	\$	195.00	3/28/2019 A
181900916 LAFRINIER, JENNIFER	\$	22.29	3/28/2019 A
181900917 LARSON, SCOTT	\$	60.00	3/28/2019 A
181900918 LEHN, BRIDGET	\$	376.49	3/28/2019 A
181900919 LEMIEUX, TAMARA	\$	87.00	3/28/2019 A
181900920 MALWITZ, REBECCA	\$	103.29	3/28/2019 A
181900921 MCCORMICK, REBEKKA	\$	168.42	3/28/2019 A
181900922 MCGARTHWAITE, MICHAEL	\$	70.85	3/28/2019 A
181900923 MILES, MARY	\$	392.91	3/28/2019 A
181900924 MUELLER, CYNTHIA	\$	355.81	3/28/2019 A
181900925 MULLALY, REBECCA	\$	390.00	3/28/2019 A
181900926 MUNDELL, GERALD	\$	437.77	3/28/2019 A
181900927 NELSON, ANGELA	\$	2,113.35	3/28/2019 A
181900928 PAGEL, AMANDA	\$	31.32	3/28/2019 A
181900929 POKORNY, MARY	\$	862.70	3/28/2019 A
181900930 POLLARD, AIMIE	\$	60.03	3/28/2019 A
181900931 RIEBOW, MITCHELL	\$	195.00	3/28/2019 A
181900932 SAMPOANG, DESSERAY	\$	238.96	3/28/2019 A
181900933 SCHMIDT, DEBRA	\$	100.00	3/28/2019 A
181900934 SCHNURPEL-EDSTROM, NICHOLE	\$	50.00	3/28/2019 A
181900935 SCHUEBEL, ANGELA	\$	45.24	3/28/2019 A
181900936 SCHULTE, VANESSA	\$	66.82	3/28/2019 A
181900937 SCHUMAN, ANNA	\$	73.08	3/28/2019 A
181900938 SELBY, MARY	\$	60.00	3/28/2019 A
181900939 SHAND, BRETT	\$	29.98	3/28/2019 A
181900940 STEADLAND, KEITH	\$	92.00	3/28/2019 A
181900941 STENDER, THERESA	\$	27.39	3/28/2019 A
181900942 STREIFF, CHRISTINA	\$	57.92	3/28/2019 A
181900943 THOMAS, DAVID	\$	87.58	3/28/2019 A
181900944 TULBERG, AMY	\$	46.98	3/28/2019 A
181900945 VAIL, ANNE	\$	181.94	3/28/2019 A
181900946 VANDEBERG, EDWARD	\$	56.65	3/28/2019 A
181900947 WATTERS, LAURA	\$	217.25	3/28/2019 A
181900948 WEDELL, THERESA	\$	59.16	3/28/2019 A

**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: **April 8, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

---

Donation	Donor	Recipient
Band Instrument – Accent Barito	Darrell Bigalke	Sunrise Park Middle School Band Department
\$48.51	Alyssa Rangel	Vadnais Heights Elementary School
\$48.51	Anonymous	Vadnais Heights Elementary School
\$250 For popcorn machine for staff.	White Bear Plumbing, Inc	White Bear Lake Area High School – South Campus
\$250 For popcorn machine for staff.	Bear Roofing & Exteriors, Inc	White Bear Lake Area High School – South Campus
\$500 For Girls’ Track Uniforms	White Bear Lake Lions Club	White Bear Lake Area High School – South Campus
\$400 For Student Council	Imperial Order of Fire and Brimstone	White Bear Lake Area High School – South Campus
\$300 For National Honor Society	Imperial Order of Fire and Brimstone	White Bear Lake Area High School – South Campus
\$214.22 For Orchestra Supplies	Eckroth Music	Oneka Elementary School

**RECOMMENDED ACTION:** Accept donation.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Consent Agenda**

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

**Background:**

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
April 26-27, 2019 Hibbing, MN	Christine Anderson	Boys Varsity Tennis	1	12	Total Cost per Student: \$0.00 Total Cost: \$600.00 approx.  Source of Revenue: Fundraising	Parents	Playing in an 8 team tournament. Players will be exposed to many opponents and bond as a team..
May 9-11, 2019 Detroit Lakes	Craig Nasvik Jon Anderson	Boys Golf	1	12	Total Cost per Student: \$110.00 Total Cost: \$1,320.00 approx.  Source of Revenue: Parents/Fundraising	2 Large Vans	Annual Detroit Lakes Trip

May 9-11, 2019  Webster City, IA Briggs Woods Golf Course	Sue Ryan	Girls Golf	1	12	Total Cost per Student: \$100.00 Total Cost: \$3,100.00 approx.  Source of Revenue: Team fundraising already has the majority of it covered	1 large van, 1 coach vehicle, 1 parent vehicle	Last year team expressed interest in team bonding including JV on the away trip. Organized with Hasting and East Ridge to bring Varsity and JV. Team building, social interaction skills and competitive golf in a rewarding social atmosphere.
June 10-July 2, 2019  Germany	Karla Booth Caroline Waskow	GAPP Exchange	20	14	Total Cost per Student: \$2,600 Total Cost: \$34,400.00 approx.  Source of Revenue: Student fees and a grant from Goethe Institute	Flight	This is the travel portion of our long-standing exchange program with our partner school in Leipzig, Germany. WBL students will explore culture and daily life in a language immersion setting.

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



**RESOLUTION FOR HUMAN RESOURCES ITEMS**

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

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

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

**INDEPENDENT SCHOOL DISTRICT NO.624**  
**Department of Human Resources**

<b>RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF</b>
--

**TRE AUSTIN**– Pupil Support Assistant, Sunrise Middle School  
Employed by District 624 since 09/04/2018  
Effective Date: 01/25/2019

**DANIELA BURSHTEN**– Part Time Cook, Oneka Elementary  
Employed by District 624 since 09/19/2017  
Effective Date: 03/04/2019

**DAWN NELSON**– Part Time Cook, WBLAHS – North Campus  
Employed by District 624 since 09/04/2018  
Effective Date: 04/15/2019

**DEREK PRICE**– Program Assistant Leader, Lincoln Elementary  
Employed by District 624 since 01/02/2019  
Effective Date: 03/08/2019

**KRISTI SCHMITZ**– Part Time Cook, Sunrise Park Middle School  
Employed by District 624 since 09/07/2017  
Effective Date: 06/07/2019

<b>RESIGNATION/TERMINATION/NON-RENEWAL – CERTIFIED STAFF</b>
--

**HILARY FARRINGTON**– Kindergarten Teacher, Hugo Elementary  
Employed by District 624 since 08/29/2011  
Effective Date: 06/10/2019

**ANNE KRONEBUSCH**– Grade 4 Teacher, Oneka Elementary  
Employed by District 624 since 08/26/2010  
Effective Date: 06/10/2019

**MARIA LEESON**– Mathematics Teacher, WBLAHS – North Campus  
Employed by District 624 since 08/20/2018  
Effective Date: 06/10/2019

**DANIEL LEMKE**– Special Education Teacher, Transition Education Center  
Employed by District 624 since 08/20/2018  
Effective Date: 06/10/2019

<b>RESIGNATION/TERMINATION/NON-RENEWAL – NON-AFFILIATED</b>
---

**CHRISTOPHER LAWLER**– Campus Security, Central Middle School  
Employed by District 624 since 01/25/2019  
Effective Date: 03/12/201

**MEE XIONG YANG**– Cultural Liaison, Normandy Park  
Employed by District 624 since 05/02/2013  
Effective Date: 04/25/2019

<b>RESIGNATION/TERMINATION/NON-RENEWAL – PROFESSIONAL</b>
---

**TIMOTHY SCHOCHENMAIER**– Principal, Central Middle School  
Employed by District 624 since 07/01/2014  
Effective Date: 06/30/2019

<b>RETIREMENT – CLASSIFIED STAFF</b>
--------------------------------------

**JEFFREY IVEY** – Custodial, Vadnais Heights Elementary  
Employed by District 624 since 10/03/2011  
Effective Date: 07/31/2019

**CLAIRE MORITZ** – Health Assistant, Vadnais Heights Elementary  
Employed by District 624 since 09/17/1996  
Effective Date: 06/07/2019

**FRANCOISE PELLEGRIN** – Program Assistant Leader, Oneka Elementary  
Employed by District 624 since 12/15/2008  
Effective Date: 06/01/2019

**PATRICIA ROSSINI** – Production Clerk, WBLAHS – North Campus  
Employed by District 624 since 02/11/2004  
Effective Date: 07/01/2019

**SUSAN SPANGENBERG** – Pupil Support Assistant, Willow Elementary  
Employed by District 624 since 09/05/2017  
Effective Date: 06/07/2019

<b>RETIREMENT – CERTIFIED STAFF</b>
-------------------------------------

**PAMELA BROWN** – Language Arts Teacher, Central Middle School  
Employed by District 624 since 08/24/2000  
Effective Date: 06/10/2019

**LAVONNE DORAN** – Grade 1 Teacher, Hugo Elementary  
Employed by District 624 since 09/01/1987  
Effective Date: 06/10/2019

**JANE EDGELL** – ECSE Teacher, Normandy Park  
Employed by District 624 since 08/24/2000  
Effective Date: 06/10/2019

**ELLEN GEVERS** – Grade 2 Teacher, Lincoln Elementary

Employed by District 624 since 08/24/1998

Effective Date: 06/10/2019

**LORI GRADY** – Special Education Teacher, Normandy Park

Employed by District 624 since 08/27/1987

Effective Date: 06/10/2019

**CAROL MIDTHUN** – Media Specialist, Central Middle School

Employed by District 624 since 08/24/1998

Effective Date: 06/10/2019

**BETSEY PETERSON** – Media Specialist, Lakeaires, Matoska & Willow Elementary

Employed by District 624 since 01/25/2002

Effective Date: 06/10/2019

**DEANNA PETERSON** – Mathematics Teacher, WBLAHS – South Campus

Employed by District 624 since 08/25/2005

Effective Date: 06/10/2019

**PAULA RITTENHOUSE** – FACS Teacher, Central Middle School

Employed by District 624 since 08/27/1992

Effective Date: 06/10/2019

**LORI SCHOUVIELLER** – Literacy Coach, Vadnais Heights Elementary

Employed by District 624 since 08/22/2016

Effective Date: 06/10/2019

**KEIF SVENDSEN** – Social Studies Teacher, WBLAHS – South Campus

Employed by District 624 since 08/24/1989

Effective Date: 06/10/2019

**ROBIN VILLWOCK** – School Psychologist, Oneka, Otter & ALC

Employed by District 624 since 04/05/1999

Effective Date: 06/10/2019

**KATHRYN WHELAN** – Reach Teacher, Lakeaires, Lincoln & Willow Elementary

Employed by District 624 since 08/23/1999

Effective Date: 06/10/2019

<b>RETIREMENT – NON-AFFILIATED</b>
------------------------------------

**SCOTT LARSON** – Maintenance Manager, District Center

Employed by District 624 since 09/06/1985

Effective Date: 04/30/2019

**CHANGE IN ASSIGNMENT - CLASSIFIED**

**SHANNON AICHELE** – Bus Aide, Bus Garage

From 29.0 hrs. per week to 33.0 hrs. per week

Effective Date: 01/02/2019

**DONALD LONGENDYKE** – Program Assistant Leader, Many Schools

From 12.5 hrs. per week to 25.75 hrs. per week

Effective Date: 03/05/2019

**NICOLE SCHIMD** – Tier I Field Technician, Otter, Vadnais & District Center

From 20.0 hrs. per week to 40.0 hrs. per week

Effective Date: 03/21/2019

**KEVIN SIEBENALER** – From Asst. Head Engineer Bldg. B, Vadnais Heights Elementary

To Head Engineer Bldg. B, Willow Elementary

From \$22.20 + Shift \$.30 per hr. to \$23.36 per hr.

Effective Date: 03/18/2019

**RICHARD WILCOX** – From Head Engineer, Several Buildings

To Facility and Equipment Repair Technician, District Wide

From \$24.87 + Long. 20, \$.85 per hr. To \$24.59 + Long. 20 \$.85, & \$1.00 Add-on

Effective Date: 04/01/2019

**TEMPORARY CHANGE IN ASSIGNMENT - CLASSIFIED**

**JANELLE ANDERSON**– Instructional Assistant, Vadnais Heights Preschool

From 18.75 hrs. per week to 25.25 hrs. per week

Effective Date: 04/09/2019 Through 05/24/2019

**RACHEL LEAFBLAD**– Pupil Support Assistant, Normandy Park

From 12.0 hrs. per week to 22.0 hrs. per week

Effective Date: 04/09/2019 Through 06/07/2019

**CHANGE IN ASSIGNMENT – CERTIFIED**

**AMY OLAN** – From .8 FTE Social Worker, Transition Education Center

to .8 FTE Social Worker and .2 FTE School Psychologist

Effective Date: 2019-2020 School Year

**RETURN FROM LEAVE OF ABSENCE – CERTIFIED**

**LORI FELTON** – Intervention Teacher, Matoska Elementary

From .5 FTE Position/.5 FTE Leave to 1.0 FTE Position

Effective Date: 2019-2020 School Year

<b>PART TIME LEAVE REQUEST – CERTIFIED STAFF</b>
--

**DENISE DEEN** – Birth to 2 Teacher, Normandy Park  
Position .8 FTE (Leave .2 FTE)  
Effective Date: 2019-2020 School Year

**CATHERINE OLSON** – Mathematics Teacher, ALC  
Position .8 FTE (Leave .2 FTE)  
Effective Date: 2019-2020 School Year

<b>FULL TIME LEAVE REQUEST – CERTIFIED STAFF</b>
--

**KARI BAILLET** – Grade 2 Teacher, Matoska Elementary  
Employed by District since 08/26/2004  
Effective Date: 2019-2020 School Year

**CARA CARDOSO** – Psychologist, Hugo Elementary  
Employed by District since 08/22/2012  
Effective Date: 2019-2020 School Year

**JOSEPH CHRISTENSEN** – Social Studies Teacher, WBLAHS – North Campus  
Employed by District since 08/22/2012  
Effective Date: 2019-2020 School Year

**CHRISTINE MOREN** – Grade 5 Teacher, Oneka Elementary  
Employed by District since 08/22/2016  
Effective Date: 11/07/2018 Through 03/07/2019

**BENJAMIN NAKAGAKI** – AVID/RTI, WBLAHS – North Campus  
Employed by District since 08/25/2005  
Effective Date: 2019-2020 School Year

**PAUL SEEBA** – Social Studies Teacher, WBLAHS – North Campus  
Employed by District since 08/30/1999  
Effective Date: 11/12/2018 – 01/27/2019 and 03/04/2019 – 06/10/2019

<b>THREE YEAR EXTENDED LEAVE REQUEST – CERTIFIED STAFF</b>
--

**DONA KASS** – Speech Pathologist, Hugo Elementary  
Employed by District since 09/24/2019  
Effective Date: 2019-2020 School Year through 2021-2022 School Year

<b>PART-TIME TEACHER PROGRAM – CERTIFIED STAFF</b>
--

**DENISE DEEN** – Birth to 2 Teacher, Normandy Park  
Employed by District since 12/03/2001  
Effective Date: 2019-2020 School Year

<b>NEW PERSONNEL – CLASSIFIED STAFF</b>
---

**ROSEMARIE ROSSBACH** – Part-Time Cook, Lincoln Elementary

\$15.09/hr., 22.5 hrs. per week, \$2,919.91

Effective Date: 04/09/2019

**KARIN STEVENS** – Program Assistant Leader, Hugo Elementary & Sunrise Park Middle School

\$13.98/hr., 19.0 hrs. per week, \$3,984.30

Effective Date: 03/18/2019

**MARY TOWNER** – Part-Time Cook, Central Middle School

\$15.09/hr., 18.75 hrs. per week, \$3,451.83

Effective Date: 03/06/2019

<b>NEW PERSONNEL – NON-AFFILIATED</b>
---------------------------------------

**C J HARRIS** – Campus Security, Central Middle School

\$15.56/hr., 27.25 hrs. per week, \$4,738.02

Effective Date: 03/18/2019

<b>NEW PERSONNEL – PROFESSIONAL</b>
-------------------------------------

**LORI MOSSER** – Elementary Principal, Oneka Elementary

\$125,412

Effective Date: 07/01/2019

<b>LONG TERM SUBSTITUTE – CERTIFIED STAFF</b>
---

**JENNIFER HANSEL** – Art Teacher, Sunrise Park Middle School

MA, Step 1, \$14,109.85

Effective Date: 03/22/2019 through 06/10/2019

**RACHAEL HARRINGTON** – Physical Education Teacher, Oneka Elementary

BA, Step 1, \$11,608.86

Effective Date: 03/29/2019 through 06/10/2019

**KATERINE LUNDE** – Grade 5 Teacher, Vadnais Heights Elementary

MA, Step 2, \$7,658.35

Effective Date: 03/18/2019 through 04/26/2019

**LEIGH MILLS** – Kindergarten Teacher, Hugo Elementary

BA, Step 13, \$15,381.20

Effective Date: 04/03/2019 through 06/10/19

**ALEXANDER WESTAD** – Social Studies Teacher, WBLAHS – North Campus

MA, Step 1, \$16,337.72

Effective Date: 03/04/2019 through 06/10/2019

# **B. PUBLIC FORUM**

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

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



# **C. INFORMATION ITEMS**

AGENDA ITEM: **Northeast Youth & Family Services Presentation**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Information Item**

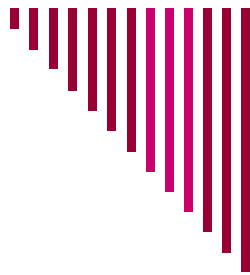
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

---

**BACKGROUND:**

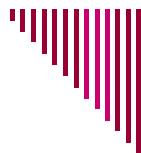
Northeast Youth & Family Services (NYFS) was founded in 1976 when community partners came together to form an agency that would provide holistic, humane, and effective programs for youths in the juvenile justice system. Today, NYFS is a 501c3 nonprofit organization providing a continuum of services in mental health and community services. They serve 4,000 youths, adults and families a year out of two clinics in Shoreview and White Bear Lake in partnership with 15 northeastern metro municipalities and four school districts. Their goal is to help individuals and families develop the skills and fortitude to resolve issues in the present and reach their potential going forward. They are large enough to offer comprehensive programming, yet small enough to be genuinely connected with the community.

Jerry Hromatka from Northeast Youth & Family Services is with us tonight to present information and answer questions.



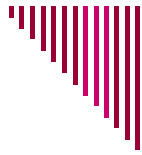
Northeast Youth & Family Services  
**Transforming Lives**

Presentation to the  
White Bear Lake Area  
School Board  
April 2019



“Someone's sitting  
in the shade today,  
because someone planted a tree  
a long time ago”

**Warren Buffet**



## About NYFS

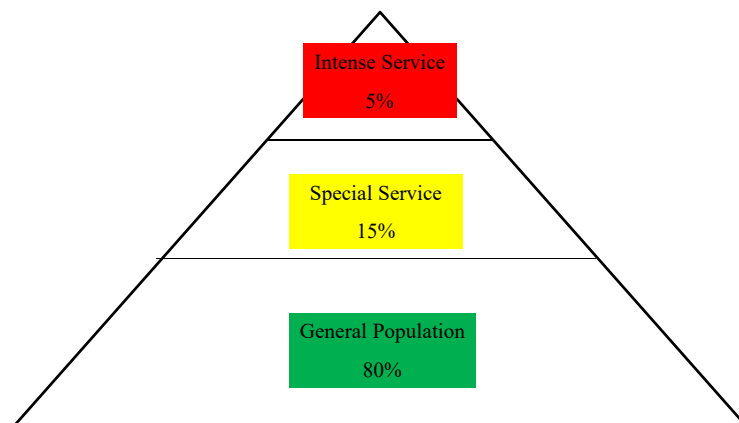
- Primary Population: 5-21 year olds
- 4,000 youth, adults, families
- \$3.3 million annual budget
- Two program areas
  - Mental Health
  - Community Services

[www.nyfs.org](http://www.nyfs.org)

*Transforming lives today, creating a better tomorrow*



## Three Tier Services





## NYFS Programs

### Mental Health (Rule 29)

- solution oriented
- trauma (resilience) informed

#### School-based

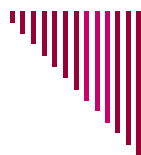
- remove barriers
- embedded-based-linked

#### Clinic-based

- Essential Community Provider

#### Day Treatment

- milieu
- therapy, academic support



## NYFS Programs

### Community Services

- Youth Development
- academics, employment, life skills, citizenship

#### Diversion

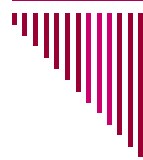
- public safety-restorative justice
- Just Say "Yes"

#### Senior Chore

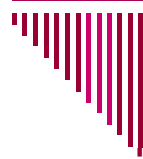
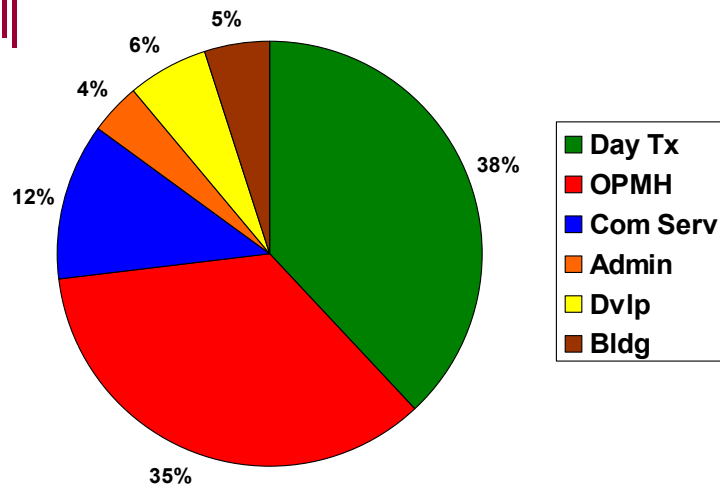
- age in place
- youth employment

#### Out of School

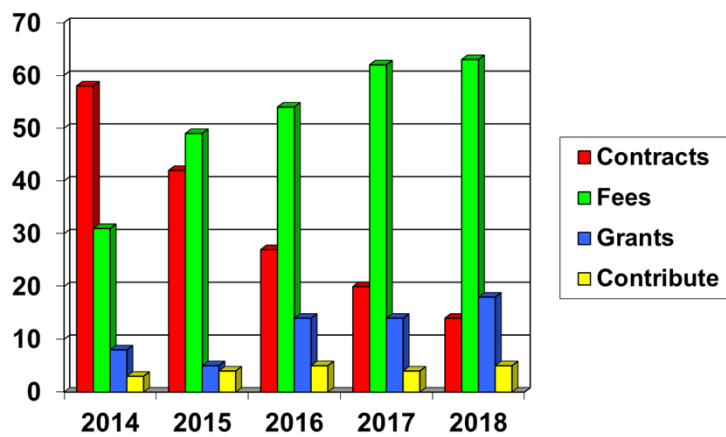
- Opportunity gap

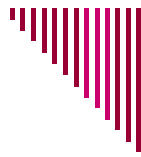


## NYFS Budget: \$3,382,029



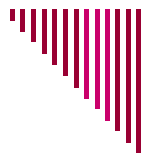
## NYFS Revenue Sources





## Impact of NYFS Services

- Services for residents are assured
- Benefits
  - Educational attainment
  - Effective workforce
  - Citizenship
- Reduced costs to public
- Leverage outside resources



## 2017-2018 Service Summary

Services	#	2017	#	2018 <small>As of 9/2018</small>
School based	78	\$104,310	60	\$110,010
Clinic based	186	\$146,395	121	\$111,625
Day Treatment	1	\$38,570	2	\$33,880
Diversion	117	\$36,200	114	\$34,000
Senior Chore s/y	60/5	\$26,405	52/10	\$51,828
Total	447	\$351,880	359	\$341,343

## Current Community Trends

- Cultural shifts
  - Mindfulness
  - Connectedness
- Industry
  - Workforce
  - 21<sup>st</sup> Century Skills

## Preparing our Youth for Work



[www.alamy.com](http://www.alamy.com) - D89KB6



## Preparing our Youth for Work



## 21<sup>st</sup> Century Skills

- Content Knowledge and Current Themes
- SEL and Career Skills
- Learning and Innovation
- Information, Media and Technology skills



## NYFS Partnerships

- **Communities**

Arden Hills, Birchwood Village, Falcon Heights, Hugo, Little Canada, Mahtomedi, Mounds View, New Brighton, North Oaks, Roseville, Shoreview, St. Anthony, Vadnais Heights, White Bear Lake, White Bear Township

- **School Districts**

Mahtomedi, Mounds View, North St. Paul/Maplewood, Roseville Area, St. Anthony/New Brighton, White Bear Lake Area

- **Collaborations**

Minnesota Youth Intervention Program Association, North Suburban Gavel Club, Ramsey County Children's Mental Health Collaborative, Roseville Rotary, Shoreview/Arden Hills Rotary, St. Anthony-New Brighton Family Service Collaborative, Suburban Ramsey Family Collaborative, Twin Cities North Chamber of Commerce, Vadnais Heights Economic Development Council, White Bear Chamber

- **Faith Community**

- **Businesses**



## Future Events

**Leadership Lunch**

**May 1, 2019**

**Taste of Northeast**

**October 10, 2019**

# **D. DISCUSSION ITEMS**

AGENDA ITEM: **Policy 403, Discipline, Suspension and Dismissal of School District Employees**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

---

**BACKGROUND:**

School Board Policy 403, Discipline, Suspension and Dismissal of School District Employees, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There are minor changes to this policy in sections III Discipline and IV Forms of Discipline.

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

**RECOMMENDED ACTION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 13 School Board meeting agenda or a subsequent meeting for action.

## **403 DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

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

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

### **III. DISCIPLINE**

#### **A. Violation of School Laws and Rules.**

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge, depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by **the** administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

#### **B. Substandard Performance.**

An employee's substandard performance may result in the imposition of discipline ranging from ~~an oral~~ **a written** reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format.

C. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of **directives** ~~oral warnings~~, written warnings and/or other forms of discipline;
4. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
5. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
6. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position.
7. falsification of credentials and experience;
8. unauthorized destruction of school district property;
9. neglect of duty;
10. violation of the rights of others as provided by federal and state laws related to human rights.
11. other sufficient grounds relating to any other act constituting inappropriate conduct;

**IV. FORMS OF DISCIPLINE**

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. ~~oral warning~~;
2. written warning or reprimand;
3. probation;

4. ~~disciplinary suspension, demotion or leave of absence with pay;~~
  5. disciplinary suspension, demotion or leave of absence without pay; and
  6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct or improving the employee's performance.

***Legal References:*** Minn. Stat. § 123.34, Subd. 9 (Superintendent)  
Minn. Stat. 123.35, Subds. 5 and 6 (Employment and discharge of teachers and employees)  
Minn. Stat. § 125.12 (Teachers)  
Minn. Stat. § 125.17 (Teacher tenure)  
Minn. Stat. § 125.121 (Coaches)  
Minn. Stat. § 197.46 et. seq. (Veterans Preference Act)

AGENDA ITEM: **Policy 404, Employment Background Checks**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

---

**BACKGROUND:**

School Board Policy 404, Employment Background Checks, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There are changes to this policy in sections I. Purpose, II General Statement of Policy, and III Procedures,

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide volunteer services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of service providers, independent contractors, and student employees in the school district

**RECOMMENDED ACTION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 13 School Board meeting agenda or a subsequent meeting for action.



*Adopted: April 29, 1996*  
*Revised: January 11, 2010*  
*Revised: October 11, 2010*

*White Bear Lake Area School District #624 Policy 404*  
*Revised: October 8, 2012*  
*Revised: July 16, 2018*

## **404 EMPLOYMENT BACKGROUND CHECKS**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of **service providers**, ~~volunteers~~, independent contractors, and student employees in the school district.

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

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### **III. PROCEDURES**

- A. An individual will not commence employment until the school district receives the results of the criminal history background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined

in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and/or the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, **service provider**, independent contractor, or student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer or granted permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- ~~C. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:~~
- ~~1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;~~
  - ~~2. the other school hiring authority conducted a criminal background check within the previous 12 months;~~
  - ~~3. the individual executes a written consent form giving the school district access to the results of the check; and~~
  - ~~4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.~~
- D. For all non-state residents who are offered employment with or the opportunity to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the individual's resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district. Such individuals must provide an executed criminal history consent form.

- E. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- F. Copies of this policy shall be available in the school district's employment office and will be distributed, upon request, to applicants for employment and individuals who are offered the opportunity to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services. The requirement to submit to a criminal history background check may be included with the basic criteria for employment or providing services in the position posting and position advertisements.
- G. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- H. If the criminal history background check precludes the individual from employment with, or providing services to, the school district, the individual will be so advised.
- I. The school district shall apply these procedures to **service providers and** independent contractors.
- J. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:**

AGENDA ITEM: **Policy 405, Veteran's Preference**  
MEETING DATE: **April 8, 2019**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Matthew Mons, Director of Human Resources**

---

**BACKGROUND:**

School Board Policy 405, Veteran's Preference, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There are no changes to this policy.

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

**RECOMMENDED ACTION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 13 School Board meeting agenda or a subsequent meeting for action.

*Adopted:* April 29, 1996  
*Revised:* May 9, 2005  
*Revised:* January 9, 2012  
*Revised:* April 14, 2014  
*Revised:* February 12, 2018

White Bear Lake Area  
School District #624 Policy 405

## **405 VETERAN'S PREFERENCE**

### **I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

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

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing, or good faith abolishment of position. This paragraph does not apply to the position of teacher.

### **III. PROCEDURES**

- A. Veteran's preference points will be applied pursuant to applicable law as follows:
  - 1. A credit of ten points shall be added to the competitive open examination rating of a nondisabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- B. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- C. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- D. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- E. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- F. **The** A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.
- G. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
  1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
  2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- H. The VPA and the provisions of this policy do not apply to the position of superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)  
Minn. Stat. § 197.455 (Veteran's Preference Applied)  
Minn. Stat. § 197.46 (Veterans Preference Act)

*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

***Cross References:*** MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

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

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

---

**BACKGROUND:**

School Board Policy 520, Student Surveys, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There are minor changes to this policy in sections III Student Surveys in General and a new V Notice.

The purpose of this policy is 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 review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 13 School Board meeting agenda or a subsequent meeting for action.



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

*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 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 no requirement that the student return the survey, 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;

(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 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 602, Organization of School Calendar and School Day**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

---

**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. A new section has been added V. E-Learning Days.

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 May 13 School Board meeting agenda or a subsequent meeting for action.

*Adopted: September 8, 1997*

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

*Revised: June 11, 2001*

*Revised: May 9, 2005*

*Revised: December 10, 2012*

*Revised: May 9, 2016*

**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 school 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 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 school 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 school 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.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)

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on E3 Grant from the White Bear  
Lake Area Educational Foundation**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

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

The White Bear Lake Area Educational Foundation will fund the following grant:

**The Prairie School: Phase Two** (Kristi Olness, Elizabeth Olson, Sara Starke and J.J. Parker)

This is an outdoor learning space at Otter Lake Elementary School (OLES) to enhance the STEM focus of the school and to complement the native prairie behind the school. The goal of this project is to create an outdoor learning space for the 611 students and 25 teachers. The project is planned to be completed in three phases.

Phase One was completed in November 2018 which included developing a design, obtaining approval from the WBL Schools and obtaining city permits. It also included the installation of the concrete foundation, slab, footings and sidewalk.

Phase Two of the Prairie School will be used to purchase durable steel columns, beams, purlins and a roof structure during the summer of 2019.

Phase Three will complete the project in the Fall of 2019.

**RECOMMENDED ACTION:** *Move to approve the E3 Grant in the amount of \$4,000 from the White Bear Lake Area Educational Foundation.*

AGENDA ITEM: **Action on Acceptance of Bids for 2019 Roof Replacement Projects at Area Learning Center, Hippodrome Ice Arena, Normandy Park, Sunrise Park Middle School (Partial), Vadnais Heights Elementary School (Partial) and Willow Lane Elementary School.**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

Attached please find a bid tabulation for work related to roof replacement projects at Area Learning Center, Hippodrome Ice Arena, Normandy Park, Sunrise Park Middle School (Partial), Vadnais Elementary School (Partial), Willow Lane Elementary School. These projects are included in the District's Long Term Facilities Maintenance Plan and will be funded using proceeds from Long Term Facilities Maintenance Bonds that were issued in March 2018.

After reviewing the information with our project engineer; Roof Spec Inc., it is recommended we award the projects to the lowest bidders for:

**Area Learning Center, McPhillips Bros. Roofing, \$579,370.00.**

**Hippodrome Ice Arena, Central Roofing Company, \$416,240.00.**

**Normandy Park, McPhillips Bros. Roofing , \$685,600.00.**

**Sunrise Park Middle School, McPhillips Bros. Roofing, \$720,150.00.**

*(Note: Central Roofing Company the original lowest bid of \$525,870.00 withdrew from the bid due to errors in their proposal. Therefore making McPhillips Bros. Roofing the next lowest bid.)*

**Vadnais Heights Elementary School, Central Roofing Company, \$202,700.00.**

**Willow Lane Elementary School, McPhillips Bros. Roofing, \$638,750.00.**

**RECOMMENDED ACTION:**

Move to accept the bids as shown above for the 2019 Roof Replacement Projects for the total amount of: \$3,242,810.00.

March 11, 2019

Mr. Daniel Roeser  
Building Operations Supervisor  
White Bear Lake Area Schools, ISD #624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

Cell: 651-426-7690  
Email: [Daniel.roeser@isd624.org](mailto:Daniel.roeser@isd624.org)

**Roof  
Spec  
Inc.**



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085

**SUBJECT: WHITE BEAR LAKE AREA SCHOOLS  
ROOF REPLACEMENT  
AREA LEARNING CENTER  
RSI PROJECT #18-12866-02**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of the Area Learning Center, McPhillips Bros. Roofing is the apparent low bidder with a base bid amount of **\$579,370.00**.

Based on the above, we would recommend award of the base bid package to McPhillips Bros. Roofing for a total contract amount of **\$579,370.00**.

If you should have any questions or require further information, please contact our office.

Respectfully,  
Roof Spec, Inc.

Andrea Noonan  
Project Manager

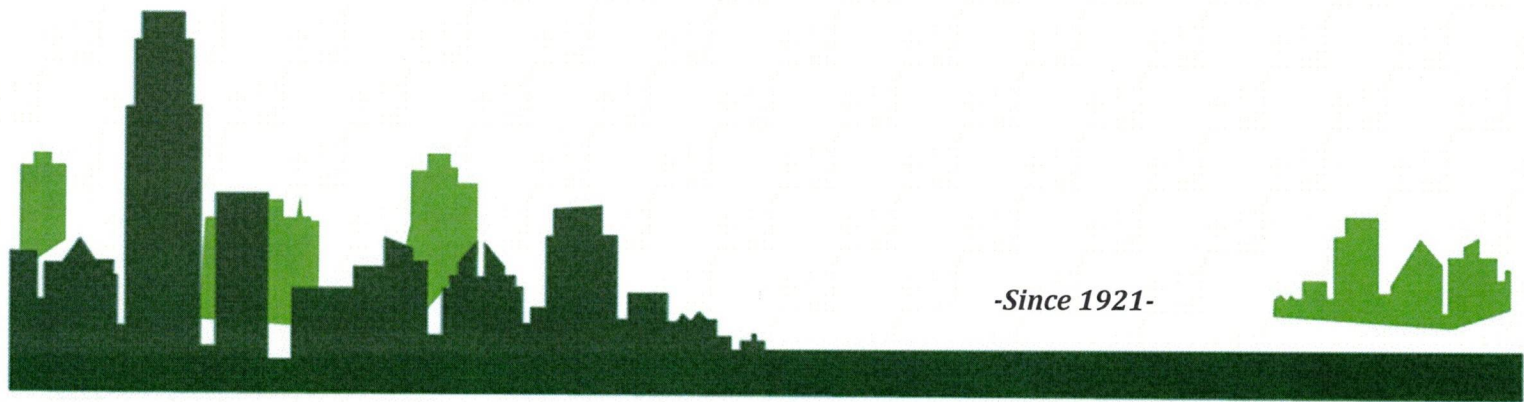
Enclosure – Bid Tab



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085  
www.roofspec.com

BID OPENING  
----  
White Bear Lake Schools  
Area Learning Center

		Unit Prices						Contractor Verification
Contractor	Base Bid	Metal Deck/sq.ft.	Concrete Deck/sq.ft.	Deduct Reuse Drain	New Access Panel	Addendums #1 & #2	Bid Bond	Attachment A
Berwald Roofing	\$636,000.00	\$10.00	\$35.00	\$350.00	\$600.00	X	X	X
McPhillips Bros. Roofing	\$579,370.00	\$8.50	\$50.00	\$800.00	\$800.00	X	X	X
John A. Dalsin & Son, Inc.	\$895,161.00	\$11.80	\$300.00	\$800.00	\$2,300.00	X	X	X
Diverse Construction	\$609,628.00	\$10.00	\$12.00	\$500.00	\$1,000.00	X	X	X
Central Roofing Company	\$616,500.00	\$9.00	\$150.00	\$800.00	\$800.00	X	X	X



# McPhillips Bros. Roofing Co.

2590 Centennial Drive, Saint Paul, MN 55109

Phone: 651-770-2062 Fax 651-770-2891

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

March 8, 2019

Roof Spec Inc  
2400 N. Prior Ave  
St Paul, MN 55113

Attn: Andie Noonan

## RE: Reroof Work at the White Bear Lake Schools 2019

Andie;

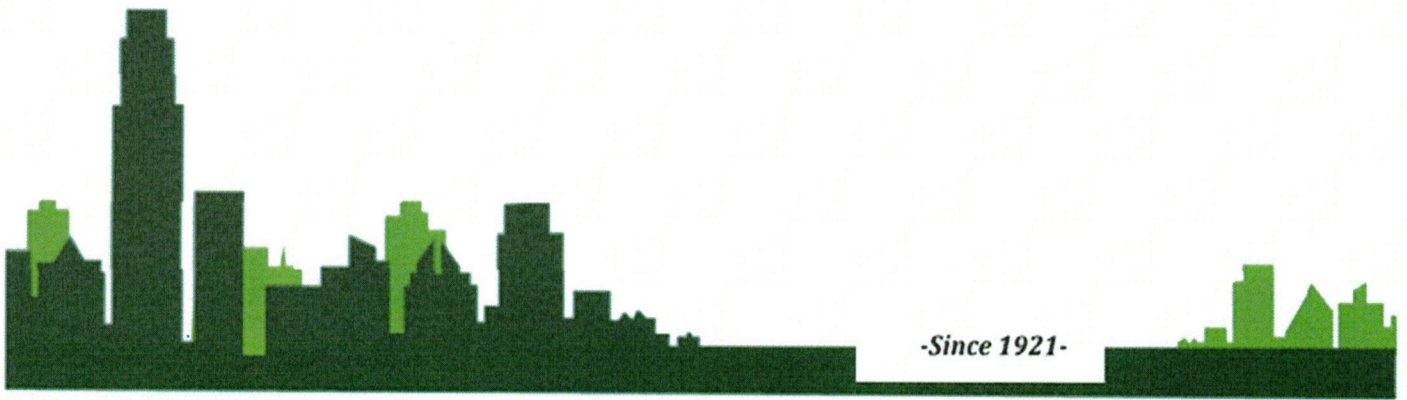
We look forward to working with you and Mr. Dan Roeser at the White Bear Lake Schools on the projects this summer.

We understand that these projects are prevailing wage projects. We do these types of projects all the time.

To put your mind at ease we have enclosed a list of some of the projects we are currently working on with other School Districts:

<u>School Name</u>	<u>School District</u>	<u>Contact</u>	<u>Position</u>	<u>Phone#</u>
Prior Lake School Additions at: Edgewood-Westwood Jeffers Pond Twin Oaks Middle Hidden Oaks Middle Bridges Area Learning Center Redtail Ridge Elem	ISD#719	Jim Delwo	Director of Operations	952-226-0054
Wilshire Park Elem.	St Anthony / New Brighton	Dr.Renee Corneille	Superintendent	612-706-1000
Bluff View Elem.	Lake City Schools	Erick Engler	Superintendent	651-345-2198





## McPhillips Bros. Roofing Co.

2590 Centennial Drive, Saint Paul, MN 55109

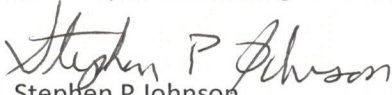
Phone: 651-770-2062 Fax 651-770-2891

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

---

If you have any questions please call me at 651-770-2062.

Respectfully submitted by;  
McPhillips Bros Roofing Co

  
Stephen P Johnson  
Vice President

March 21, 2019

Mr. Daniel Roeser  
Building Operations Supervisor  
White Bear Lake Area Schools, ISD #624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

Cell: 651-426-7690  
Email: [Daniel.roeser@isd624.org](mailto:Daniel.roeser@isd624.org)



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085

**SUBJECT: WHITE BEAR LAKE AREA SCHOOLS  
ROOF REPLACEMENT  
NORMANDY PARK  
RSI PROJECT #18-7649-02**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of the Normandy Park, McPhillips Bros. Roofing is the apparent low bidder for the alternate cost of **\$685,600.00**.

Based on the above, we would recommend award of the alternate cost bid package to McPhillips Bros. Roofing for a total contract amount of **\$685,600.00**.

If you should have any questions or require further information, please contact our office.

Respectfully,  
Roof Spec, Inc.

A handwritten signature in black ink, appearing to read 'Andrea Noonan', with a long horizontal flourish extending to the right.

Andrea Noonan  
Project Manager

Enclosure – Bid Tab



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085  
www.roofspec.com

BID OPENING  
----  
White Bear Lake Schools  
Normandy Park

		Unit Prices					Contractor Verification
Contractor	Base Bid	Metal Deck/sq.ft.	Additional Wood Blocking/bd.ft	Alternate Cost	Addendum #1	Bid Bond	Attachment A
McPhillips Bros. Roofing	<del>\$775,300.00</del>	\$8.50	\$2.50	\$ 685,600.00	X	X	X
John A. Dalsin & Son, Inc.	\$828,264.00	\$12.50	\$ 5.85	\$770,897.00	X	X	X
Central Roofing Company	\$782,680.00	\$9.00	\$2.00	\$686,340.00	X	X	X
Peterson Bros. Roofing	\$773,200.00	\$9.25	\$2.25	\$706,950.00	X	X	X

March 11, 2019

Mr. Daniel Roeser  
Building Operations Supervisor  
White Bear Lake Area Schools, ISD #624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

Cell: 651-426-7690

Email: [Daniel.roeser@isd624.org](mailto:Daniel.roeser@isd624.org)



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085

**SUBJECT: WHITE BEAR LAKE AREA SCHOOLS  
ROOF REPLACEMENT  
SUNRISE PARK MIDDLE SCHOOL  
ROOF AREAS A, B, C, E & N  
RSI PROJECT #18-12868-02**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of the Sunrise Park Middle School roof areas A, B, C, E and N, McPhillips Bros. Roofing is the apparent low bidder with a base bid amount of **\$720,150.00**.

Based on the above, we would recommend award of the base bid package to McPhillips Bros. Roofing for a total contract amount of **\$720,150.00**.

If you should have any questions or require further information, please contact our office.

Respectfully,  
Roof Spec, Inc.

A handwritten signature in black ink, appearing to read 'Andrea Noonan', with a long horizontal flourish extending to the right.

Andrea Noonan  
Project Manager

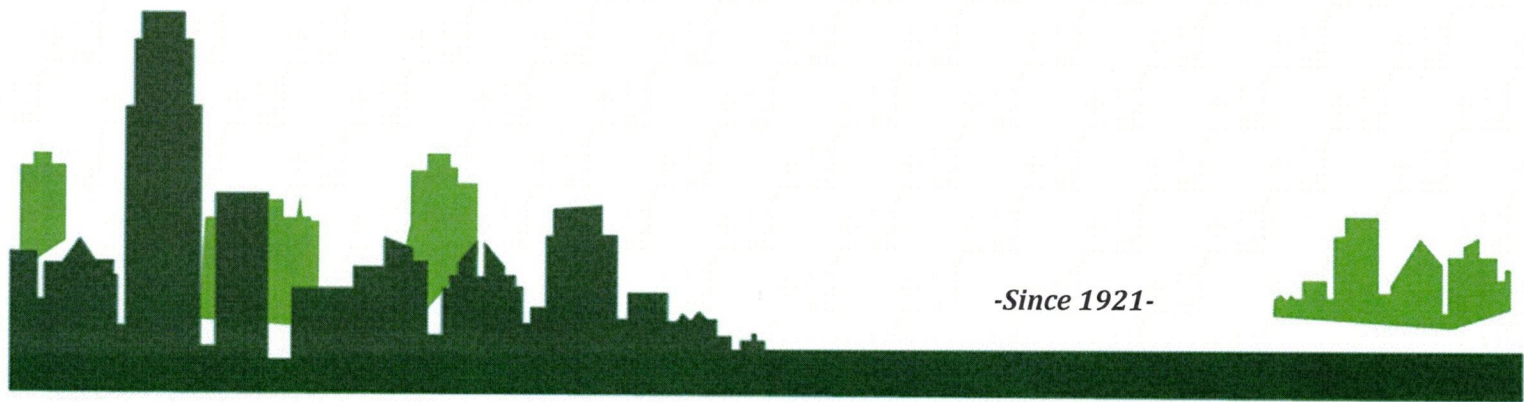
Enclosure – Bid Tab



**2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085  
[www.roofspec.com](http://www.roofspec.com)**

**BID OPENING**  
**----**  
**White Bear Lake Schools**  
**Sunrise Park Middle School**

		Unit Prices							Contractor Verification
Contractor	Base Bid	Concrete Deck/sq.ft.	Metal Deck/sq.ft.	Wood Blocking/Bd Ft	Deduct Reuse Drain	New Access Panel	Addendums #1 & #2	Bid Bond	Attachment A
Berwald Roofing	\$767,000.00	\$30.00	\$10.00	\$2.50	\$400.00	\$600.00	X	X	X
McPhillips Bros. Roofing	\$720,150.00	\$50.00	\$8.50	\$2.00	\$800.00	\$800.00	X	X	X
John A. Dalsin & Son, Inc.	\$946,056.00	\$80.00	\$11.80	\$6.80	\$800.00	\$2,300.00	X	X	X
<del>Central Roofing Company</del>	<del>\$525,870.00*</del>	<del>\$150.00</del>	<del>\$9.00</del>	<del>\$1.50</del>	<del>\$800.00</del>	<del>\$800.00</del>	<del>X</del>	<del>X</del>	<del>X</del>
*Contractor has withdrawn bid due to errors within bid. (Refer to Attached Letter)									



-Since 1921-

# McPhillips Bros. Roofing Co.

2590 Centennial Drive, Saint Paul, MN 55109

Phone: 651-770-2062 Fax 651-770-2891

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

March 8, 2019

Roof Spec Inc  
2400 N. Prior Ave  
St Paul, MN 55113

Attn: Andie Noonan

## RE: Reroof Work at the White Bear Lake Schools 2019

Andie;

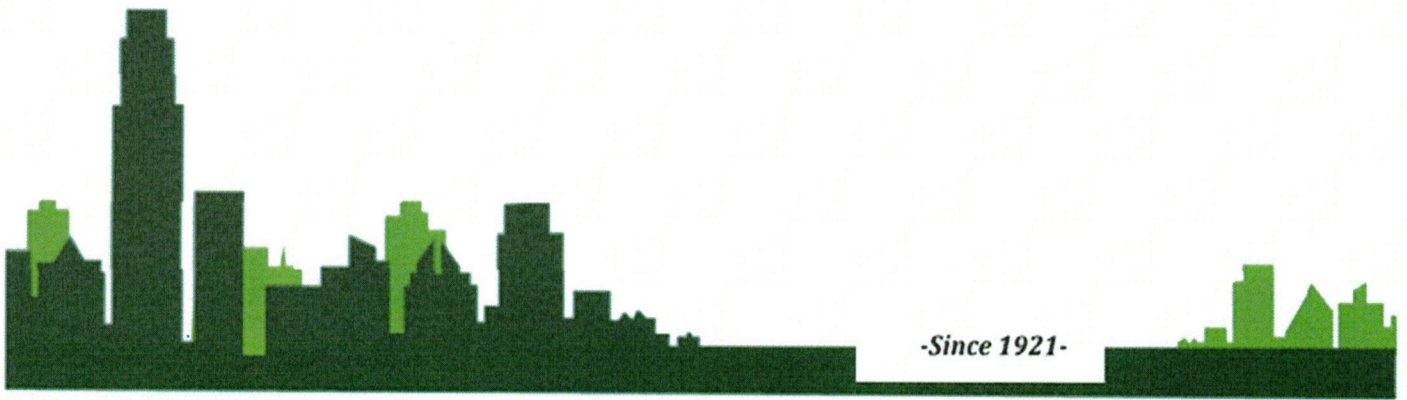
We look forward to working with you and Mr. Dan Roeser at the White Bear Lake Schools on the projects this summer.

We understand that these projects are prevailing wage projects. We do these types of projects all the time.

To put your mind at ease we have enclosed a list of some of the projects we are currently working on with other School Districts:

<u>School Name</u>	<u>School District</u>	<u>Contact</u>	<u>Position</u>	<u>Phone#</u>
Prior Lake School Additions at: Edgewood-Westwood Jeffers Pond Twin Oaks Middle Hidden Oaks Middle Bridges Area Learning Center Redtail Ridge Elem	ISD#719	Jim Delwo	Director of Operations	952-226-0054
Wilshire Park Elem.	St Anthony / New Brighton	Dr.Renee Corneille	Superintendent	612-706-1000
Bluff View Elem.	Lake City Schools	Erick Engler	Superintendent	651-345-2198





## McPhillips Bros. Roofing Co.

2590 Centennial Drive, Saint Paul, MN 55109

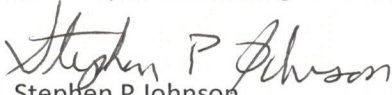
Phone: 651-770-2062 Fax 651-770-2891

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

---

If you have any questions please call me at 651-770-2062.

Respectfully submitted by;  
McPhillips Bros Roofing Co

  
Stephen P Johnson  
Vice President



**Andrea Noonan**

RSI Building Envelope  
2400 Prior Avenue South  
Saint Paul, MN

RE: White Bear Lake Area Schools: Sunrise Park Middle School Re-Roofing Areas A, B, C, E and N (18-12868-02)

Dear Andrea,

We would like to formally remove our bid for the reroofing at Sunrise Park Middle School. We have found an error in our estimate. Roof Plan R102 is scaled 3/16", Roof Plan R103 is scaled at 1/8" and Roof Plan R104 is scaled at 3/16". Our estimate figured Roof Plan R103 at 3/16", which is a difference of over 12,000SF on the negative side. As a result, our submitted bid will create considerable challenges for us to complete the work in a timely and efficient manner.

Please allow us to remove our bid for this project.

Let me know if you have any questions.

**CENTRAL ROOFING COMPANY**

**Michael A. Mehring**  
**Project Manager/Estimator**  
**612-408-1400**



March 11, 2019

Mr. Daniel Roeser  
Building Operations Supervisor  
White Bear Lake Area Schools, ISD #624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

Cell: 651-426-7690  
Email: [Daniel.roeser@isd624.org](mailto:Daniel.roeser@isd624.org)

**Roof  
Spec  
Inc.**



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085

**SUBJECT: WHITE BEAR LAKE AREA SCHOOLS  
ROOF REPLACEMENT  
VADNAIS HEIGHTS ELEMENTARY SCHOOL  
ROOF AREA I  
RSI PROJECT #18-5073-02**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of roof area I at the Vadnais Heights Elementary School. Central Roofing is the apparent low bidder with a base bid amount of **\$202,700.00**.

Based on the above, we would recommend award of the base bid package to Central Roofing for a total contract amount of **\$202,700.00**.

If you should have any questions or require further information, please contact our office.

Respectfully,  
Roof Spec, Inc.

Andrea Noonan  
Project Manager

Enclosure – Bid Tab

Roof  
Spec  
Inc.



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085  
www.roofspec.com

BID OPENING

----

White Bear Lake Schools  
Vadnais Heights Elementary School

		Unit Prices					Contractor Verification
Contractor	Base Bid	Gypsum Deck/sq.ft.	Wood Blocking/Bd Ft	New Access Panel	Addendums #1 & #2	Bid Bond	Attachment A
Berwald Roofing	\$273,000.00	\$4.00	\$2.50	\$600.00	X	X	X
McPhillips Bros. Roofing	\$227,420.00	\$25.00	\$2.00	\$800.00	X	X	X
John A. Dalsin & Son, Inc.	\$315,615.00	\$80.00	\$6.80	\$2,300.00	X	X	X
Peterson Bros. Roofing	\$233,000.00	\$50.00	\$2.00	\$2,500.00	#2 Only	X	X
Diverse Const.	\$271,983.00	\$15.00	\$3.85	\$1,000.00	X	X	X
Central Roofing Company	\$202,700.00	\$16.00	\$1.50	\$800.00	X	X	X

March 11, 2019

Mr. Daniel Roeser  
Building Operations Supervisor  
White Bear Lake Area Schools, ISD #624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

Cell: 651-426-7690

Email: [Daniel.roeser@isd624.org](mailto:Daniel.roeser@isd624.org)



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085

**SUBJECT: WHITE BEAR LAKE AREA SCHOOLS  
ROOF REPLACEMENT  
WILLOW LANE ELEMENTARY SCHOOL  
RSI PROJECT #18-12867-02**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of the Willow Lane Elementary School, McPhillips Bros. Roofing is the apparent low bidder with a base bid amount of **\$638,750.00.**

Based on the above, we would recommend award of the base bid package to McPhillips Bros. Roofing for a total contract amount of **\$638,750.00.**

If you should have any questions or require further information, please contact our office.

Respectfully,  
Roof Spec, Inc.

A handwritten signature in black ink, appearing to read 'Andrea Noonan', with a long horizontal flourish extending to the right.

Andrea Noonan  
Project Manager

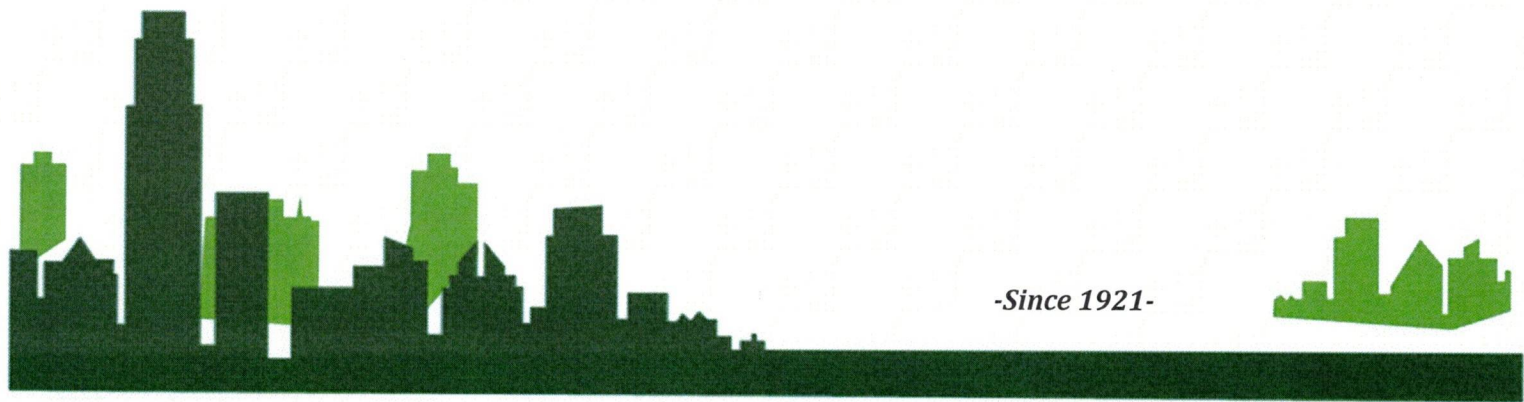
Enclosure – Bid Tab



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085  
www.roofspec.com

BID OPENING  
----  
White Bear Lake Schools  
Willow Elementary School

		Unit Prices							Contractor Verification
Contractor	Base Bid	Metal Deck/sq.ft.	Concrete Deck/sq.ft.	Wood Blocking/Bd Ft	Deduct Reuse Drain	New Access Panel	Addendums #1 & #2	Bid Bond	Attachment A
Berwald Roofing	\$683,000.00	\$10.00	\$30.00	\$2.50	\$400.00	\$600.00	X	X	X
McPhillips Bros. Roofing	\$638,750.00	\$8.50	\$50.00	\$2.00	\$800.00	\$800.00	X	X	X
John A. Dalsin & Son, Inc.	\$956,323.00	\$11.80	\$300.00	\$6.80	\$800.00	\$2,300.00	X	X	X
Central Roofing Company	\$718,600.00	\$9.00	\$150.00	\$1.50	\$800.00	\$800.00	X	X	X



# McPhillips Bros. Roofing Co.

2590 Centennial Drive, Saint Paul, MN 55109

Phone: 651-770-2062 Fax 651-770-2891

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

March 8, 2019

Roof Spec Inc  
2400 N. Prior Ave  
St Paul, MN 55113

Attn: Andie Noonan

## RE: Reroof Work at the White Bear Lake Schools 2019

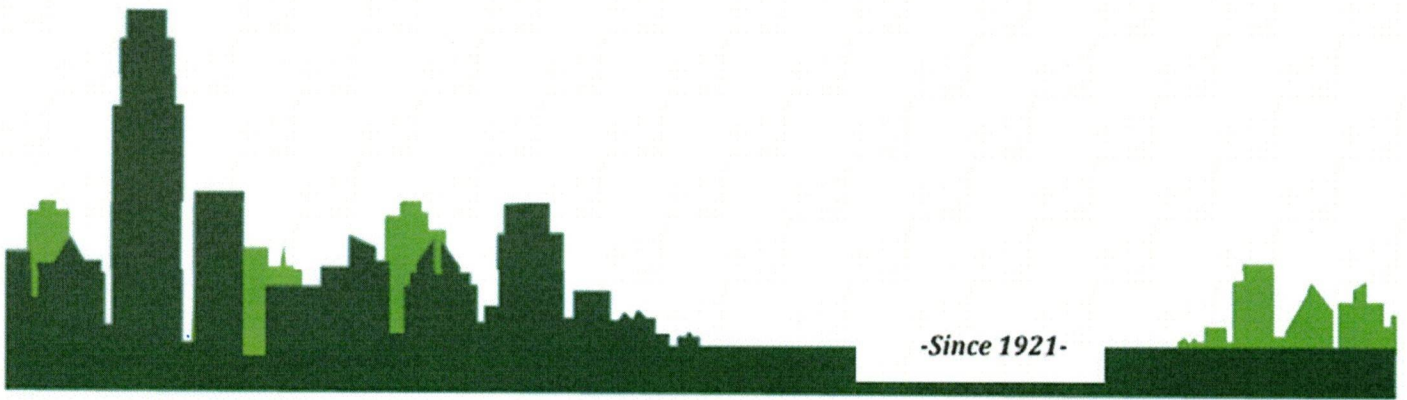
Andie;

We look forward to working with you and Mr. Dan Roeser at the White Bear Lake Schools on the projects this summer.

We understand that these projects are prevailing wage projects. We do these types of projects all the time.

To put your mind at ease we have enclosed a list of some of the projects we are currently working on with other School Districts:

<u>School Name</u>	<u>School District</u>	<u>Contact</u>	<u>Position</u>	<u>Phone#</u>
Prior Lake School Additions at: Edgewood-Westwood Jeffers Pond Twin Oaks Middle Hidden Oaks Middle Bridges Area Learning Center Redtail Ridge Elem	ISD#719	Jim Delwo	Director of Operations	952-226-0054
Wilshire Park Elem.	St Anthony / New Brighton	Dr.Renee Corneille	Superintendent	612-706-1000
Bluff View Elem.	Lake City Schools	Erick Engler	Superintendent	651-345-2198



## McPhillips Bros. Roofing Co.

2590 Centennial Drive, Saint Paul, MN 55109

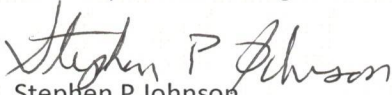
Phone: 651-770-2062 Fax 651-770-2891

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

---

If you have any questions please call me at 651-770-2062.

Respectfully submitted by;  
McPhillips Bros Roofing Co

  
Stephen P Johnson  
Vice President

March 21, 2019

Mr. Daniel Roeser  
Building Operations Supervisor  
White Bear Lake Area Schools, ISD #624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

Cell: 651-426-7690  
Email: [Daniel.roeser@isd624.org](mailto:Daniel.roeser@isd624.org)

**Roof  
Spec  
Inc.**



2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085

**SUBJECT: WHITE BEAR LAKE AREA SCHOOLS  
ROOF REPLACEMENT  
HIPPODROME ICE ARENA  
RSI PROJECT #18-12865-02**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of the Hippodrome Ice Arena, Central Roofing is the apparent low bidder with a bid amount of **\$416,240.00**.

Based on the above, we would recommend award of the base bid package for the re-roofing at the Hippodrome Ice Arena for a contract amount of **\$416,240.00**.

If you should have any questions or require further information, please contact our office.

Respectfully,  
Roof Spec, Inc.

Andrea Noonan  
Project Manager

Enclosure – Bid Tab





2400 Prior Avenue North  
St. Paul, MN 55113  
(651) 639-0644  
(651) 639-1828 (fax)  
800-494-4085  
www.roofspec.com

BID OPENING  
----  
White Bear Lake Schools  
Hippodrome Ice Arena

		Unit Prices					Contractor Verification
Contractor	Base Bid	Wood Deck/sq.ft.	Metal Deck/sq.ft.	Additional Wood Blocking/bd.ft	Addendum #1	Bid Bond	Attachment A
Berwald Roofing	\$519,000.00	\$15.00	\$15.00	\$3.00	X	X	X
McPhillips Bros. Roofing	\$534,300.00	\$4.00	\$8.50	\$2.25	X	X	X
John A. Dalsin & Son, Inc.	\$697,623.00	\$15.00	\$12.50	\$5.85	X	X	X
Diverse Construction	\$475,842.00	\$8.00	\$10.00	\$3.85	X	X	X
Central Roofing Company	\$416,240.00	\$15.00	\$9.00	\$2.00	X	X	X



AGENDA ITEM: **School District Population Adjustment**  
MEETING DATE: **April 8, 2019**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

---

**BACKGROUND:**

Funding for Community Education in Minnesota is calculated on total school district population determined by the U.S. census taken every ten years. This same figure is used until the information is updated either by data from the next full census or by board resolution establishing a new district population using data provided by the Minnesota State Demographer, Dr. Susan Brower. Based on the 2010 census, White Bear Lake Area Schools' population was 61,199. According to Dr. Brower, the 2019 district population estimate is 66,647, which is an increase from Dr. Brower's 2016 estimate of 63,672.

**RECOMMENDED ACTION:** Move to approve the change of White Bear Lake Area Schools' total district population from 63,672 to 66,647 as indicated by Minnesota State Demographer, Dr. Susan Brower.

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

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

School Board Policy 514, Bullying Prevention Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for action. There are changes in sections VI. Retaliation or Reprisal, VII. Training and Education - E, and Legal References.

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

.

**RECOMMENDED ACTION:**

Approve Policy 514, Bullying Prevention Policy, as recommended by the School Board Policy Committee and Cabinet.

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

*White Bear Lake Area  
School District Policy 514*

## **514 BULLYING PREVENTION POLICY**

### **I. PURPOSE**

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

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

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

is prohibited.

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

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

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

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

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any person who is found to have violated this policy.

### **III. DEFINITIONS**

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

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

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as reasonably possible.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities,

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

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “School District Personnel” means School Board members, school employees, agents, volunteers and contractors subject to the supervision and control of the School District.
- I. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to any school employee. It is the responsibility of that employee to document the concern and forward it to a school administrator. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to submit a written complaint to school administration, but oral reports shall be considered official complaints as well.
- C. The building administrator, supervisor or designee is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Bullying or other prohibited conduct may also be reported directly to a school district human rights officer or to the superintendent. If the complaint involves the building administrator, supervisor or designee, the complaint may be made or filed directly with the superintendent or designee, or to the school district human rights officer by the reporting party or complainant.

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

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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building administrator, supervisor or designee or a third party designated by the school district.
- B. The building administrator, supervisor or designee or other appropriate school district officials may take immediate steps, at their discretion, to protect the target

or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, including the perpetrator, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. School district action will be taken to deter violations and to prevent future incidents of bullying. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Public Fair Dismissal Act; school district policies; and regulations.
  - 1. For students such action may include, but is not limited to, a warning, education, counseling, remediation, loss of privileges, detention, exclusion, restorative measures, mediation, referral to outside agencies, (including, but not limited to, law enforcement), suspension, expulsion, or transfer. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy.
  - 2. For staff such action may include, but is not limited to a warning, education, restorative measures, mediation, suspension, exclusion, expulsion, or transfer. remediation, termination, or discharge. Action against staff will be also be consistent with the requirements of applicable collective bargaining agreements.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. In most cases, school officials will notify parents or guardians of students who are targets of bullying or other prohibited conduct and the parents or guardians of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**



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

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct; to value diversity in school and society; to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct; and to make effective prevention and intervention programs available to students.

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

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

- 1. Engage all students in creating a safe and supportive school environment;
- 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
- 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
- 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
- 5. Teach students to advocate for themselves and others;
- 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
- 7. Foster student collaborations that, in turn, foster a safe and supportive

school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. (See School District Policy 515)

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook and on the school district website.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

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

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

**Cross References:** WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
WBLASB Policy 413 (Harassment and Violence)  
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
WBLASB Policy 423 (Employee-Student Relationships)  
WBLASB Policy 501 (School Weapons Policy)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 507 (Corporal Punishment)  
WBLASB Policy 515 (Protection and Privacy of Pupil Records)  
WBLASB Policy 521 (Student Disability Nondiscrimination)  
WBLASB Policy 522 (Student Sex Nondiscrimination)  
WBLASB Policy 524 (Electronic Technologies Acceptable Use Policy)  
WBLASB Policy 525 (Violence Prevention)  
WBLASB Policy 526 (Hazing Prohibition)  
WBLASB Policy 529 (Staff Notification of Violent Behavior by Students)  
WBLASB Policy 709 (Student Transportation Safety Policy)  
WBLASB Policy 711 (Videotaping on School Buses)  
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

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

MEETING DATE: **April 8 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

School Board Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, 504 Plans, and EL Students, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There are changes in the following sections: purpose of policy, general statement of policy, definition of terms, granting and documenting accommodations, modifications, or exemptions for testing, and legal references.

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 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:**

Approve Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, 504 Plans, and EL Students, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: September 8, 1997*  
*Revised: August 27, 2001*  
*Revised: January 10, 2005*  
*Revised: April 12, 2010*  
*Revised: November 8, 2010*  
*Revised: March 12, 2012*

*White Bear Lake Area  
School Board Policy 615*

**615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR  
IEPS, SECTION 504 PLANS AND LEP EL 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, § Section 504 accommodation plan (504 plan) or limited English proficiency (LEP) English Learner (EL) needs to meet the graduation required assessments for diploma (GRAD) tests. participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

**II. GENERAL STATEMENT OF POLICY**

A. ~~The school district will utilize the existing annual review of IEPs or Section 504 plans to review, on a case-by-case basis, the extent of student participation in GRAD testing. For students subject to GRAD testing, the student's IEP or Section 504 plan must identify one of the following decisions for each subject area of GRAD:~~

- ~~1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or~~
- ~~2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 plan must define an appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.~~

~~Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.~~

- B. ~~Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language learner (ELL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.~~

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 Assessing Comprehension and Communication in English State-to-State assessment for ELs (ACCESS)

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 an identified EL student with a disability will participate in statewide testing.

2. Eligibility Requirements

a. The student must be identified as EL in the Minnesota Automated Reporting Student System (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 [pearsonaccess.com](http://www.pearsonaccess.com). ~~can be found on the Minnesota Department of Education's (MDE's) website at: [http://www.mnstateassessments.org/resources/Manuals/2011-12\\_Procedures\\_Manual.pdf](http://www.mnstateassessments.org/resources/Manuals/2011-12_Procedures_Manual.pdf)~~

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

See the current “Procedures Manual for the Minnesota Assessments” which can be found on MDE’s website at: [http://mnstateassessments.org/resources/Manuals/2011-12\\_Procedure\\_Manual.pdf](http://mnstateassessments.org/resources/Manuals/2011-12_Procedure_Manual.pdf).

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/GuidelinesforAccommodations\\_2018.pdf](http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/GuidelinesforAccommodations_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. This will be done annually in accordance with state guidelines. 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. Rule Parts 3501.0010–3501.0180 (Graduation Standards—Mathematics and Reading)~~  
~~Minn. Rule Parts 3501.0200–3501.0290 (Graduation Standards—Written Composition)~~  
~~Minn. Rule Parts 3501.0505–3501.0550 (Graduation Standards—Language Arts)~~  
~~Minn. Rule Parts 3501.0700–3501.0745 (Graduation Standards—Mathematics)~~  
~~Minn. Rule Parts 3501.0800–3501.0815 (Graduation Standards—Arts)~~  
~~Minn. Rules Parts 3501.0900–3501.0955 (Graduation Standards—Science)~~  
~~Minn. Rules Parts 3501.1000–3501.1190 (Graduation—Required Assessment for Diploma)~~

[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 618, Assessment of Student Achievement**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

School Board Policy 618, Assessment of Student Achievement, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for action. Changes are in sections: Purpose, Statewide Academic Standards Testing, and Career Exploration Assessment.

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

**RECOMMENDED ACTION:**

Approve School Board Policy 618, Assessment of Student Achievement, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: May 26, 1998*  
*Revised: August 27, 2001*  
*Revised: July 18, 2005*  
*Revised: January 11, 2010*  
*Revised: December 12, 2011*  
*Revised: March 14, 2016*

*White Bear Lake  
School District #624 Policy 618*

## **618 ASSESSMENT OF STUDENT ACHIEVEMENT**

### **I. PURPOSE**

The purpose of this policy is to institute a process for the establishment and revision of assessments to be used to determine how well students have achieved the Minnesota Academic Standards. measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

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

The school district has established a procedure by which students shall complete the Minnesota K-12 Academic Standards. . This procedure includes the adoption of assessment methods to be used in measuring student learning performance. The school district continually strives to continually enhance student achievement of the Minnesota K-12 Academic Standards.

### **III. DEFINITIONS**

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.

- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means computer-based tests that adapt, during the test administration, to the examinee’s ability level.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, whose primary language is different than one’s own, and/or who are from different socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Fully adaptive assessments” feature on-grade level test items and items that may be above or below a student’s grade level.
- J. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- K. “Required standard” means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

#### **IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT**

- A. The Assessment Coordinator shall establish criteria by which student performance of the Minnesota K-12 Academic Standards **is to be** evaluated and approved. The criteria will be submitted to the School Board for approval. Upon approval by the School Board, the criteria shall be deemed part of this policy.
- B. The Superintendent shall ensure that students and parents or guardians are provided with notice of the process or processes by which the Minnesota K-12 Academic Standards will be assessed.

- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the assessments under the Minnesota K-12 Academic Standards.

**V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS**

**A. Benchmarks**

The school district will offer academic knowledge and skills to allow students to satisfactorily complete a state standard by the use of grade level or high school level benchmarks. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

**B. Statewide Academic Standards Testing**

1. The school district will utilize state constructed tests developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards
2. The school district will administer annually, in accordance with the process determined by the MDE Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
  - a. annual reading language arts and mathematics assessments in grades three through eight and at the high school level;
  - b. annual science assessments in one grade in the grades three through five span, the grades six through eight span, and a life science assessment in the grades nine through twelve span.
3. The school district will develop and administer locally constructed assessments in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. Students for whom the statewide or locally constructed tests are inappropriate, as determined by the student's individualized education program (IEP) team, or students with limited English proficiency, shall be exempt from the tests or provided appropriate, technically sound

accommodations or alternate assessments for statewide and local testing with the approval of the student's parent or guardian.

5. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
6. For students in grade eight in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established School Board criteria, demonstrate exemplary academic achievement during high school.
7. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, will be informed (per Minnesota statute 120B.125) that admission to a public school is free and will be guided towards supports available to reach graduation requirements.

C. Rigorous Course of Study Waiver

1. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the School Board determines that the student:
  - a. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
  - b. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and



- c. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.
2. The School Board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
3. A student who satisfactorily completes a postsecondary enrollment options course or program or an Advanced Placement or College in the Schools course is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

## **VII. CAREER EXPLORATION ASSESSMENT**

- A. On an annual basis, the school district must use career exploration assessments, beginning no later than grade nine, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- B. Though not a high school graduation requirement, students are encouraged to participate in a nationally recognized college entrance exam. **To the extent that state funding for college entrance fees is available** the district shall pay the cost, one time, for an interested student in grade 11 or 12 to take a nationally recognized college entrance exam before graduating. A student must be able to take the exam under this paragraph at the student's high school during the school day - or at any site available to students in the district. A student who demonstrates attainment of required state academic standards, which include career and college readiness benchmarks, on high school assessments under subdivision 1a is academically ready for career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades. **The school district may require a student who is not eligible for a free or**

reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- C. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- D. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

**Legal Reference:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
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)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

**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 615 (Testing Accommodations, Modifications, And Exemptions for IEPs, Section 504 Plans and LEP Students)  
WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **Policy 713, Student Activity Accounting**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

School Board Policy 713, Student Activity Accounting, is a new policy recommended by MSBA. This policy was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for action.

The School Board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to, and obligation for, assuring maximum accountability for public funds and student activity funds. For these reasons, the School Board will assume control over and/or oversee funds for student activities as set forth in this policy.

**RECOMMENDED ACTION:**

Approve School Board Policy 713, Student Activity Accounting, as recommended by the School Board Policy Committee and Cabinet.

## NEW POLICY

### 713 STUDENT ACTIVITY ACCOUNTING

#### I. PURPOSE

The School Board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to, and obligation for, assuring maximum accountability for public funds and student activity funds. For these reasons, the School Board will assume control over and/or oversee funds for student activities as set forth in this policy.

#### II. GENERAL STATEMENT OF POLICY

##### A. Curricular and Cocurricular Activities

The School Board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

##### B. Extracurricular Activities

The School Board shall take charge of, control over, and account for all student activity accounting that relates to extracurricular activities.

##### C. Non-Student Activities

In overseeing student activity accounts under this policy, the School Board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

#### III. DEFINITIONS

##### A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, clubs, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the School Board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

#### IV. **MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the district finance office, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the

activities, or otherwise, by the School Board upon properly allowed itemized claims.

2. The district finance office shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Manual for Activity Fund Accounting (MAFA) to the extent applicable, and school district policies and procedures.

B. Extracurricular Activities

1. Extracurricular Activities Under School Board Control

- a. Any and all costs of extracurricular activities under School Board control may be provided from school revenues.
- b. All money received or expended for extracurricular activities under School Board control shall be turned over to the district finance office, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the School Board upon properly allowed itemized claims.
- c. The district finance office shall account for all revenues and expenditures related to extracurricular activities under School Board control in accordance with UFARS and MAFA and school district policies and procedures.

V. **DEMONSTRATION OF ACCOUNTABILITY**

A. Annual External Audit

The School Board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)

Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

***Cross References:*** Uniform Financial Accounting and Reporting Standards (UFARS)  
Manual for Activity Fund Accounting (MAFA)  
WBLASD Policy 510 (School Activities)  
WBLASD Policy 511 (Student Fundraising)  
WBLASD Policy 701 (Establishment and Adoption of School District Budget)  
WBLASD Policy 701.1 (Modification of School District Budget)  
WBLASD Policy 702 (Accounting)  
WBLASD Policy 703 (Annual Audit)  
WBLASD Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
WBLASD Policy 706 (Acceptance of Gifts)

AGENDA ITEM: **Policy 806, Crisis Management Policy**

MEETING DATE: **April 8, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

School Board Policy 806, Crisis Management Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for action. There were changes in the following sections: General Information, Preparation Before an Emergency, and Crisis Areas Covered by the District Emergency Response Plan.

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, School Board members, and community members as to how to address a wide range of potential crisis situations in the school district. This policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Pursuant to this policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

**RECOMMENDED ACTION:**

Approve School Board Policy 806, Crisis Management Policy, as recommended by the School Board Policy Committee and Cabinet.



## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, School Board members, and community members as to how to address a wide range of potential crisis situations in the school district. This policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Pursuant to this policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to the district's crisis management plan, heretofore referred to as the "Emergency Response Plan," and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

### **II. GENERAL INFORMATION**

#### **A. The Policy and Plans**

The school district's Crisis Management Policy and Emergency Response Plan has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

The school district administration shall present the district's Emergency Response Plan to the School Board for review and approval. This district Emergency Response Plan and resultant building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the School Board, the Emergency Response Plan and the Crisis Management Policy, will be maintained on an annual basis.

#### **B. Elements of the District Crisis Management Plan**

1. General Crisis Procedures. The district's Emergency Response Plan includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans. A communication system will be in place to enable the designated individual(s) to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual(s), the provision of designee(s) when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Finally, all crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.
  - a. Lockdown Procedures. Lockdown procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. Each building administrator will submit lock-down procedures for their building as part of their building-specific crisis management plan.
  - b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. Building plans should include specific evacuation procedures for individuals with special needs including those with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
  - c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the specific emergency. Each building administrator will submit sheltering procedures as part of

their building-specific crisis management plan.

2. Crisis-Specific Procedures. The Emergency Response Plan includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

- a. Composition. The building administrator in each school building will select a Building Emergency Response Team (BERT) trained to respond in an emergency. Team members will **have access to** receive ongoing training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For the purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members and update it annually. A copy of the list will be kept on file in the school district office.
- b. Leaders. The building administrator or designee serves as the leader **(Incident Commander)** of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

### **III. PREPARATION BEFORE AN EMERGENCY**

#### **A. Communication**

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district Crisis Management Policy and Emergency Response Plan as well as their own building's crisis management plan. Employees will ~~receive~~ **have access to** a copy of the relevant building-specific crisis management plans and shall

receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school's building-specific Crisis Management Plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which ~~they~~ the emergency responders are arriving, and the location of fire fighting equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe area both inside and outside of the building.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g. lunchtime, recess, and during assemblies. State law requires a minimum of five drills each school year, consistent with Minn. §299F.30. See Minn. Stat. § 299F.30. See Minn. Stat. §121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have pre-arranged sites for emergency sheltering and transportation as needed.

8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut-offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office and will be updated annually.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, two-way radios, or any other prescribed means, as well as the procedure to enable staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and external use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is

used to identify the specific crisis or emergency involved. The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing a school or any school district building as early in the day as possible. The early school closure procedures will set forth criteria for early school closure (e.g. weather related, utility failure, or a crisis situation), and will specify how closure decisions will be communicated to staff, students, families and the school community (designated broadcast media, local authorities, email, parent notification systems, district or school websites), and will discuss the factors to be considered in closing or reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps.

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.
3. Escort siblings and class friends of any victim as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to student and staff who receive counseling.
6. Resume normal school routines as soon as possible.

#### **IV. CRISIS AREAS COVERED BY THE DISTRICT EMERGENCY RESPONSE PLAN**

The district Emergency Response Plan provides procedures including, ~~for addressing~~ but not limited to:

- A. Abduction or Kidnapping
- B. Assault
- C. Bomb Threat
- D. Burglary/Vandalism
- E. Civil Disturbance/Demonstration
- F. Community Emergency/Warning
- G. Dangerous Weapons
- H. Death of a Student/Staff **Member**
- I. Fire Emergency
- J. Hazardous Materials
- K. Hostage Situation
- L. Intruder
- M. Medical Emergency
- N. Shooting

- O. Suicide of Student/Staff Member
- P. Terrorist Threat
- Q. Utility Emergency
- R. Vehicle/Bus Accident
- S. Weather Emergency

Building-specific crisis management plans will include such procedures and any other appropriate procedures.

## V. MISCELLANEOUS PROCEDURES

### A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

### B. Visitors

The school district shall implement procedures that regulate visitors and mandate visitor sign-in in school buildings. See District Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

**Legal References:** 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance) Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility) Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property) Minn. Rules Part 7510 (Fire Safety)  
Title IX, Part E, Subpart 2, Section 9532 Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
40 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency



Assistance)

***Cross References:*** WBLASB Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
WBLASB Policy 413 (Harassment and Violence)  
WBLASB Policy 501 (School Weapons Policy) WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
WBLASB Policy 903 (Visitors to School District Buildings and Sites)