

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

July 12, 2021

# MISSION STATEMENT

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

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

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

To: Members of the School Board

From: Dr. Wayne Kazmierczak  
Superintendent of Schools

Date: July 7, 2021

A meeting of the White Bear Lake Area School Board will be held on **Monday, July 12, 2021** at 6:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting is open to the public.

**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) Acceptance of Gifts
  - d) Approve Field Trips
  - e) Human Resources Items
  - f) Quarterly Investment Update

**B. PUBLIC FORUM**

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

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

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

**C. INFORMATION ITEMS**

1. Student Recognition
2. Superintendent's Report

**D. DISCUSSION ITEMS**

**E. OPERATIONAL ITEMS**

1. Action on 10 Year LTFM Plan
2. Action on Resolution Approving the 916 LTFM Plan
3. Action on Renewal Membership in the Minnesota State High School League for 2021-2022
4. Action on Designation of Identified Official with Authority for the MDE External User Access Recertification System
5. Action on School Board Committee and School Liaison Assignments
6. Action on Resolution Establishing Dates for Filing Affidavits of Candidacy
7. Action on Resolution Relating to Election of School Board Members and Calling the School District General Election
8. Action on School Board Policies:
  - a. Policy 410, Family Medical Leave Act and District Leaves of Absence
  - b. Policy 416, Drug and Alcohol Testing, and Policy 416, Forms
  - c. Policy 495, Leave of Absence
  - d. Policy 608, Instructional Services - Special Education
  - e. Policy 729, Post-Issuance Debt Compliance

- f. Policy 999, Partnerships, Policy 999, Addendum A, and Policy 999, Appendix A

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **July 12, 2021**  
SUGGESTED DISPOSITION: **Action Items**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

---

**BACKGROUND:**

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

**Consent Agenda**

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

**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: **July 12, 2021**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Jessica Ellison School Board Clerk**

---

**BACKGROUND:**

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

**RECOMMENDED ACTION:**

Approve minutes.



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

A meeting of the White Bear Lake Area School Board was held on **Monday, June 14, 2021** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was live streamed and the recording is posted on the website. Please note: this meeting was open to the public.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Chair Mullin called the meeting to order at 5:30 p.m.
  2. Roll Call - Present: Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster.  
Ex-Officio: Dr. Wayne Kazmierczak
  3. Pledge of Allegiance
  4. Chapman moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: Ayes, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.***
  5. Beloyed moved and Arcand seconded to approve the consent agenda consisting of:
    - Approval of minutes for regular Board meeting on May 10, 2021, and work session meeting on May 24, 2021;
    - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
    - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
    - Passage of resolution to approve personnel issues to include:
      - **RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF**
- NABAA ABBOOD - Nutrition Service Assistant - WBLAHS - North Campus  
Employed by District 624 since 02/22/2021  
Effective Date: 05/11/2021
- KATIE ARMSTRONG - Extended Day - Otter Lake Elementary  
Employed by District 624 since 02/12/2020  
Effective Date: 05/14/2021
- RAM ADHIKARI - Paraeducator - Sunrise Park Middle School  
Employed by District 624 since 04/28/2021  
Effective Date: 04/29/2021
- STEPHANIE BLOXHAM - Administrative Assistant - Community Services & Rec  
Employed by District 624 since 10/08/2018  
Effective Date: 06/04/2021
- ALEC GARZA - Lunchroom Assistant - Willow Lane Elementary  
Employed by District 624 since 03/01/2021  
Effective Date: 06/04/2021
- CARLY LIBBY - Paraeducator - TEC

Employed by District 624 since 09/04/2018

Effective Date: 06/10/2021

KAYLA MIRON - Paraeducator - Central Middle School

Employed by District 624 since 10/23/2020

Effective Date: 06/11/2021

PRISCILA ROCKWOOD - Student Information System Registrar - District Center

Employed by District 624 since 01/02/2019

Effective Date: 05/10/2021

ESTANIE TYLER - Paraeducator - Sunrise Park Middle School

Employed by District 624 since 04/26/2021

Effective Date: 05/05/2021

MICHELLE WIGFIELD - Nutrition Service Assistant - WBLAHS - South Campus

Employed by District 624 since 04/20/21

Effective Date: 05/17/2021

JORDAN ZICKERMANN - Cultural Liaison - District Center

Employed by District 624 since 08/15/2017

Effective Date: 05/28/2021

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

ARTHUR CRUTCH - Language Arts Teacher - WBLAHS - North Campus

Employed by District 624 since 08/19/2019

Effective Date: 06/14/2021

KEITH LOCKWOOD - Physical Education Teacher - Sunrise Park Middle School

Employed by District 624 since 08/23/1999

Effective Date: 06/14/2021

KATHLEEN MARCOUILLER - Special Education Teacher - Willow Lane Elem

Employed by District 624 since 08/24/2020

Effective Date: 06/14/2021

THOMAS MITCHELL - School Counselor - Sunrise Park Middle School

Employed by District 624 since 08/24/2020

Effective Date: 06/14/2021

JODY RYAN - Health Teacher - WBLAHS - South Campus

Employed by District 624 since 09/19/2019

Effective Date: 06/14/2021

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

MARIEL CULHANE - Academic Support Coordinator - District Center

Employed by District 624 since 10/03/2016

Effective Date: 06/04/2021

➤ **RETIREMENT– CLASSIFIED STAFF**

LISA CORDOVA - Lunchroom/Playground Supervisor - Lakeaires Elementary

Employed by District 624 since 03/17/2016

Effective Date: 06/11/2021

TERESA DIPPEL - Paraeducator - Normandy Park Education Center

Employed by District 624 since 09/27/2000

Effective Date: 06/11/2021

DANIEL GIOSSI - Bus Driver - Bus Garage

Employed by District 624 since 09/06/2016

Effective Date: 06/11/2021

MARY HASAPOPOULOS - Administrative Assistant- District Office

Employed by District 624 since 09/08/1997

Effective Date: 07/01/2021

JEANIA HASSEL - Paraeducator - Otter Lake Elementary

Employed by District 624 since 01/27/2009

Effective Date: 06/11/2021

JAMES MILBAUER - Bus Driver - Bus Garage

Employed by District 624 since 11/02/2015

Effective Date: 06/30/2021

NANCY NASH - Health Assistant - Central Middle School

Employed by District 624 since 08/25/2005

Effective Date: 06/30/2021

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

Employed by District 624 since 09/01/1999

Effective Date: 06/30/2021

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

Employed by District 624 since 08/31/2011

Effective Date: 07/30/2021

DIANE OSOWSKI - Building Support Technician - WBLAHS - North Campus

Employed by District 624 since 10/13/1997

Effective Date: 06/18/2021

DEBRA WALKER - Meals on Wheels - Normandy Park Education Center

Employed by District 624 since 02/26/2007

Effective Date: 06/30/2021

➤ **RETIREMENT– CERTIFIED STAFF**

SUSAN ALLEN - 2nd Grade Teacher - Lincoln Elementary

Employed by District 624 since 08/25/1986

Effective Date: 06/15/2023

KAREN BROZA– 5th Grade Teacher - Lakeaires Elementary

Employed by District 624 since 08/23/1999

Effective Date: 11/27/2021

STACY LOCH– 1st Grade Teacher - Vadnais Heights Elementary

Employed by District 624 since 08/26/1993

Effective Date: 01/30/2023

➤ **CHANGE IN ASSIGNMENT– CLASSIFIED STAFF**

HILARY FARAH - From Interim AA- Principal - Distance Learning Academy  
To Student Information System Registrar - District Center

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

Effective Date: 05/17/2021

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

To Out of School Time Site Supervisor - Birch Lake Elementary

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

Effective Date: 06/03/2021

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

To Part-time Nutrition Services - Vadnais Heights Elementary

From 5 hr., to 4.5 hr.

Effective Date: 05/24/2021

MEGHAN NADEAU - From Part Time Nutrition Service - Matoska Elementary

To Nutrition Services Elementary Manager - Matoska Elementary

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

Effective Date: 05/20/2021

RACHEL RANCOUR - From Nutrition Services Elementary Manager - Matoska Elementary

To AA Nutrition Services - District Center

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

Effective Date: 05/04/2021

MISTY RIEBE - From PM Custodian - WBLAHS South Campus

To AM Custodian - Sunrise Park Middle School

\$20.45 per hr., to \$20.15 per hr.,

Effective Date: 05/17/2021

GABRIELLE SCHOSSER - From Part-time Nutrition Services - WBLAHS - North Campus

To Part-time Nutrition Services - Otter Lake Elementary

From 5.5 hr., to 5 hr.

Effective Date: 05/27/2021

MARIBETH SPREEMAN - Nutrition Services Assistant - Sunrise Park Middle School

From 18.75 hrs per week To 17.5 hrs. per week

Effective Date: 05/03/2021

➤ **CHANGE IN ASSIGNMENT– CERTIFIED STAFF**

AMBER WALSH - From Interim Principal - Distance Learning Academy

To Principal - Distance Learning Academy

Effective Date: 07/01/2021

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

GREGORY BRONSON – Custodian - Otter Lake Elementary

Assistant Head Custodian - Otter Lake Elementary

Effective Date: 05/18/2021 through TBD

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

JAMES BERNIER - Custodian - Lincoln Elementary

Employed by District 624 since 08/27/2014

Effective Date: 12/14/2020 through 06/30/2021

JASON BOOR - Custodian - Matoska Elementary

Employed by District 624 since 09/14/2018

Effective Date: 04/06/2021 through 06/02/2021

DEBRA DRAEGER - Special Education Teacher - Oneka Elementary

Employed by District 624 since 08/23/1999

Effective Date: 12/07/2020 through 02/22/2021  
NICOLE OSWALD- Out Of School Time Inclusion Specialist - District Center

Employed by District 624 since 11/08/2018

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

ANN MCGRAW- Paraeducator - Oneka Elementary

Employed by District 624 since 11/17/2003

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

SCOTT PETERSON- Custodian, WBLAHS - North Campus

Employed by District 624 since 09/14/1993

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

TIFFANY RUFF- Paraeducator - Birch Lake Elementary

Employed by District 624 since 09/06/2016

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

NANCY VOGT- Media Clerk - WBLAHS - South Campus

Employed by District 624 since 08/27/1996

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

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

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

Position .8 FTE (Leave .2 FTE)

Effective Date: 2021-2022 School Year

VANESSA HOUSE - School Nurse - District Center

Position .8 FTE (Leave .2 FTE)

Effective Date: 2021-2022 School Year

AIMIE POLLARD - Speech Language Pathologist - Hugo Elementary

Position .8 FTE (Leave .2 FTE)

Effective Date: 2021-2022 School Year

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

SARAH ATKINS - Science Teacher - WBLAHS North Campus

Employed by District 624 since 08/20/2014

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

JOHN BARNES - 3rd Grade Teacher - Otter Lake Elementary

Employed by District 624 since 08/27/2009

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

JANA BUESING- Intervention Teacher - Otter Lake Elementary

Employed by District 624 since 08/22/2016

Effective Date: 2021-2022 school year

JENNI DELUCA - Kindergarten Teacher - Birch Lake Elementary

Employed by District 624 since 0/26/2010

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

THOMAS DETERMAN- Math Teacher - Central Middle School

Employed by District 624 since 08/27/2009

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

DANA ECKTON - Science Teacher - Sunrise Middle School

Employed by District 624 since 08/22/2012

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

KATHLEEN ELLETON - Kindergarten Teacher - Birch Lake Elementary

Employed by District 624 since 0/26/2010  
Effective Date: 03/22/2021 through 06/14/2021  
CALEB HARDACRE - Math Teacher - WBLAHS - North Campus  
Employed by District 624 since 08/24/2012  
Effective Date: 05/13/2021 through 06/14/2021  
KARLA HARDING - 1st Grade Teacher - Otter Lake Elementary  
Employed by District 624 since 08/23/1999  
Effective Date: 01/04/2021 through 06/14/2021  
CARLY LANGER - Health Teacher - Central Middle School  
Employed by District 624 since 02/22/2016  
Effective Date: 10/26/2020 through 01/22/2021  
MICHELLE LI - Chinese Teacher - Lincoln Elementary  
Employed by District 624 since 08/20/2014  
Effective Date: 2021-2022 school year  
CONNOR LUBY - Language Arts Teacher - WBLAHS - South Campus  
Employed by District 624 since 08/21/2008  
Effective Date: 11/30/2020 through 01/25/2021  
KATHLEEN MANLEY - Music Teacher - WBLAHS - North Campus  
Employed by District 624 since 08/24/2015  
Effective Date: 05/11/2021 through 06/14/2021  
TAYLOR MAITA - Birth-2 - Normandy Park  
Employed by District 624 since 07/01/2019  
Effective Date: 5/20/2021 through 06/30/2021  
AIMIE POLLARD - Speech Language Pathologist - Hugo Elementary  
Employed by District 624 since 08/26/2010  
Effective Date: 11/30/2020 through 06/14/2021  
NIKKI REINECCIUS - 3rd Grade Teacher - Oneka Elementary  
Employed by District 624 since 08/21/2013  
Effective Date: 2021-2022 school year  
LAURA SCHMIDT - 3rd Grade Teacher - Oneka Elementary  
Employed by District 624 since 08/21/2013  
Effective Date: 2021-2022 School Year  
ROBERT SMITH - 3rd Grade Teacher - Lakeaires Elementary  
Employed by District 624 since 09/24/1990  
Effective Date: 12/07/2020 through 06/14/2021  
JAMES SMITH - Special Education Teacher - TEC  
Employed by District 624 since 08/24/2006  
Effective Date: 03/23/2021 through 05/11/2021  
SANDRA VANG - Math Teacher - Sunrise Park Middle School  
Employed by District 624 since 08/20/2014  
Effective Date: 02/11/2021 through 06/14/2021  
JEFFREY WAGNER - Math Teacher - Sunrise Park Middle School  
Employed by District 624 since 08/23/1999  
Effective Date: 04/07/2021 through 05/07/2021  
ABIGAIL WITT - 1st Grade Teacher - Hugo Elementary  
Employed by District 624 since 08/24/2020

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

➤ **NEW PERSONNEL– CLASSIFIED STAFF**

JENNIFER BURTH – Paraeducator - Birch Lake Elementary

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

Effective Date: 05/13/2021

MAREN HAUTH – Lunchroom and Playground Supervisor - Hugo Elementary

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

Effective Date: 05/24/2021

ANDREA NISS - Nutrition Services Assistant - WBLAHS - North Campus

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

Effective Date: 06/02/2021

HEIDI SIEBENALER - Nutrition Services Assistant - Central Middle School

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

Effective Date: 05/10/2021

➤ **NEW PERSONNEL– PROFESSIONAL**

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

\$128,085

Effective Date: 07/01/2021

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

\$129,125

Effective Date: 07/01/2021

➤ **LONG TERM SUBSTITUTE– CLASSIFIED STAFF**

MARION PEW – Campus Security - Central Middle School

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

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

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

**B. PUBLIC FORUM:** Karol D., Marisol C., Amanda, Sara Furtado, Antonio Nerios

**C. INFORMATION ITEMS**

1. Student Recognition - Students were recognized for State Awards honors and congratulated by Dr. Kazmierczak.
2. Superintendent's Report - Dr. Kazmierczak spoke about Graduation Celebrations, Honoring Retirees, the Summer Meal Program, Summer Programing, DLA Enrollment, and Marketfest. He concluded with a "Thank You Bears" to the White Bear Lake Area staff, students, and community.

**D. DISCUSSION ITEMS**

1. Facility Maintenance Bonds - Shelby McQuay from Ehlers, Inc. reported on the sale of the Long Term Facilities Maintenance Bonds (LTFM).
2. First Reading of School Board Policies; a) Policy 410, Family Medical Leave; b) Policy 416, Drug and Alcohol Testing, and Policy 416, Form; c) Policy 495, Leave of Absence; d) Policy 514, Bullying Prevention, and Policy 514, Form; e) Policy 608, Instructional Services - Special Education; f) Policy 729,

Post-Issuance Debt Compliance; g) Policy 999, Partnerships, Policy 999, Addendum A, and Policy 999, Appendix A.

The policies listed above will be on the July 12, 2021 agenda for a second reading.

**E. OPERATIONAL ITEMS**

1. Chapman moved and Arcand seconded to approve the resolution on Facility Maintenance Bond Sale in the amount of \$27,865,000. **Roll call vote: Ayes, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**
2. Thompson moved and Newmaster seconded to approve the action on Bids for HS Expansion Project in the amount of \$148,964,305.08. **Roll call vote: Ayes, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**
3. Beloyed moved and Thompson seconded to approve the action on Remaining Bids for the South Campus Phase 2 Project in the amount of \$6,288,009.00. **Roll call vote: Ayes, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**
4. Arcand moved and Beloyed seconded to approve the action on Fiscal Year 2021-22 Preliminary Budget. **Roll call vote: Ayes, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**
5. Chapman moved and Newmaster seconded to approve the action on Workers Compensation Agreement for 2021-2022 in the amount of \$443,658.00. **Roll call vote: Ayes, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**
6. Thompson moved and Chapman seconded to approve the action on Property and Liability Insurance in the amount of \$486,478.51 effective 7/1/2021 through 6/30/2022. **Roll call vote: Ayes, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**

**F. BOARD FORUM**

- G. ADJOURNMENT** - Arcand moved and Beloyed seconded to adjourn the meeting at 6:54 p.m. **Voice vote: Ayes, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**

Submitted by: Jessica Ellison, clerk



AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

---

**BACKGROUND:**

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

**RECOMMENDED ACTION:**

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

**White Bear Lake Area Schools**  
**Electronic Transfers - June 2021**

		<u>6/15/2021</u>	<u>6/30/2021</u>
Direct Deposit	614821-616198	16,137,994.07	
Direct Deposit	616199-617085		1,331,955.78
<hr/>			

Check Number	Vendor	Check Date	Amount	Check Type
113178	BLICK ART MATERIALS	6/7/2021	(\$1,665.29)	V
114896	BATTERIES PLUS BULBS	6/16/2021	(\$642.40)	V
115425	RAMSEY COUNTY RECORDER	6/7/2021	(\$46.00)	V
115632	MENARDS-MAPLEWOOD	6/16/2021	(\$1,274.96)	V
115793	BATTERIES PLUS BULBS	6/16/2021	(\$287.59)	V
115932	MARCO PRODUCTS INC	6/8/2021	(\$2,820.87)	V
116050	AK MATERIAL HANDLING SYSTEMS INC	6/7/2021	\$775.21	R
116051	ALLSTREAM	6/7/2021	\$4,653.28	R
116052	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116053	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116054	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116055	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116056	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116057	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116058	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116059	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116060	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116061	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116062	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116063	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116064	AMAZON CAPITAL SERVICES	6/7/2021	\$0.00	C
116065	AMAZON CAPITAL SERVICES	6/7/2021	\$7,741.02	R
116066	ANDERSON, ANTHONY J.	6/7/2021	\$80.00	R
116067	ANOKA COUNTY PROPERTY TAX & TAXATION	6/7/2021	\$423.15	R
116068	APERTURE EDUCATION LLC	6/7/2021	\$39,629.24	R
116069	AUTONATION FORD WBL	6/7/2021	\$11.78	R
116070	BATTERIES PLUS BULBS	6/7/2021	\$69.43	R
116071	BAUDVILLE	6/7/2021	\$255.29	R
116072	BEACON ATHLETICS	6/7/2021	\$168.00	R
116073	BIO CORPORATION	6/7/2021	\$451.65	R
116074	BLUE CROSS / BLUE SHIELD OF MN	6/7/2021	\$10,312.50	R
116075	BREAKDOWN SPORTS USA	6/7/2021	\$1,230.00	R
116076	BSN SPORTS, LLC	6/7/2021	\$3,786.87	R
116077	CAMPBELL, BENTON	6/7/2021	\$137.00	R
116078	CAPITAL ONE TRADE CREDIT	6/7/2021	\$24.99	R
116079	CINTAS CORP #470	6/7/2021	\$559.71	R
116080	COLLINS SPORTS MEDICINE	6/7/2021	\$229.20	R
116081	COMMERCIAL SITE FURNISHINGS	6/7/2021	\$5,046.46	R
116082	CONNEY SAFETY PRODUCTS LLC	6/7/2021	\$29.16	R
116083	CONTINENTAL RESEARCH CORP	6/7/2021	\$251.65	R
116084	CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	6/7/2021	\$0.00	C
116085	CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	6/7/2021	\$354.00	R
116086	CROWE, ROBERT J.	6/7/2021	\$72.00	R
116087	CUMMINS SALES AND SERVICE	6/7/2021	\$1,171.51	R

116088 DALCO CORPORATION	6/7/2021	\$0.00	C
116089 DALCO CORPORATION	6/7/2021	\$0.00	C
116090 DALCO CORPORATION	6/7/2021	\$8,368.62	R
116091 DELLWOOD COUNTRY CLUB	6/7/2021	\$600.00	R
116092 DEMCO INC	6/7/2021	\$267.96	R
116093 DOOR SERVICE COMPANY	6/7/2021	\$4,989.00	R
116094 DOUGLAS, SANDRA L.	6/7/2021	\$300.00	R
116095 DEFINITIVE TECHNOLOGY SOLUTIONS	6/7/2021	\$0.00	C
116096 DEFINITIVE TECHNOLOGY SOLUTIONS	6/7/2021	\$13,608.56	R
116097 ECCO MIDWEST, INC	6/7/2021	\$800.00	R
116098 ECKROTH MUSIC	6/7/2021	\$152.99	R
116099 EDUCERE, LLC	6/7/2021	\$498.50	R
116100 FIDELITY SECURITY LIFE INSURANCE CO	6/7/2021	\$2,749.35	R
116101 THE FITNESS SHOPPE	6/7/2021	\$300.00	R
116102 FLINN SCIENTIFIC INC	6/7/2021	\$1,134.00	R
116103 FOLLETT SCHOOL SOLUTIONS INC	6/7/2021	\$386.00	R
116104 FOREST PRODUCTS INC	6/7/2021	\$830.70	R
116105 FRATTALONES HARDWARE STORES	6/7/2021	\$79.00	R
116106 FRIDLEY HIGH SCHOOL	6/7/2021	\$150.00	R
116107 GAYLA INDUSTRIES INC	6/7/2021	\$79.47	R
116108 GOPHER	6/7/2021	\$772.30	R
116109 GOPHER STATE ONE CALL	6/7/2021	\$216.00	R
116110 GRAINGER	6/7/2021	\$0.00	C
116111 GRAINGER	6/7/2021	\$638.20	R
116112 GROTH MUSIC CO	6/7/2021	\$2,121.00	R
116113 HANNIGAN, TAMMIE L.	6/7/2021	\$83.70	R
116114 HANSON, GENO	6/7/2021	\$72.00	R
116115 HEALTHPARTNERS	6/7/2021	\$4,183.05	R
116116 HERC-U-LIFT	6/7/2021	\$158.36	R
116117 HINRICHS, PETER E.	6/7/2021	\$137.00	R
116118 HISDAHL INC	6/7/2021	\$123.21	R
116119 HOFELD, GARRETT	6/7/2021	\$61.05	R
116120 HOFFMAN, VERONICA D.	6/7/2021	\$27.40	R
116121 HOGLUND BUS COMPANY	6/7/2021	\$3,276.80	R
116122 INNOVATIVE OFFICE SOLUTIONS	6/7/2021	\$453.79	R
116123 JACOBSON, JOYCE A.	6/7/2021	\$92.35	R
116124 JIMMY'S CONFERENCE & BANQUET CTR	6/7/2021	\$3,813.96	R
116125 JOHNSON, SHARON A.	6/7/2021	\$571.27	R
116126 JW PEPPER & SON INC	6/7/2021	\$1,840.73	R
116127 KATH FUEL OIL SERVICE CO	6/7/2021	\$721.64	R
116128 KUDEBAH, STEVE	6/7/2021	\$137.00	R
116129 KULLY SUPPLY COMPANY	6/7/2021	\$233.03	R
116130 KUZNIA, SHERYL	6/7/2021	\$64.50	R
116131 LAB MIDWEST LLC	6/7/2021	\$1,000.00	R
116132 LAGESSE, AUSTIN T.	6/7/2021	\$80.00	R
116133 LANGUAGE TESTING INTL	6/7/2021	\$25.00	R
116134 LARSON, CHRISTOPHER	6/7/2021	\$218.00	R

116135 LEICK, LINDA M.	6/7/2021	\$3,071.10	R
116136 LIBERTY CLASSICAL ACADEMY	6/7/2021	\$15,468.12	R
116137 LITERACY RESOURCES LLC	6/7/2021	\$302.34	R
116138 LORENZ BUS SERVICE INC	6/7/2021	\$4,350.00	R
116139 MACKIN EDUCATIONAL RESOURCES	6/7/2021	\$2,078.48	R
116140 MAHTOMEDI HIGH SCHOOL	6/7/2021	\$200.00	R
116141 MAHTOMEDI COMMUNITY EDUCATION	6/7/2021	\$279.00	R
116142 MALWITZ, REBECCA A.	6/7/2021	\$1,150.00	R
116143 MN ASSOC OF SCH BUSINESS OFFICIALS	6/7/2021	\$220.00	R
116144 THE MASTER TEACHER	6/7/2021	\$161.85	R
116145 MCNERTNEY, HOWARD	6/7/2021	\$255.00	R
116146 METRO DEAF SCHOOL	6/7/2021	\$13,819.95	R
116146 METRO DEAF SCHOOL	6/16/2021	(\$13,819.95)	V
116147 METRO MEALS ON WHEELS INC	6/7/2021	\$6,370.00	R
116148 MINNEAPOLIS INSTITUTE OF ARTS	6/7/2021	\$180.00	R
116149 MN SAFETY COUNCIL INC	6/7/2021	\$396.00	R
116150 MN ULTIMATE	6/7/2021	\$999.00	R
116151 MOBILE RADIO ENGINEERING INC	6/7/2021	\$4,379.94	R
116152 MN SCHOOL BOARDS ASSN	6/7/2021	\$14,927.00	R
116153 MULVIHILL, MARKUS	6/7/2021	\$137.00	R
116154 NAPA AUTO PARTS	6/7/2021	\$2.02	R
116155 NARDINI FIRE EQUIPMENT CO INC	6/7/2021	\$184.50	R
116156 NASCO	6/7/2021	\$449.02	R
116157 NAVIGATE360 LLC	6/7/2021	\$99.00	R
116158 NCPERS MINNESOTA	6/7/2021	\$128.00	R
116159 NORTH CENTRAL BLUE BIRD BUS SALES	6/7/2021	\$59.72	R
116160 NORTHEAST METRO INTERMEDIATE DISTRICT 916	6/7/2021	\$0.00	C
116161 NORTHEAST METRO INTERMEDIATE DISTRICT 916	6/7/2021	\$678,914.50	R
116162 NORTHEAST YOUTH & FAMILY SERVICES	6/7/2021	\$0.00	C
116163 NORTHEAST YOUTH & FAMILY SERVICES	6/7/2021	\$0.00	C
116164 NORTHEAST YOUTH & FAMILY SERVICES	6/7/2021	\$20,000.00	R
116165 O'REILLY AUTOMOTIVE INC	6/7/2021	\$0.00	C
116166 O'REILLY AUTOMOTIVE INC	6/7/2021	\$181.50	R
116167 OFFICE DEPOT	6/7/2021	\$25.92	R
116168 ON SITE SANITATION INC	6/7/2021	\$0.00	C
116169 ON SITE SANITATION INC	6/7/2021	\$2,057.30	R
116170 OPATRNY, ANDREA K.	6/7/2021	\$342.36	R
116171 OSPREY WILDS ENVIRONMENTAL LEARNING CENTER	6/7/2021	\$2,494.00	R
116172 OXTON, JAMI S.	6/7/2021	\$507.39	R
116173 PAN-O-GOLD	6/7/2021	\$3,684.40	R
116174 PAR CODE SYMBOLOGY INC	6/7/2021	\$126.00	R
116175 PETERSON, WILLIAM C.	6/7/2021	\$72.00	R
116176 PIEMEISL, WAYNE C.	6/7/2021	\$72.00	R
116177 PIONEER RIM & WHEEL CO	6/7/2021	\$59.05	R
116178 PRESENTATION SYSTEMS INC.	6/7/2021	\$85.00	R
116179 R&R LEASING INC	6/7/2021	\$15.00	R
116179 R&R LEASING INC	6/16/2021	(\$15.00)	V

116180 REDMOND, COURTNEY	6/7/2021	\$78.85	R
116181 RIPLEY, MATTHEW	6/7/2021	\$137.00	R
116182 RIVARD, MADELEINE C.	6/7/2021	\$400.00	R
116183 ROE, DENBY D.	6/7/2021	\$100.35	R
116184 RUIZ, ANTHONY R. JR	6/7/2021	\$72.00	R
116185 SCHMIT TOWING	6/7/2021	\$472.50	R
116186 SCHMITT MUSIC COMPANY	6/7/2021	\$115.00	R
116187 SCHOLASTIC BOOK FAIRS	6/7/2021	\$5,698.25	R
116188 SCHOOL SPECIALTY LLC	6/7/2021	\$433.97	R
116188 SCHOOL SPECIALTY LLC	6/7/2021	(\$433.97)	V
116189 SCHWAB, VICKI	6/7/2021	\$91.15	R
116190 SCIENCE MUSEUM OF MINNESOTA	6/7/2021	\$4,350.00	R
116191 SKOW, KAREN L.	6/7/2021	\$240.00	R
116192 SOUZA, HOLLY M.	6/7/2021	\$81.00	R
116193 STAPLES	6/7/2021	\$0.00	C
116194 STAPLES	6/7/2021	\$492.31	R
116195 STATE SUPPLY CO	6/7/2021	\$422.34	R
116196 STAY TUNED PIANO SERVICES	6/7/2021	\$210.00	R
116197 STILES, ELIZABETH J.	6/7/2021	\$256.77	R
116198 STONEHOUSE CUSTOM CATERING	6/7/2021	\$2,920.85	R
116199 STURM, JASON	6/7/2021	\$81.00	R
116200 SUMMIT FIRE PROTECTION	6/7/2021	\$1,320.00	R
116201 SUNDE LAND SURVEYING LLC	6/7/2021	\$2,491.10	R
116202 TEACHERS DISCOVERY	6/7/2021	\$244.96	R
116203 TEACHSTONE TRAINING LLC	6/7/2021	\$5,650.00	R
116204 THINKING COLLABORATIVE LLC	6/7/2021	\$2,200.00	R
116205 TR ENVIRONMENTAL CONSULTING LLC	6/7/2021	\$420.00	R
116206 TRANS-MISSISSIPPI BIO SUPPLY	6/7/2021	\$107.47	R
116207 TREASURE BAY INC	6/7/2021	\$224.55	R
116208 TREASURED TRANSPORTATION LLC	6/7/2021	\$47,720.04	R
116209 TRIO SUPPLY COMPANY	6/7/2021	\$6,504.03	R
116210 TWIN CITY JANITOR SUPPLY CO	6/7/2021	\$1,151.00	R
116210 TWIN CITY JANITOR SUPPLY CO	6/7/2021	(\$1,151.00)	V
116211 TWIN CITY TRANSPORTATION INC	6/7/2021	\$64,082.47	R
116212 TWIN CITY HARDWARE COMPANY INC	6/7/2021	\$344.40	R
116213 TYLER TECHNOLOGIES INC	6/7/2021	\$6,340.95	R
116214 UNIVERSITY OF MN OFC OF STUDENT FINANCE	6/7/2021	\$2,610.00	R
116215 UNIVERSAL CHEERLEADERS ASSOC	6/7/2021	\$5,525.00	R
116216 V!ROC	6/7/2021	\$5,500.00	R
116217 VERIZON WIRELESS	6/7/2021	\$1,131.54	R
116218 WHITE BEAR CENTER FOR THE ARTS	6/7/2021	\$17,000.00	R
116219 WHITE BEAR MONTESSORI	6/7/2021	\$58.23	R
116220 WEBER, MARK	6/7/2021	\$137.00	R
116221 WOLD ARCHITECTS AND ENGINEERS	6/7/2021	\$0.00	C
116222 WOLD ARCHITECTS AND ENGINEERS	6/7/2021	\$0.00	C
116223 WOLD ARCHITECTS AND ENGINEERS	6/7/2021	\$0.00	C
116224 WOLD ARCHITECTS AND ENGINEERS	6/7/2021	\$723,535.88	R

116225 WORLD'S FINEST CHOCOLATE INC	6/7/2021	\$864.00	R
116226 ZABADAL, GEORGE J.	6/7/2021	\$72.00	R
116227 ZEN FITNESS	6/7/2021	\$500.00	R
116228 24 25 CREATIVE LLC	6/10/2021	\$800.00	R
116229 A+ DRIVING SCHOOL	6/10/2021	\$11,970.00	R
116230 ACCLAIM SERVICES INC	6/10/2021	\$567.00	R
116231 ACOUSTICS ASSOCIATES INC	6/10/2021	\$11,614.81	R
116232 AMAZON CAPITAL SERVICES	6/10/2021	\$0.00	C
116233 AMAZON CAPITAL SERVICES	6/10/2021	\$0.00	C
116234 AMAZON CAPITAL SERVICES	6/10/2021	\$1,140.31	R
116235 AME CONSTRUCTION CORP	6/10/2021	\$10,450.00	R
116236 AMERICAN MESSAGING SERVICES	6/10/2021	\$13.78	R
116237 ARAMARK UNIFORM SERVICES	6/10/2021	\$895.11	R
116238 ARCH LANGUAGE NETWORK	6/10/2021	\$301.00	R
116239 ATC GROUP SERVICES LLC	6/10/2021	\$3,373.41	R
116240 AXEL H OHMAN INC	6/10/2021	\$109,696.50	R
116241 B&B ELECTRIC INC	6/10/2021	\$193,003.75	R
116242 B&D ASSOCIATES LLC	6/10/2021	\$215,799.15	R
116243 BATTERIES PLUS BULBS	6/10/2021	\$119.90	R
116244 BERWALD ROOFING COMPANY INC	6/10/2021	\$140,647.50	R
116245 BITUMINOUS ROADWAYS INC	6/10/2021	\$346,669.25	R
116246 BRANSON-LARKIN ELECTRONICS	6/10/2021	\$720.00	R
116247 BRAUN INTERTEC CORPORATION	6/10/2021	\$0.00	C
116248 BRAUN INTERTEC CORPORATION	6/10/2021	\$0.00	C
116249 BRAUN INTERTEC CORPORATION	6/10/2021	\$0.00	C
116250 BRAUN INTERTEC CORPORATION	6/10/2021	\$26,035.50	R
116251 CAPITAL ONE TRADE CREDIT	6/10/2021	\$3,128.49	R
116252 CAPITAL CITY GLASS INC	6/10/2021	\$31,192.35	R
116253 CEL PUBLIC RELATIONS, INC	6/10/2021	\$2,047.50	R
116254 CENTRAL ROOFING COMPANY	6/10/2021	\$87,185.15	R
116255 CITIES 1 PLUMBING & HEATING INC	6/10/2021	\$161,656.14	R
116256 CL BENSEN CO INC	6/10/2021	\$995.46	R
116257 COLE, WENDY L.	6/10/2021	\$262.45	R
116258 COMPUTER EXPLORERS	6/10/2021	\$90.00	R
116259 CONSCIOUS DISCIPLINE	6/10/2021	\$1,500.00	R
116260 CONSTRUCTION RESULTS CORPORATION	6/10/2021	\$31,445.00	R
116261 CONTINENTAL RESEARCH CORP	6/10/2021	\$866.74	R
116262 CUMMINS SALES AND SERVICE	6/10/2021	\$236.01	R
116263 DALCO CORPORATION	6/10/2021	\$0.00	C
116264 DALCO CORPORATION	6/10/2021	\$6,866.39	R
116265 DAVID BYE SERVICES	6/10/2021	\$245.00	R
116266 DELLWOOD COUNTRY CLUB	6/10/2021	\$3,123.28	R
116267 DENNE, MARY	6/10/2021	\$390.08	R
116268 DERALD WING SUE PHD INC	6/10/2021	\$11,500.00	R
116269 DISCOUNT OWL PELLETS	6/10/2021	\$422.52	R
116270 DISCOVERY EXPLORERS LLC	6/10/2021	\$156.50	R
116271 DOMINOS PIZZA	6/10/2021	\$71.42	R

116272 DONALD R FRANTZ CONCRETE CONSTRUCTION LLC	6/10/2021	\$24,489.56	R
116273 DOOR SERVICE COMPANY	6/10/2021	\$6,218.00	R
116274 DEFINITIVE TECHNOLOGY SOLUTIONS	6/10/2021	\$63.02	R
116275 ECKROTH MUSIC	6/10/2021	\$277.47	R
116276 ED'S TROPHIES INC	6/10/2021	\$90.00	R
116277 ENVIROBATE INC	6/10/2021	\$4,750.00	R
116278 ERIC ARMIN INC	6/10/2021	\$109.56	R
116279 ETS NORTH METRO LLC	6/10/2021	\$3,833.33	R
116280 FESTIVAL FOODS-KNOWLAN'S	6/10/2021	\$0.00	C
116281 FESTIVAL FOODS-KNOWLAN'S	6/10/2021	\$438.62	R
116282 FLICEK WELDING LLC	6/10/2021	\$17,900.00	R
116283 FLINN SCIENTIFIC INC	6/10/2021	\$2,124.00	R
116284 FORBES, PAULA	6/10/2021	\$8,530.00	R
116285 FRATTALONE COMPANIES INC	6/10/2021	\$31,235.68	R
116286 FRATTALONES HARDWARE STORES	6/10/2021	\$197.40	R
116287 GENERAL SHEET METAL COMPANY LLC	6/10/2021	\$43,225.00	R
116288 GENTRY ACADEMY	6/10/2021	\$2,651.22	R
116289 GRAINGER	6/10/2021	\$438.52	R
116290 GRAYBAR ELECTRIC COMPANY	6/10/2021	\$533.80	R
116291 GREAT LAKES SPORTS	6/10/2021	\$592.87	R
116292 HAAS MUSICAL INSTRUMENT REPAIR	6/10/2021	\$42.00	R
116293 HALO TRANSPORTATION	6/10/2021	\$20,534.00	R
116294 HEGGIES PIZZA	6/10/2021	\$3,551.65	R
116295 HIGH FIVE ERECTORS II INC	6/10/2021	\$22,710.70	R
116296 HOENIGSCHMIDT, KAYLEA	6/10/2021	\$745.55	R
116297 HOME DEPOT CREDIT SERVICES	6/10/2021	\$386.20	R
116298 IFD	6/10/2021	\$0.00	C
116299 IFD	6/10/2021	\$0.00	C
116300 IFD	6/10/2021	\$0.00	C
116301 IFD	6/10/2021	\$0.00	C
116302 IFD	6/10/2021	\$98,009.51	R
116303 IMAGE BUILDERS	6/10/2021	\$4,361.50	R
116304 INTERSTATE POWER SYSTEMS INC	6/10/2021	\$1,340.24	R
116305 JACON LLC	6/10/2021	\$21,002.71	R
116306 JAYTECH INC	6/10/2021	\$138.00	R
116307 JONES, HEIDI	6/10/2021	\$132.50	R
116308 JW PEPPER & SON INC	6/10/2021	\$370.99	R
116309 KATH FUEL OIL SERVICE CO	6/10/2021	\$8,617.27	R
116310 KELLER FENCE INC	6/10/2021	\$7,006.73	R
116311 KELLINGTON CONSTRUCTION INC	6/10/2021	\$36,119.28	R
116312 KOCH MECHANICAL LLC	6/10/2021	\$0.00	C
116313 KOCH MECHANICAL LLC	6/10/2021	\$7,091.00	R
116314 KRAFT MECHANICAL LLC	6/10/2021	\$11,400.00	R
116315 KRAUS ANDERSON CONSTRUCTION CO	6/10/2021	\$0.00	C
116316 KRAUS ANDERSON CONSTRUCTION CO	6/10/2021	\$230,875.89	R
116317 KULLY SUPPLY COMPANY	6/10/2021	\$233.03	R
116318 LANDGRAFF, MARCIA J.	6/10/2021	\$577.00	R



116319 LANGERS	6/10/2021	\$975.00	R
116320 LEE & LOW BOOKS	6/10/2021	\$0.00	C
116321 LEE & LOW BOOKS	6/10/2021	\$0.00	C
116322 LEE & LOW BOOKS	6/10/2021	\$377.60	R
116323 LIBERTY CLASSICAL ACADEMY	6/10/2021	\$4,431.56	R
116324 LONN, AMANDA	6/10/2021	\$120.00	R
116325 LORENZ RECOGNITION CO	6/10/2021	\$414.50	R
116326 L T G POWER EQUIPMENT	6/10/2021	\$59.99	R
116327 LUNDGREN, KATHY	6/10/2021	\$100.00	R
116328 MACKIN EDUCATIONAL RESOURCES	6/10/2021	\$594.21	R
116329 MARCO TECHNOLOGIES LLC	6/10/2021	\$2,820.87	R
116330 MID CITY SERVICES - INDUSTRIAL LAUNDRY	6/10/2021	\$69.28	R
116331 MLA	6/10/2021	\$1,578.00	R
116332 MN SWORD PLAY	6/10/2021	\$1,020.00	R
116333 MN UTILITIES & EXCAVATING LLC	6/10/2021	\$17,247.25	R
116334 MODERN PIPING INC	6/10/2021	\$95,045.79	R
116335 MORAVEC, AMBER S.	6/10/2021	\$239.88	R
116336 MURAMATSU, RACHEL F.	6/10/2021	\$342.36	R
116337 MURRAY, MEGAN	6/10/2021	\$209.58	R
116338 NAC MECHANICAL & ELECTRICAL SERV	6/10/2021	\$556.00	R
116339 NASSEFF MECHANICAL CONTRACTORS INC	6/10/2021	\$950.00	R
116340 NATL CHEERLEADERS ASSOC	6/10/2021	\$7,715.00	R
116341 NEO ELECTRICAL SOLUTIONS LLC	6/10/2021	\$130,461.82	R
116342 NORTH COUNTRY CONCRETE INC	6/10/2021	\$2,517.50	R
116343 NORTHBOUND CREATIVE	6/10/2021	\$957.00	R
116344 NORTHWESTERN TIRE CO INC	6/10/2021	\$238.85	R
116345 NSPAA	6/10/2021	\$450.00	R
116346 O'NEILL ELECTRIC INC	6/10/2021	\$32,197.21	R
116347 OLSON, CHRISTOPHER	6/10/2021	\$256.77	R
116348 PATRIOT ERECTORS INC	6/10/2021	\$5,960.01	R
116349 PAULSON TRACK MANAGEMENT	6/10/2021	\$1,280.00	R
116350 PELCO CONSTRUCTION LLC	6/10/2021	\$33,804.00	R
116351 PINNACLE ENGINEERING	6/10/2021	\$7,842.50	R
116352 PIONEER VALLEY BOOKS	6/10/2021	\$0.00	C
116353 PIONEER VALLEY BOOKS	6/10/2021	\$0.00	C
116354 PIONEER VALLEY BOOKS	6/10/2021	\$696.30	R
116355 PRO-ED INC	6/10/2021	\$73.00	R
116356 PROGRESS PUBLICATIONS	6/10/2021	\$873.00	R
116357 PYC ALTERNATIVE SCHOOL	6/10/2021	\$250.00	R
116358 R & R SPECIALTIES INC	6/10/2021	\$15.00	R
116359 RED CEDAR STEEL ERECTORS INC	6/10/2021	\$30,224.25	R
116360 REGION 4AA	6/10/2021	\$1,860.00	R
116361 REVOLUTION SPORTING GOODS	6/10/2021	\$1,900.00	R
116362 RIVERSIDE INSIGHTS	6/10/2021	\$202.46	R
116363 RSCHOOLTODAY (DWC)	6/10/2021	\$244.00	R
116364 RTL CONSTRUCTION INC	6/10/2021	\$145,226.55	R
116365 S&J GLASS INC	6/10/2021	\$5,700.00	R

116366 SCHNEIDER, STEVE	6/10/2021	\$72.00	R
116367 SCHOOL SPECIALTY LLC	6/10/2021	\$452.89	R
116368 SCHREIBER MULLANEY CONSTRUCTION CO	6/10/2021	\$34,905.85	R
116369 SCR INC	6/10/2021	\$9,500.00	R
116370 SOLIANT	6/10/2021	\$3,732.75	R
116371 SPALDING, NICOLE C.	6/10/2021	\$49.60	R
116372 SPECIAL EVENTS INC	6/10/2021	\$687.00	R
116373 SPRIGGS PLUMBING & HEATING INC	6/10/2021	\$48,450.00	R
116374 STAPLES	6/10/2021	\$0.00	C
116375 STAPLES	6/10/2021	\$397.89	R
116376 STATE SUPPLY CO	6/10/2021	\$136.45	R
116377 STRATEGIC STAFFING SOLUTIONS	6/10/2021	\$0.00	C
116378 STRATEGIC STAFFING SOLUTIONS	6/10/2021	\$10,086.00	R
116379 STRAUSS SKATES AND BICYCLES	6/10/2021	\$69.99	R
116380 SUBURBAN EAST CONFERENCE	6/10/2021	\$7,249.00	R
116381 SUMMIT FIRE PROTECTION	6/10/2021	\$360.00	R
116382 SYNOVIA SOLUTIONS	6/10/2021	\$1,551.40	R
116383 TEAMWORKS INTERNATIONAL INC	6/10/2021	\$1,590.50	R
116384 TR ENVIRONMENTAL CONSULTING LLC	6/10/2021	\$672.00	R
116385 TRADE PRESS INC	6/10/2021	\$597.00	R
116386 TRANSLANGUAGES, LLC	6/10/2021	\$470.40	R
116387 TREASURED TRANSPORTATION LLC	6/10/2021	\$74,518.66	R
116388 TWIN CITY JANITOR SUPPLY CO	6/10/2021	\$1,166.00	R
116389 TWIN CITY HARDWARE COMPANY INC	6/10/2021	\$50,381.22	R
116390 TWIN CITY ACOUSTICS INC	6/10/2021	\$5,473.90	R
116391 VANG, STEPHANIE	6/10/2021	\$980.00	R
116392 WAHOO! ADVENTURES	6/10/2021	\$460.00	R
116393 WHITE BEAR GLASS INC	6/10/2021	\$1,275.00	R
116394 WHITE BEAR MONTESSORI	6/10/2021	\$1,539.52	R
116395 WEIDNER PLUMBING & HEATING CO	6/10/2021	\$391,107.40	R
116396 WELLS CONCRETE PRODUCTS CO	6/10/2021	\$10,356.90	R
116397 WEST MUSIC COMPANY	6/10/2021	\$850.00	R
116398 WORLD CUP SUPPLY INC	6/10/2021	\$1,026.90	R
116399 YOUTH ENRICHMENT LEAGUE	6/10/2021	\$3,030.00	R
116400 MALECEK TEAM WRESTLING CAMP LLC	6/14/2021	\$6,835.00	R
116401 CITY OF WHITE BEAR LAKE	6/16/2021	\$250.00	R
116402 MADISON NATIONAL LIFE	6/16/2021	\$195.00	R
116403 METRO DEAF SCHOOL	6/16/2021	\$5,826.33	R
116404 IUOE LOCAL 70	6/16/2021	\$1,630.02	R
116405 SCHOOL SERVICE EMPLOYEES	6/16/2021	\$0.00	C
116406 SCHOOL SERVICE EMPLOYEES	6/16/2021	\$9,925.74	R
116407 GURSTEL CHARGO ATTORNEYS AT LAW	6/16/2021	\$455.90	R
116408 MESSERLI & KRAMER PA	6/16/2021	\$4.27	R
116409 ABBOTT PAINT & CARPET INC	6/24/2021	\$975.57	R
116410 AC SUPPLY CO	6/24/2021	\$107.85	R
116411 ACADEMIC THERAPY PUBLICATIONS	6/24/2021	\$451.64	R
116412 ACCLAIM SERVICES INC	6/24/2021	\$2,896.25	R

116413 ACT INC	6/24/2021	\$20,825.00	R
116414 ACTIVE INTERNET TECHNOLOGIES	6/24/2021	\$1,500.00	R
116415 ADVANTAGE EDUCATIONAL PROGRAMS	6/24/2021	\$5,784.00	R
116416 AJ MOORE ELECTRIC INC	6/24/2021	\$99,716.29	R
116417 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116418 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116419 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116420 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116421 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116422 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116423 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116424 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116425 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116426 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116427 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116428 AMAZON CAPITAL SERVICES	6/24/2021	\$0.00	C
116429 AMAZON CAPITAL SERVICES	6/24/2021	\$8,085.39	R
116430 AMPLIFY	6/24/2021	\$93,272.00	R
116431 ANDERSON, PATRICIA M.	6/24/2021	\$27.63	R
116432 ARAMARK REFRESHMENT SERVICES	6/24/2021	\$118.65	R
116433 ARNDT, ERIKA M.	6/24/2021	\$40.00	R
116434 ARNOLD, RITA	6/24/2021	\$16.00	R
116435 ASL INTERPRETING SERVICES INC	6/24/2021	\$1,664.00	R
116436 ASTLEFORD INTL MINNEAPOLIS	6/24/2021	\$176.96	R
116437 AUTONATION FORD WBL	6/24/2021	\$3.80	R
116438 BATTERIES PLUS BULBS	6/24/2021	\$0.00	C
116439 BATTERIES PLUS BULBS	6/24/2021	\$951.94	R
116440 BENSON, SYLVIA	6/24/2021	\$12.75	R
116441 BEST BUY BUSINESS ADVANTAGE ACCT	6/24/2021	\$1,879.92	R
116442 BEVSO	6/24/2021	\$0.00	C
116443 BEVSO	6/24/2021	\$21,347.16	R
116444 BIRDIE MARKETING INC	6/24/2021	\$4,200.00	R
116445 BITUMINOUS ROADWAYS INC	6/24/2021	\$76,926.25	R
116446 BOLDT, JAMES R.	6/24/2021	\$0.00	C
116447 BOLDT, JAMES R.	6/24/2021	\$320.00	R
116448 BSN SPORTS, LLC	6/24/2021	\$3,857.03	R
116449 BURNS, ROBERT L.	6/24/2021	\$15.20	R
116450 CALCULATORS INC	6/24/2021	\$1,549.73	R
116451 CALL OF THE K9	6/24/2021	\$900.00	R
116452 CAPITAL ONE TRADE CREDIT	6/24/2021	\$1,178.90	R
116453 CAPTIVATE MEDIA & CONSULTING	6/24/2021	\$1,200.00	R
116454 CARDINAL, KATHLEEN T.	6/24/2021	\$124.95	R
116455 CARLETON COLLEGE	6/24/2021	\$650.00	R
116456 CHAKOLIS, RICHARD A.	6/24/2021	\$2,400.00	R
116457 CINTAS CORP #470	6/24/2021	\$229.65	R
116458 CITY OF WHITE BEAR LAKE	6/24/2021	\$4,470.10	R
116459 CL BENSEN CO INC	6/24/2021	\$321.49	R

116460 COMCAST	6/24/2021	\$584.06	R
116461 COMCAST	6/24/2021	\$3,750.10	R
116462 COMMERCIAL DRYWALL INC	6/24/2021	\$3,781.00	R
116463 CONTINENTAL RESEARCH CORP	6/24/2021	\$487.60	R
116464 CUB FOODS	6/24/2021	\$58.95	R
116465 CUB FOODS OF WHITE BEAR TWSHP	6/24/2021	\$0.00	C
116466 CUB FOODS OF WHITE BEAR TWSHP	6/24/2021	\$649.55	R
116467 DALCO CORPORATION	6/24/2021	\$0.00	C
116468 DALCO CORPORATION	6/24/2021	\$0.00	C
116469 DALCO CORPORATION	6/24/2021	\$0.00	C
116470 DALCO CORPORATION	6/24/2021	\$8,576.28	R
116471 DELLWOOD COUNTRY CLUB	6/24/2021	\$1,605.08	R
116472 DEMCO INC	6/24/2021	\$19.64	R
116473 DEROSIER, JANET	6/24/2021	\$57.95	R
116474 DESTACHE, DANIEL J.	6/24/2021	\$100.00	R
116475 DISCOUNT SCHOOL SUPPLY	6/24/2021	\$497.02	R
116476 DOOR SERVICE COMPANY	6/24/2021	\$345.00	R
116477 DEFINITIVE TECHNOLOGY SOLUTION	6/24/2021	\$9,685.00	R
116478 DUDE SOLUTIONS	6/24/2021	\$13,760.69	R
116479 ECKROTH MUSIC	6/24/2021	\$3,247.86	R
116480 ECM PUBLISHERS INC	6/24/2021	\$1,195.00	R
116481 EHLERS	6/24/2021	\$200.00	R
116482 EISENHUTH, JEANNE	6/24/2021	\$12.75	R
116483 EMERGENCY CONTRACTORS SERVICES INC	6/24/2021	\$0.00	C
116484 EMERGENCY CONTRACTORS SERVICES INC	6/24/2021	\$15,700.00	R
116485 ENGSTRAN, CHRISTINA	6/24/2021	\$11.12	R
116486 EVERSON, MARK A.	6/24/2021	\$775.00	R
116487 FESTIVAL FOODS-KNOWLAN'S	6/24/2021	\$139.70	R
116488 FIRST STUDENT INC	6/24/2021	\$107,603.62	R
116489 FISCHER, THOMAS	6/24/2021	\$225.00	R
116490 FLAGSHIP RECREATION	6/24/2021	\$464.00	R
116491 FOLLETT SCHOOL SOLUTIONS INC	6/24/2021	\$1,022.80	R
116492 FRAPPIER, REGINA G.	6/24/2021	\$12.80	R
116493 FRATTALONES HARDWARE STORES	6/24/2021	\$0.00	C
116494 FRATTALONES HARDWARE STORES	6/24/2021	\$0.00	C
116495 FRATTALONES HARDWARE STORES	6/24/2021	\$0.00	C
116496 FRATTALONES HARDWARE STORES	6/24/2021	\$732.65	R
116497 GARVEY, PATRICIA	6/24/2021	\$26.78	R
116498 GENTRY ACADEMY	6/24/2021	\$735.94	R
116499 GOPHER	6/24/2021	\$749.96	R
116500 GRAINGER	6/24/2021	\$0.00	C
116501 GRAINGER	6/24/2021	\$3,106.60	R
116502 GRANDMA'S BAKERY INC	6/24/2021	\$687.50	R
116503 GREATAMERICA FINANCIAL SERVICES	6/24/2021	\$669.70	R
116504 GROUP MEDICAREBLUE RX	6/24/2021	\$11,627.00	R
116505 HAAG, LOIS	6/24/2021	\$28.80	R
116506 HAAS MUSICAL INSTRUMENT REPAIR	6/24/2021	\$0.00	C

116507 HAAS MUSICAL INSTRUMENT REPAIR	6/24/2021	\$1,069.60	R
116508 HABISCH, MEGHAN	6/24/2021	\$85.85	R
116509 HALLBERG ENGINEERING INC	6/24/2021	\$2,750.00	R
116510 HALO BRANDED SOLUTIONS INC	6/24/2021	\$111.39	R
116511 HARBOR CITY MASONRY INC	6/24/2021	\$47,063.00	R
116512 HAYES, DEBORAH M.	6/24/2021	\$24.80	R
116513 HEALTHY AMERICA LLC	6/24/2021	\$3,628.80	R
116514 HEINEMANN	6/24/2021	\$32.20	R
116515 HETZER KIMBERLY	6/24/2021	\$51.35	R
116516 HICKS, DOUGLAS M.	6/24/2021	\$100.00	R
116517 HISDAHL INC	6/24/2021	\$53.00	R
116518 HOENIGSCHMIDT, KAYLEA	6/24/2021	\$328.00	R
116519 HOGLUND BUS COMPANY	6/24/2021	\$0.00	C
116520 HOGLUND BUS COMPANY	6/24/2021	\$478.49	R
116521 HOUGE, SARAH M.	6/24/2021	\$918.75	R
116522 HUDL	6/24/2021	\$16,000.00	R
116523 IFD	6/24/2021	\$1,577.78	R
116524 INGINA LLC	6/24/2021	\$1,824.00	R
116525 INNOVATIVE OFFICE SOLUTIONS	6/24/2021	\$426.94	R
116526 INSTRUMENTALIST AWARDS	6/24/2021	\$112.00	R
116527 INTL BACCALAUREATE ORGANIZATION	6/24/2021	\$8,520.00	R
116528 IORAD	6/24/2021	\$1,200.00	R
116529 J GRAMMOND PHOTOGRAPHY	6/24/2021	\$60.00	R
116530 JANSEN, GLORIA K.	6/24/2021	\$0.00	C
116531 JANSEN, GLORIA K.	6/24/2021	\$240.00	R
116532 JAYTECH INC	6/24/2021	\$2,481.68	R
116533 JOHN FOLEY MASONRY INC	6/24/2021	\$207,204.30	R
116534 JOHNSON, SHARON A.	6/24/2021	\$576.02	R
116535 JW PEPPER & SON INC	6/24/2021	\$828.10	R
116536 KATH FUEL OIL SERVICE CO	6/24/2021	\$1,495.13	R
116537 KONE INC	6/24/2021	\$30,717.39	R
116538 KOREEN, GLORIA	6/24/2021	\$85.85	R
116539 KRAFT MECHANICAL LLC	6/24/2021	\$98,232.99	R
116540 KRAUS ANDERSON CONSTRUCTION CO	6/24/2021	\$248,812.23	R
116541 LAKESHORE LEARNING MATERIALS	6/24/2021	\$925.92	R
116542 LANGUAGE TESTING INTL	6/24/2021	\$215.00	R
116543 LARSON, BEVERLEY M.	6/24/2021	\$57.38	R
116544 LITERACY RESOURCES LLC	6/24/2021	\$67.99	R
116545 LOPEZ, SHELLY	6/24/2021	\$40.90	R
116546 LOVE, MOLLIE	6/24/2021	\$35.43	R
116547 LUNDGREN, JOANNE M.	6/24/2021	\$41.65	R
116548 MAAHS, JENNIFER L.	6/24/2021	\$35.43	R
116549 MAC RUNNEL, MINDY L.	6/24/2021	\$224.19	R
116550 MACKIN EDUCATIONAL RESOURCES	6/24/2021	\$807.89	R
116551 MARCO TECHNOLOGIES LLC	6/24/2021	\$2,973.83	R
116551 MARCO TECHNOLOGIES LLC	6/25/2021	(\$2,973.83)	V
116552 MARCO TECHNOLOGIES LLC	6/24/2021	\$835.04	R

116553 MN ASSOC OF SECRETARIES TO THE PRINCIPALS	6/24/2021	\$360.00	R
116554 MEDTOX LABORATORIES	6/24/2021	\$234.64	R
116555 MERRY, VANESSA A.	6/24/2021	\$150.00	R
116556 METRO MEALS ON WHEELS INC	6/24/2021	\$7,220.60	R
116557 MEUWISSEN, PAUL W.	6/24/2021	\$80.00	R
116558 MID CITY SERVICES - INDUSTRIAL LAUNDRY	6/24/2021	\$1,312.90	R
116559 MID MINNESOTA STORAGE	6/24/2021	\$4,690.00	R
116560 MIDAMERICA ADMIN & RETIREMENT	6/24/2021	\$4,904.00	R
116561 MILLIGAN, THERESA	6/24/2021	\$103.50	R
116562 MN DEPT OF HEALTH	6/24/2021	\$640.00	R
116563 MN POLLUTION CONTROL AGENCY	6/24/2021	\$287.79	R
116564 MN SAFETY COUNCIL INC	6/24/2021	\$1,062.00	R
116565 MN SCHOOL NUTRITION ASSOC	6/24/2021	\$2,230.00	R
116566 MN STATE HIGH SCHOOL LEAGUE	6/24/2021	\$139.00	R
116567 MN ULTIMATE	6/24/2021	\$1,400.00	R
116568 MUDGETT, DANA L.	6/24/2021	\$149.30	R
116569 MUMBLEAU, JANE L.	6/24/2021	\$160.00	R
116570 MUSIC CONNECTION INC	6/24/2021	\$900.00	R
116571 NAPA AUTO PARTS	6/24/2021	\$137.76	R
116572 NASCO	6/24/2021	\$59.88	R
116573 NASSEFF MECHANICAL CONTRACTORS INC	6/24/2021	\$475.00	R
116574 NATIONAL CHECKING CO	6/24/2021	\$1,507.10	R
116575 NATURESEAL INC	6/24/2021	\$1,237.53	R
116576 NIELSEN, SHARON G.	6/24/2021	\$15.55	R
116577 NOVAK, JANICE S.	6/24/2021	\$180.00	R
116578 NORTHEAST YOUTH & FAMILY SERVICES	6/24/2021	\$2,500.00	R
116579 O'REILLY AUTOMOTIVE INC	6/24/2021	\$18.62	R
116580 OLD FASHIONED PRODUCTS INC	6/24/2021	\$106.90	R
116581 OLSON, SUZANNE K.	6/24/2021	\$44.20	R
116582 ON SITE SANITATION INC	6/24/2021	\$1,811.00	R
116583 ORTON-GILLINGHAM OF MINNESOTA	6/24/2021	\$5,000.00	R
116584 OXYGEN SERVICE COMPANY INC	6/24/2021	\$13.64	R
116585 PAN-O-GOLD	6/24/2021	\$0.00	C
116586 PAN-O-GOLD	6/24/2021	\$3,354.10	R
116587 PATRICK TROPHIES	6/24/2021	\$223.98	R
116588 PAULSON, JULIANNE	6/24/2021	\$80.00	R
116589 PAULSON TRACK MANAGEMENT	6/24/2021	\$340.00	R
116590 PELOTON CONSULTANT GROUP, LLC	6/24/2021	\$8,167.04	R
116591 PERSOON, JOHN	6/24/2021	\$150.00	R
116592 PETERSON COMPANIES INC	6/24/2021	\$329,682.40	R
116593 PHASOR ELECTRIC COMPANY	6/24/2021	\$29,735.00	R
116594 PIONEER MIDWEST	6/24/2021	\$203.40	R
116595 PIONEER MANUFACTURING CO	6/24/2021	\$870.00	R
116596 WALSER POLAR CHEVROLET	6/24/2021	\$35.40	R
116597 PRAXAIR DISTRIBUTION INC	6/24/2021	\$54.90	R
116598 RAMSEY COUNTY	6/24/2021	\$6,194.00	R
116599 RANGITSCH, CYNTHIA L.	6/24/2021	\$54.50	R

116600 REDMOND, COURTNEY	6/24/2021	\$77.15	R
116601 REDWOOD TOXICOLOGY LABORATORY	6/24/2021	\$110.47	R
116602 REGION 4AA	6/24/2021	\$672.00	R
116603 REILING CONSTRUCTION CO INC	6/24/2021	\$3,906.40	R
116604 RENAISSANCE AUSTIN HOTEL	6/24/2021	\$1,378.50	R
116605 REPUBLIC SERVICES #899	6/24/2021	\$11,114.93	R
116606 RIVER CITY ERECTORS INC	6/24/2021	\$11,321.15	R
116607 ROTTGER, DORIS	6/24/2021	\$41.50	R
116608 RUPP ANDERSON SQUIRES & WALDSPURGER PA	6/24/2021	\$3,016.90	R
116609 SAFFOLD, KAMREN	6/24/2021	\$100.00	R
116610 SAUNDERS, LUCIANA	6/24/2021	\$330.00	R
116611 SAVVAS LEARNING COMPANY, LLC	6/24/2021	\$2,114.43	R
116612 SCHMEICHEL, RUSS	6/24/2021	\$150.00	R
116613 SCHOOL FIX CATALOG	6/24/2021	\$611.69	R
116614 SCHOOL SPECIALTY LLC	6/24/2021	\$61.32	R
116615 SCHULTZ, PAUL	6/24/2021	\$0.00	C
116616 SCHULTZ, PAUL	6/24/2021	\$600.00	R
116617 SDI INNOVATIONS	6/24/2021	\$373.34	R
116618 SEACREST, GREENLEE	6/24/2021	\$256.77	R
116619 SHRED-IT USA - MINNEAPOLIS	6/24/2021	\$421.61	R
116620 SCHOOL NUTRITION ASSOC (SNA)	6/24/2021	\$2,230.00	R
116620 SCHOOL NUTRITION ASSOC (SNA)	6/25/2021	(\$2,230.00)	V
116621 SNOKE HARRIS, ELIZABETH	6/24/2021	\$376.75	R
116622 SOLARWINDS	6/24/2021	\$917.76	R
116623 SOLIANT	6/24/2021	\$3,213.00	R
116624 STAFFORD-SMITH INC	6/24/2021	\$19,608.72	R
116625 STAND TALL VOLLEYBALL ACADEMY LLC	6/24/2021	\$2,500.00	R
116626 STANDARD INSURANCE COMPANY	6/24/2021	\$97,420.03	R
116627 STAPLES	6/24/2021	\$80.01	R
116628 STATE SUPPLY CO	6/24/2021	\$1,704.79	R
116629 STIMULUS ATHLETIC LLC	6/24/2021	\$2,310.00	R
116630 STOLTZ, STEVEN J.	6/24/2021	\$80.00	R
116631 STRAND, TROY	6/24/2021	\$12.00	R
116632 STRATEGIC STAFFING SOLUTIONS	6/24/2021	\$7,618.00	R
116633 STRAUSS SKATES AND BICYCLES	6/24/2021	\$2,033.00	R
116634 SUMMIT FIRE PROTECTION	6/24/2021	\$312.00	R
116635 TALLY'S DOCKSIDE	6/24/2021	\$290.40	R
116636 TEACHER INNOVATIONS INC	6/24/2021	\$13.50	R
116637 TECH ACADEMY	6/24/2021	\$1,800.00	R
116638 TESSMAN SEED CO	6/24/2021	\$544.00	R
116639 TIGER OAK MEDIA, INC	6/24/2021	\$6,272.00	R
116640 TRADE PRESS INC	6/24/2021	\$295.00	R
116641 TRANE US INC	6/24/2021	\$2,788.00	R
116642 TRANSLANGUAGES, LLC	6/24/2021	\$178.08	R
116643 TRF SUPPLY	6/24/2021	\$198.00	R
116644 TRI-STATE BOBCAT	6/24/2021	\$45,837.68	R
116645 TROLLHAUGEN	6/24/2021	\$800.00	R

116646 TSA CONSULTING GROUP	6/24/2021	\$940.24	R
116647 TWIN CITY JANITOR SUPPLY CO	6/24/2021	\$698.00	R
116648 THE UPS STORE #3299	6/24/2021	\$101.99	R
116649 VALLEY TROPHY INC	6/24/2021	\$192.50	R
116650 VANHOUTEN, SHANNON	6/24/2021	\$19.70	R
116651 VIKING AUTOMATIC SPRINKLER CO	6/24/2021	\$16,838.75	R
116652 VIKING ELECTRIC SUPPLY	6/24/2021	\$2,764.15	R
116653 VOICES FOR RACIAL JUSTICE	6/24/2021	\$100.00	R
116654 WALSWORTH PUBLISHING COMPANY INC	6/24/2021	\$4,693.69	R
116655 WHITE BEAR FLORAL SHOP	6/24/2021	\$9.98	R
116656 WHITE BEAR GLASS INC	6/24/2021	\$855.00	R
116657 WHITE BEAR LAKE UMPIRES ASSN	6/24/2021	\$700.00	R
116658 WBLA EDUCATIONAL FOUNDATION	6/24/2021	\$100.00	R
116659 WEBER, CRAIG	6/24/2021	\$56.00	R
116660 WEINKAUF, AMANDA L.	6/24/2021	\$35.43	R
116661 WENZEL PLYMOUTH PLUMBING LLC	6/24/2021	\$155,132.15	R
116662 WEST MUSIC COMPANY	6/24/2021	\$554.96	R
116663 WHITE, TIMOTHY W.	6/24/2021	\$160.00	R
116664 WILLIAMS, MIKE	6/24/2021	\$80.00	R
116665 WINDSTREAM	6/24/2021	\$3,906.36	R
116666 WORLD'S FINEST CHOCOLATE INC	6/24/2021	\$864.00	R
116667 WUSSLER, ROBERT	6/24/2021	\$87.60	R
116668 XCEL ENERGY	6/24/2021	\$0.00	C
116669 XCEL ENERGY	6/24/2021	\$111,748.17	R
116670 DAKOTA TRUCK UNDERWRITERS	6/25/2021	\$443,658.00	R
116671 MARCO TECHNOLOGIES LLC	6/25/2021	\$2,973.83	R
116672 IUOE LOCAL 70	6/30/2021	\$1,579.68	R
116673 SCHOOL SERVICE EMPLOYEES	6/30/2021	\$0.00	C
116674 SCHOOL SERVICE EMPLOYEES	6/30/2021	\$4,922.30	R
116675 FINANCE DEPARTMENT	6/30/2021	\$1.00	R
116675 FINANCE DEPARTMENT	6/30/2021	(\$1.00)	V
116676 GURSTEL CHARGO ATTORNEYS AT LAW	6/30/2021	\$25.92	R
116677 MESSERLI & KRAMER PA	6/30/2021	\$4.27	R
9992700 AIG	6/15/2021	\$22,084.73	R
9992701 AMERICAN FUNDS	6/15/2021	\$335,814.86	R
9992702 AMERICAN UNITED LIFE	6/15/2021	\$95,140.22	R
9992703 AMERIPRISE FINANCIAL SERVICES	6/15/2021	\$60,709.79	R
9992704 ASPIRE FINANCIAL SERVICES	6/15/2021	\$7,483.13	R
9992705 AXA EQUITABLE	6/15/2021	\$122,418.96	R
9992706 EDUCATION MN ESI BILLING TRUST	6/15/2021	\$148,630.37	R
9992707 INTERNAL REVENUE SERVICE	6/15/2021	\$0.00	C
9992708 INTERNAL REVENUE SERVICE	6/15/2021	\$0.00	C
9992709 INTERNAL REVENUE SERVICE	6/15/2021	\$0.00	C
9992710 INTERNAL REVENUE SERVICE	6/15/2021	\$0.00	C
9992711 INTERNAL REVENUE SERVICE	6/15/2021	\$0.00	C
9992712 INTERNAL REVENUE SERVICE	6/15/2021	\$2,858,105.17	R
9992713 METROPOLITAN LIFE	6/15/2021	\$5,574.60	R



9992714 MN DEPT OF HUMAN SERVICES	6/15/2021	\$5,727.02	R
9992715 MN DEPT OF REVENUE	6/15/2021	\$0.00	C
9992716 MN DEPT OF REVENUE	6/15/2021	\$478,443.70	R
9992717 MN STATE RETIREMENT	6/15/2021	\$17,125.42	R
9992718 PUBLIC EMP RETIREMENT ASSOC	6/15/2021	\$0.00	C
9992719 PUBLIC EMP RETIREMENT ASSOC	6/15/2021	\$166,945.80	R
9992720 TEACHERS RETIREMENT ASSOC	6/15/2021	\$0.00	C
9992721 TEACHERS RETIREMENT ASSOC	6/15/2021	\$1,723,643.27	R
9992722 VANGUARD SMALL BUSINESS SERVICES	6/15/2021	\$109,629.18	R
9992723 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	6/15/2021	\$192.55	R
9992724 SAM'S CLUB/SYNCHRONY BANK	6/17/2021	\$0.00	C
9992725 SAM'S CLUB/SYNCHRONY BANK	6/17/2021	\$0.00	C
9992726 SAM'S CLUB/SYNCHRONY BANK	6/17/2021	\$0.00	C
9992727 SAM'S CLUB/SYNCHRONY BANK	6/17/2021	\$2,205.67	R
9992728 AIG	6/30/2021	\$2,777.77	R
9992729 AMERICAN FUNDS	6/30/2021	\$23,059.52	R
9992730 AMERICAN UNITED LIFE	6/30/2021	\$6,000.00	R
9992731 AMERIPRISE FINANCIAL SERVICES	6/30/2021	\$5,236.31	R
9992732 ASPIRE FINANCIAL SERVICES	6/30/2021	\$843.76	R
9992733 AXA EQUITABLE	6/30/2021	\$5,420.08	R
9992734 EDUCATION MN ESI BILLING TRUST	6/30/2021	\$5,043.40	R
9992735 INTERNAL REVENUE SERVICE	6/30/2021	\$0.00	C
9992736 INTERNAL REVENUE SERVICE	6/30/2021	\$0.00	C
9992737 INTERNAL REVENUE SERVICE	6/30/2021	\$0.00	C
9992738 INTERNAL REVENUE SERVICE	6/30/2021	\$0.00	C
9992739 INTERNAL REVENUE SERVICE	6/30/2021	\$0.00	C
9992740 INTERNAL REVENUE SERVICE	6/30/2021	\$0.00	C
9992741 INTERNAL REVENUE SERVICE	6/30/2021	\$212,304.39	R
9992742 METROPOLITAN LIFE	6/30/2021	\$296.86	R
9992743 MN DEPT OF HUMAN SERVICES	6/30/2021	\$1,170.50	R
9992744 MN DEPT OF REVENUE	6/30/2021	\$0.00	C
9992745 MN DEPT OF REVENUE	6/30/2021	\$30,080.80	R
9992746 MN STATE RETIREMENT	6/30/2021	\$3,612.36	R
9992747 PUBLIC EMP RETIREMENT ASSOC	6/30/2021	\$0.00	C
9992748 PUBLIC EMP RETIREMENT ASSOC	6/30/2021	\$93,585.12	R
9992749 TEACHERS RETIREMENT ASSOC	6/30/2021	\$0.00	C
9992750 TEACHERS RETIREMENT ASSOC	6/30/2021	\$46,806.85	R
9992751 VANGUARD SMALL BUSINESS SERVICES	6/30/2021	\$0.00	C
9992752 VANGUARD SMALL BUSINESS SERVICES	6/30/2021	\$12,936.26	R
202100877 ALBIN, STEPHANIE M.	6/10/2021	\$131.02	A
202100878 ANDERSON, JON C.	6/10/2021	\$36.25	A
202100879 BEACH, RODNEY W.	6/10/2021	\$164.08	A
202100880 BECKERS, TERI J.	6/10/2021	\$131.93	A
202100881 BILSKEMPER, JOSHUA P.	6/10/2021	\$6.80	A
202100882 BONCHER, CHERYL R.	6/10/2021	\$199.74	A
202100883 BUTTERS, BENJAMIN J.	6/10/2021	\$554.29	A
202100884 COOROUGH, KELLY M.	6/10/2021	\$59.79	A

202100885 CULHANE, MARIEL	6/10/2021	\$0.00	C
202100886 CULHANE, MARIEL	6/10/2021	\$595.20	A
202100887 DANIELS, TIMOTHY L. JR	6/10/2021	\$106.84	A
202100888 DERBY, SARA A.	6/10/2021	\$68.76	A
202100889 DOMSCHOT, KATHLEEN S.	6/10/2021	\$42.00	A
202100890 DONAHOE, TRACI L.	6/10/2021	\$124.88	A
202100891 DURAND, JENNIFER A.	6/10/2021	\$243.80	A
202100892 GARCIA ANDERSON, ODELIS M.	6/10/2021	\$346.49	A
202100893 GILL, PATRICIA C.	6/10/2021	\$90.02	A
202100894 GRAVLEY, STEPHEN A.	6/10/2021	\$65.84	A
202100895 GUTHRIE, ASHLEY M.	6/10/2021	\$71.72	A
202100896 HENRY, STEVEN	6/10/2021	\$458.96	A
202100897 HOGEN, KARIN E.	6/10/2021	\$59.88	A
202100898 IMMEL, COLLEEN M.	6/10/2021	\$0.00	C
202100899 IMMEL, COLLEEN M.	6/10/2021	\$0.00	C
202100900 IMMEL, COLLEEN M.	6/10/2021	\$251.89	A
202100901 KATH, ABBY J.	6/10/2021	\$573.70	A
202100902 KAY MCPHERSON, CAROLYN M.	6/10/2021	\$117.50	A
202100903 KELLEY, DEBRA K.	6/10/2021	\$201.40	A
202100904 KLECKER, KEVIN W.	6/10/2021	\$170.56	A
202100905 KORNBAUM, ALLEKS P.	6/10/2021	\$150.00	A
202100906 LARSON, TIMOTHY J.	6/10/2021	\$58.86	A
202100907 LEHN, BRIDGET N.	6/10/2021	\$155.36	A
202100908 LEMIEUX, TAMARA M.	6/10/2021	\$84.84	A
202100909 LILLIE, KRISTEN	6/10/2021	\$37.20	A
202100910 LITTLEFIELD, TRAVIS D.	6/10/2021	\$60.68	A
202100911 MAAS, ERIN K.	6/10/2021	\$69.95	A
202100912 MCKENZIE, MICHAEL G.	6/10/2021	\$133.56	A
202100913 MISGEN, MARK A.	6/10/2021	\$194.81	A
202100914 MITCHELL, THOMAS	6/10/2021	\$129.15	A
202100915 MOSENG, AMANDA R.	6/10/2021	\$260.00	A
202100916 MUELLER, CYNTHIA J.	6/10/2021	\$17.03	A
202100917 MYERS, ANN A.	6/10/2021	\$82.90	A
202100918 NACHTSHEIM, JOHN J.	6/10/2021	\$82.32	A
202100919 OGDEN, TERESA L.	6/10/2021	\$50.00	A
202100920 OKLOBZIJA, LUANNE P.	6/10/2021	\$465.70	A
202100921 ROLOFF, STEPHANIE H.	6/10/2021	\$46.67	A
202100922 RYAN, SUSAN W.	6/10/2021	\$920.65	A
202100923 SCHULTE, DARRELL A.	6/10/2021	\$574.96	A
202100924 SKOGEN, MATTHEW K.	6/10/2021	\$39.93	A
202100925 THOM, NANCY L.	6/10/2021	\$308.91	A
202100926 TURNER, AARON A.	6/10/2021	\$58.02	A
202100927 WEBSTER, CODY W.	6/10/2021	\$120.80	A
202100928 WEISBROD, JOHN D.	6/10/2021	\$95.00	A
202100929 WELSH, SUSAN K.	6/10/2021	\$60.78	A
202100930 ZICKERMANN, JORDAN M.	6/10/2021	\$477.17	A
202100931 ALLEN, KATHLEEN J.	6/24/2021	\$99.48	A

202100932 AXELL, FRANKLIN J.	6/24/2021	\$46.81	A
202100933 BEACH, RODNEY W.	6/24/2021	\$337.76	A
202100934 BERNSTEIN, NANCY J.	6/24/2021	\$32.93	A
202100935 BOSCH, DONALD	6/24/2021	\$780.00	A
202100936 CARLSON-CASA DE CALVO, JANET L.	6/24/2021	\$148.12	A
202100937 CORNER, AMY L.	6/24/2021	\$146.27	A
202100938 DRANGE, ANGELA M.	6/24/2021	\$91.54	A
202100939 DURAND, JENNIFER A.	6/24/2021	\$130.72	A
202100940 DUSTIN, JOSEPH J.	6/24/2021	\$332.08	A
202100941 EDBERG, REBECCA J.	6/24/2021	\$0.00	C
202100942 EDBERG, REBECCA J.	6/24/2021	\$594.96	A
202100943 EGEMO, PATRICIA A.	6/24/2021	\$74.48	A
202100944 FROST, MATTHEW D.	6/24/2021	\$650.00	A
202100945 FUHRMAN, SARAH J.	6/24/2021	\$250.00	A
202100946 HARRIMAN, GRETCHEN E.	6/24/2021	\$124.00	A
202100947 HILDESTAD, JULIE A.	6/24/2021	\$62.72	A
202100948 HORAZDOVSKY, LEILA J.	6/24/2021	\$59.08	A
202100949 HOSMER, JESSICA A.	6/24/2021	\$112.00	A
202100950 JOHANNECK, PATRICIA C.	6/24/2021	\$18.20	A
202100951 JOHNSON, KIRK W.	6/24/2021	\$35.96	A
202100952 KAY MCPHERSON, CAROLYN M.	6/24/2021	\$428.72	A
202100953 KAZMIERCZAK, CLARE C.	6/24/2021	\$39.20	A
202100954 KELLEY, DEBRA K.	6/24/2021	\$135.84	A
202100955 KILGO, GRACE C.	6/24/2021	\$131.04	A
202100956 KRUEGER, LAURA J.	6/24/2021	\$38.08	A
202100957 KUEMMEL, JANEEN E.	6/24/2021	\$57.51	A
202100958 LAFRINIER, JENNIFER A.	6/24/2021	\$131.62	A
202100959 LARSON, BOBBIE J.	6/24/2021	\$0.00	C
202100960 LARSON, BOBBIE J.	6/24/2021	\$254.66	A
202100961 LITTLEFIELD, TRAVIS D.	6/24/2021	\$42.80	A
202100962 LOCKWOOD, KEITH H.	6/24/2021	\$24.96	A
202100963 LUNDBLAD, ANGELA C.	6/24/2021	\$518.80	A
202100964 MARTINSON, KARA S.	6/24/2021	\$19.60	A
202100965 MENIER, MATTHEW M.	6/24/2021	\$1,556.66	A
202100966 MEUWISSEN, MATTHEW P.	6/24/2021	\$360.36	A
202100967 MILLER, MOLLY M.	6/24/2021	\$116.48	A
202100968 MOORE, JENNIFER R.	6/24/2021	\$53.48	A
202100969 MOSSER, LORI J.	6/24/2021	\$260.00	A
202100970 MYERS, ANN A.	6/24/2021	\$195.72	A
202100971 NACHTSHEIM, JOHN J.	6/24/2021	\$36.96	A
202100972 NGUYEN, HUY K.	6/24/2021	\$54.22	A
202100973 OGDEN, TERESA L.	6/24/2021	\$43.21	A
202100974 PERRON, MARGARET M.	6/24/2021	\$180.00	A
202100975 PETERSON, CATHRYN J.	6/24/2021	\$57.83	A
202100976 PIERRE, CHRISTINA K.	6/24/2021	\$239.76	A
202100977 PINNOW, PAIGE E.	6/24/2021	\$156.46	A
202100978 RANCOUR, RACHEL	6/24/2021	\$17.00	A

202100979 ROLOFF, STEPHANIE H.	6/24/2021	\$86.83	A
202100980 RYAN, DENISE M.	6/24/2021	\$119.00	A
202100981 SCANLON, EMILY	6/24/2021	\$115.00	A
202100982 SCHMID, NICOLE R.	6/24/2021	\$0.00	C
202100983 SCHMID, NICOLE R.	6/24/2021	\$0.00	C
202100984 SCHMID, NICOLE R.	6/24/2021	\$1,356.94	A
202100985 SCHULTE, ANDREA J.	6/24/2021	\$384.00	A
202100986 SCHULTE, VANESSA L.	6/24/2021	\$14.90	A
202100987 SHELSTAD, JACQUALINE A.	6/24/2021	\$202.85	A
202100988 SVIR, SARA A.	6/24/2021	\$839.55	A
202100989 SYNAN, ERIN K.	6/24/2021	\$49.50	A
202100990 TARNOWSKI, ERIN C.	6/24/2021	\$49.95	A
202100991 THIBAUT, DEBRA S.	6/24/2021	\$325.94	A
202100992 TOLONEN, CLAY S.	6/24/2021	\$33.33	A
202100993 TROSKE, CARRIE L.	6/24/2021	\$65.00	A
202100994 VIRNIG, SOFIA M.	6/24/2021	\$175.24	A
202100995 WATTERS, LAURA J.	6/24/2021	\$210.20	A
202100996 WEBSTER, CODY W.	6/24/2021	\$57.97	A
202100997 XU, HUI	6/24/2021	\$30.24	A
202100998 YOUNG, MATTHEW V.	6/24/2021	\$209.03	A
202100999 ZETTEL, ANN M.	6/24/2021	\$470.69	A
202101000 ZICKERMANN, JORDAN M.	6/24/2021	\$0.00	C
202101001 ZICKERMANN, JORDAN M.	6/24/2021	\$869.61	A
		\$14,340,014.90	

**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: **July 12, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

---

Donation	Donor	Recipient
Alto Saxophone	Sarah & Jon Goetz	White Bear Lake High School - South Campus: Band Program
\$23.07	CyberGrants (Christy Christensen Donor)	White Bear Lake High School - South Campus: Soccer Program
\$16,131.50	Girls Hockey Boosters	White Bear Lake High School - South Campus: Girls Hockey Program
\$175.00	Signature Orthodontics Wendy L Sydlewski	Central Middle School
\$15.38	CyberGrants (Christy Christensen Donor)	White Bear Lake High School - South Campus: Soccer Program
\$63.74	Great Twin Cities United Way Brian Distad	District Center: Workplace Program
\$90.00	Blackbaud Giving Fund /YourCause (Anonymous)	White Bear Lake High School - South Campus
\$500.00	ICF Foundation	White Bear Lake High School - South Campus

**RECOMMENDED ACTION:**

Approve.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

---

**BACKGROUND:**

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

Date and Destination	Requesting Staff Member	Grade/ Team	School Days Missed	Students Attending	Total Cost per Student and Source of Revenue	Transportation	Purpose
8/16/21 - 8/20/21  Whitewater State Park	Dan Kovacich	Boys Cross Country	0	12-17	Total cost to students: \$65-70 Total cost of trip: \$1,600 Sources of revenue: Boys student activity account	Parent/ Guardian	The goal of this trip is team building, and working with different schools (Roseville, MN) to help achieve season goals.
10/8/21 - 10/9/21  Alexandria Meet of Champions	Dan Kovacich	Boys Cross Country	1/2	20	Total cost to students: \$85 Total cost of trip: \$3,000-4,000 Sources of revenue: Fundraising and Parent/Guardians	Coach Bus	This is one of the biggest cross country meets in the state of Minnesota. This meet tells us where we stack up against the rest of the state in terms of our ability.

**RECOMMENDATION:**

Approve the field trips listed as recommended by the administration.



**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(e), 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(e).

# INDEPENDENT SCHOOL DISTRICT NO.624

## Department of Human Resource

### RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF

**HALA ASAMARAI** - Dean of Students - Sunrise Park Middle School

Employed by District 624 since 08/16/2018

Effective Date: 06/14/2021

**ABIGAIL BROWN** - Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/01/2005

Effective Date: 06/11/2021

**LAUREL KELZENBERG** - Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/14/2020

Effective Date: 06/11/2021

**CARLY LIBBY** - Paraeducator - TEC

Employed by District 624 since 09/04/2018

Effective Date: 06/10/2021

**MICHAEL NAGLE** - Bus Driver - Bus Garage

Employed by District 624 since 03/22/2017

Effective Date: 03/05/2021

**PATRICIA RIZZARDI** - Paraeducator - Central Middle School

Employed by District 624 since 09/02/2008

Effective Date: 06/11/2021

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

**GREGORY BURKE** - School Counselor, WBLAHS - North Campus

Employed by District 624 since 01/22/2013

Effective Date: 06/14/2021

**CHRISTOPHER CAMPBELL** - Language Arts Teacher, WBLAHS - South Campus

Employed by District 624 since 08/21/1997

Effective Date: 06/14/2021

**LYNSEY BATENHORST** - Speech Language B-3 Teacher, Normandy Park

Employed by District 624 since 07/01/2008

Effective Date: 06/30/2021

**RETIREMENT - CLASSIFIED STAFF**

**LEILA HORAZDOVSKY** - Paraeducator - Sunrise Park Middle School

Employed by District 624 since 08/28/1990

Effective Date: 06/11/2021

**CHRISTINE PETERS** - Paraeducator - WBLAHS - North Campus

Employed by District 624 since 09/03/2001

Effective Date: 06/11/2021

**CHANGE IN ASSIGNMENT - CLASSIFIED STAFF**

**TONY COUCH** - Student Supervisor, WBLAHS- North Campus

To Academic Achievement Specialist, WBLAHS - North Campus

\$21.12 per hr., to \$26.92 per hr.,

Effective Date: 08/23/2021

**LISA ESBODT** - From Paradeucator, Normandy Park

To Paraeducator , Hugo Elementary

\$21.12 per hr., to \$21.12 per hr.,

Effective Date: 05/17/2021

**DOUG NELSON** - From Assistant Manager Nutrition Services, WBLAHS South Campus

To Meals on Wheels Coordinator, Normandy Park

\$20.58 per hr., to \$19.48 per hr.,

Effective Date: 06/28/2021

**RACHEL RANCOUR** - From Manager Nutrition Services, Matoska Elementary

To Administrative Assistant Nutrition Services, District Center

\$20.14 per hr., to \$20.04 per hr.,

Effective Date: 06/14/2021

**AARON TURNER** - From Distance Learning Support Coach, District Wide

To Academic Achievement Specialist, District Center

\$21.37 per hr., to \$26.92 per hr.,

Effective Date: 08/23/2021

**RETURN FROM LEAVE OF ABSENCE- CERTIFIED STAFF**

**CHRISTINA HAYDEN** - 1st Grade Teacher, Matoska International Elementary

Employed by District 624 since 08/26/2004

Effective Date: 08/30/2021

**BENJAMIN NAKAGAKI** - Math Teacher, WBLAHS - North Campus

Employed by District 624 since 08/25/2005

Effective Date: 08/30/2021

**TRUDY NODGAARD** - Facs Teacher, WBLAHS - North Campus

Employed by District 624 since 08/29/2016

Effective Date: 08/30/2021

**PAUL SEEBA** - Social Studies Teacher, WBLAHS - North Campus

Employed by District 624 since 08/30/1999

Effective Date: 08/30/2021

**MICHAEL SELB** - 5th Grade Teacher, Otter Lake Elementary

Employed by District 624 since 08/27/2009

Effective Date: 08/30/2021

**LINDSEY THOMAS** - 2nd Grade Teacher, Oneka Elementary

Employed by District 624 since 08/26/2010

Effective Date: 08/30/2021

**HEIDI WALSH** - 5th Grade Teacher, Vadnais Heights Elementary

Employed by District 624 since 08/21/2013

Effective Date: 08/30/2021

<b>FULL TIME LEAVE OF ABSENCE - CLASSIFIED STAFF</b>
------------------------------------------------------

**NANCY VOGT** - Media Clerk - WBLAHS - South Campus

Employed by District 624 since 08/27/1996

Effective Date: 09/16/2020 through 05/21/2021

<b>PART TIME LEAVE OF ABSENCE - CERTIFIED STAFF</b>
-----------------------------------------------------

**KARLA CUMMINS** - Social Studies Teacher, WBLAHS - South Campus

Position 1.0 FTE (Leave .5 FTE)

Effective Date: 2021-2022 School Year

**DENISE DEEN** - ECSE B-3 Teacher, Normandy Park

Position 1.0 FTE (Leave .2 FTE)

Effective Date: 2021-2022 School Year

**VANESSA HOUSE** - School Nurse, Sunrise Middle School

Position 1.0 FTE (Leave .2 FTE)

Effective Date: 2021-2022 School Year

**NICOLE MCGARTHWAITE** - Social Studies Teacher, WBLAHS - South Campus  
Position 1.0 FTE (Leave .2 FTE)  
Effective Date: 2021-2022 School Year

**CHRISTINE MOREN** - Science Teacher, Central Middle School  
Position 1.0 FTE (Leave .4 FTE)  
Effective Date: 2021-2022 School Year

**AIMIE POLLARD** - Speech Language Pathologist, Hugo Elementary  
Position 1.0 FTE (Leave .2 FTE)  
Effective Date: 2021-2022 School Year

**STEPHANIE TOLLISON** - School psychologist, Sunrise Park Middle School  
Position 1.0 FTE (Leave .2 FTE)  
Effective Date: 2021-2022 School Year

<b>FULL TIME LEAVE OF ABSENCE - CERTIFIED STAFF</b>
-----------------------------------------------------

**JANA BUESING** - Intervention Teacher, Otter Lake Elementary  
Employed by District 624 since 08/22/2016  
Effective Date: 2021-2022 School Years

**JENNIFER LAFRINIE** - Intervention Teacher, Lakeaires Elementary  
Employed by District 624 since 08/28/2013  
Effective Date: 2021-2023 School Years

**MICHELLE LI** - Chinese Teacher, Lincoln Elementary  
Employed by District 624 since 08/20/2014  
Effective Date: 2021-2022 School Year

**NIKOLE REINECCIUS** - 3RD Grade Teacher, Oneka Elementary  
Employed by District 624 since 08/21/2013  
Effective Date: 2021-2022 School Years

**SETH SALENGER** - Math Teacher, WBLAHS - North Campus  
Employed by District 624 since 08/24/2011  
Effective Date: 2021-2022 School Year

**HEATHER SCHMIDT** - Instructional Coach, Central Middle School  
Employed by District 624 since 08/23/2001  
Effective Date: 2021-2022 School Year

**LEAH SITKA** - 5th Grade Teacher, Lincoln Elementary  
Employed by District 624 since 08/22/2012  
Effective Date: 2021-2023 School Years

**NEW PERSONNEL - NON AFFILIATED**

**MICHAEL JESMER** – Field Technician Level II, District Wide

\$62,785 (prorated for 20-21 SY

Effective Date: 06/28/2021

**NEW PERSONNEL - CLASSIFIED STAFF**

**MOHAN ADHIKARI** – Custodian PM - Sunrise Middle School & Normandy Park

\$19.39 per hr., 40 hrs. per wk., \$1,227.75

Effective Date: 06/21/2021

**CHRISTINE BECKERS** – Administrative Assistant Community Services & Rec - District

\$20.60 per hr., 40 hrs. per wk., \$494.40

Effective Date: 06/28/2021

**SHAWNA CAREY** – Administrative Assistant - Principal/Scheduler - Sunrise

\$19.48 per hr., 40 hrs. per wk., \$33,505.60

Effective Date: 06/14/2021

**DEANA GALLAGHER** – Administrative Assistant Coordinator - Normandy Park

\$20.04 per hr., 40 hrs. per wk.,

Effective Date: 07/07/2021

**BETHANY HOLMES** – Nurse Paraeducator - Sunrise Park Middle School

\$23.68 per hr., 32.5 hrs. per wk., \$27,705.60

Effective Date: 09/06/2021

**KARL LASCH** – Paraeducator - Central Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$22,850.10

Effective Date: 09/06/2021

**AMBER ORLUSKE** – Administrative Assistant Early Childhood - Normandy Park

\$20.81 per hr., 40 hrs. per wk., \$ 1,165.36

Effective Date: 06/22/2021

**STEPHANIE SEARS** – Administrative Assistant Building Assistant - District Center

\$18.34 per hr., 32 hrs. per wk., \$ 1,467.20

Effective Date: 06/21/2021

**KERRY SHERIN** – Administrative Assistant Senior Center - Normandy Park

\$18.34 per hr., 20 hrs. per wk.,

Effective Date: 07/13/2021

<b>NEW PERSONNEL - CERTIFIED STAFF</b>
----------------------------------------

**VICKY GREENE** - Preschool Teacher, Lakeaires Elementary

MA, Step 3, \$31.26 hr.

Effective Date: 09/13/2021

**TAMI JAHNKE** - Preschool Teacher, Hugo Elementary

MA, Step 3, \$31.26 hr.

Effective Date: 09/13/2021

**CHELSEA NOVOTNY** - Art Teacher, Sunrise Park Middle School

MA, Step 1, \$40,048.8

Effective Date: 08/30/2021

**ELIZABETH OLSON** - Preschool Teacher, Otter Lake Elementary

BA, Step 5, \$28.89 hr.

Effective Date: 09/13/2021

**ELIZABETH PEINE** - Kindergarten Teacher, Lincoln Elementary

BA, Step 3, \$47,404

Effective Date: 08/30/2021

**MELISSA RAYMOND** - Special Education Teacher, Otter Lake Elementary

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

Effective Date: 08/30/2021

**LISA SETTER** - Preschool Teacher, Normandy Park

BA, Step 10, \$30.05 hr.

Effective Date: 09/13/2021

**CINDY YANG** - Elementary Teacher, Elementary

BA, Step 3, \$47,404

Effective Date: 08/30/2021

**SHIRLEY YANG** - Guidance Counselor, Sunrise Park Middle School

MA, Step 1, \$50,061

Effective Date: 08/30/2021

AGENDA ITEM: **Quarterly Investment Update**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

---

**BACKGROUND:**

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

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

Below you will find the information concerning our investments as of quarter-end. In the money market space, short-term interest rates are very low. Nevertheless, the District’s total overall aggregate general operating funds follows the District’s investment policy statement and Minnesota state statutes (Minnesota Statutes 118A.04) as all the investment holdings are of very high quality. The District’s Other Post Employment Benefits (“OPEB”) Trust fund is also in compliance with Minnesota Statutes 356A.

As a reminder, the District can invest its operating general funds in only the most high-quality (low risk) securities as allowed by Minnesota state statutes and the District’s investment policy guidelines. This includes government securities (U.S. Treasuries and Federal Agencies such as Fannie Mae, Freddie Mac, asset and mortgage-backed federal investments, and instruments of other government-sponsored enterprises and instrumentalities); high-grade commercial paper, which is short-term, highly-rated corporate debt; certificates of deposit (collateralized and FDIC-insured); municipal bonds (state and local government securities); collateralized investment agreements; banker’s acceptances; repurchase agreements; and cash/money market funds. Since the permitted investments as allowed by state statute are of the highest



safety (and least risk), general operating fund investment earnings generated by governmental entities tend to be low relative to portfolios managed with more latitude.

For the period ending June 30, 2021, the District's overall general operating funds had the following characteristics:

<b>Operating and Debt Funds Portfolio Summary</b>		
<b>Portfolio Holdings</b>	<b>Closing Market Value</b>	<b>Current Yield</b>
MSDLAF+ Liquid Class	\$19,158,859.26	0.01%
MSDLAF+ MAX Class	\$6,698,465.82	0.03%
<b><i>Total</i></b>	<b><i>\$25,857,325.08</i></b>	
<b>Operating and Debt Funds Portfolio Summary</b>		
<b>Type of Funds</b>	<b>Market Value</b>	<b>% of Assets</b>
Temporarily Restricted Funds	\$14,930,177.21	57.7%
Unrestricted Funds	\$10,927,147.87	42.3%
<b><i>Total</i></b>	<b><i>\$25,857,325.08</i></b>	<b><i>100.0%</i></b>

As the summer months have approached us, pandemic fears seem to be dissipating as a greater percentage of the U.S. population is vaccinated. More than 170 million Americans had received at least one dose as of early June, and for the first time in over a year, the U.S. recorded a seven-day average of fewer than 20,000 new coronavirus cases. Most economists, including those at the Federal Reserve, have raised growth forecasts and now see the U.S. economy expanding by 6% – 7% this year, which is a remarkable pace.

U.S. Treasury yields have followed a similar pattern that has been observed throughout the previous quarter. Yields generally fell across the intermediate and longer-parts of the curve with longer-dated maturities seeing more significant downward movement. While the 3-month Treasury has slightly risen, the 10-year Treasury has rallied significantly. U.S. Treasuries on the long end of the curve saw yields drop, while the short end saw yields rise in response to news from the Federal Reserve.

Federal Reserve officials expect to start raising interest rates in 2023, earlier than previously forecast, according to new economic projections that predicted faster growth and sharply higher inflation this year. At the end of its two-day policy meeting in June, the U.S. central bank kept its main interest rate on hold at the rock-bottom range of 0.00% to 0.25%, where it has been since the start of the pandemic. But whereas in March, when most Fed officials predicted that current rates would be maintained until at least 2024, the consensus has shifted towards an earlier lift-off in 2023, signaling the central bank's belief in a faster transition to a full recovery and tighter monetary policy. The Fed's projection indicates at least two rate increases are expected in 2023.

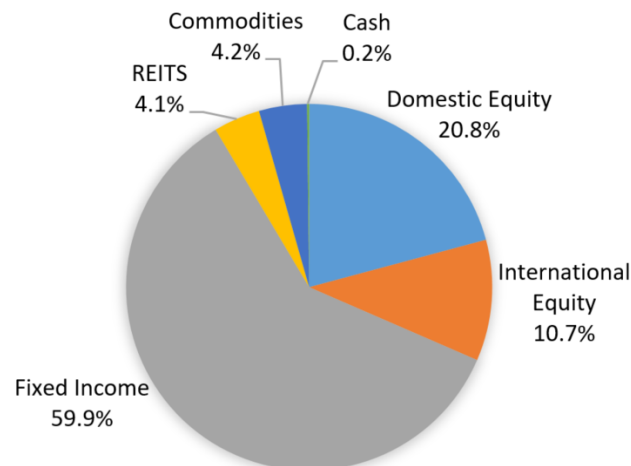
The U.S. Treasury is expected to reduce its issuance of short-term Treasury Bills, as it reduces its cash balance from \$800 billion to around \$130 billion by July 30<sup>th</sup> to comply with the coming expiration of a temporary expansion of the debt limit. The reduction will contribute further to the scarcity of Treasury Bills that is putting downward

pressure on short-term rates. The late summer will likely see the Treasury invoking extraordinary measures to keep the government operating and triggering typical political battles around the debt ceiling. The outlook for the U.S. is strong, but inflation worries some investors. So far, the bond market appears to believe the Fed's assessment that inflation will be transitory. With bond volatility low, the market is focused on the timing of any Fed tapering and the curve steepening that would likely ensue.

For the fourth quarter of fiscal year 2021, actual earned income in the MSDLAF+ accounts amounted to \$1,121. Short-term Treasury Bills and Agency discount notes are still hugging near zero, though short-term credit spreads are a bit wide. As a result, the interest income in FY 2022 is now projected to be approximately \$5,000.

The OPEB Trust account managed by the District at the end of the quarter totaled: \$38,840,637.37. As of June 30, 2021, the OPEB investment portfolio was diversified and allocated as follows:

### OPEB TRUST SECTOR ALLOCATION



Domestic equity markets have had strong returns for five straight positive months amid growing optimism over the U.S. economic recovery. The S&P 500 has continually finished in the green while hitting new record and all-time highs amid renewed hopes for an infrastructure package. More recently, value stocks have outperformed growth stocks across all capitalizations as volatility in the equity markets has been somewhat driven by the Federal Reserve. President Biden will need to decide in the coming months to reappoint or replace the current Federal Reserve Chairman Jerome Powell, whose four-year term expires next February. Presidents going back to Ronald Reagan reappointed chairmen installed by their predecessors, nurturing the institution's reputation for nonpartisan independence. President Trump broke that tradition by replacing Democrat Chairwoman Janet Yellen after a single term with Mr. Powell, a Republican. Investors' concerns about inflation and the initiation and pace of Fed tapering will continue to drive the equity markets. Equity market indices are expected to continue to advance, supported by solid economic data and strong corporate earnings reports.

For the period ending June 30, 2021, the OPEB Trust account had the following preliminary returns:

Other Post-Employment Benefits ("OPEB") Trust Fund Returns		
Portfolio / Benchmark	Quarter-To-Date Return	Year-To-Date Return
OPEB Trust Account	3.97%	4.11%
Blended Benchmark	3.27%	2.61%
<i>Difference</i>	<i>+0.70%</i>	<i>+1.50%</i>

The following page summarizes our 2020A facilities referendum bond proceeds, which are managed by Ehlers Investments. We had the opportunity to take advantage of the high-yield, long-term municipal bonds that were available throughout the past year and continue to find high quality investments to meet the project timelines. We worked with Kraus Anderson to ensure that we will continue to meet our projected cash flow needs while locking in long-term investments as much as possible. The investments purchased are of high credit quality with an average investment rating of AA by S&P. The invested portfolio is structured in a way for investments to mature on a regular basis to meet our payment obligations without needing to sell securities early. In addition the portfolio currently holds a \$2.4 million unrealized gains for additional flexibility and reinvestment options. The portfolio's current annualized yield is 2.96%. The total portfolio plus accrued interest at June 30, 2021 was valued at \$236,563,130, of which 96% is invested in fixed income securities, while the remaining 4% consists of money market funds and cash to provide additional liquidity. Our Net Income for the quarter ended June 20, 2021 totaled \$720,682.

# Investment Summary

04/01/2021 - 06/30/2021

White Bear Lake Area Schools (209912)

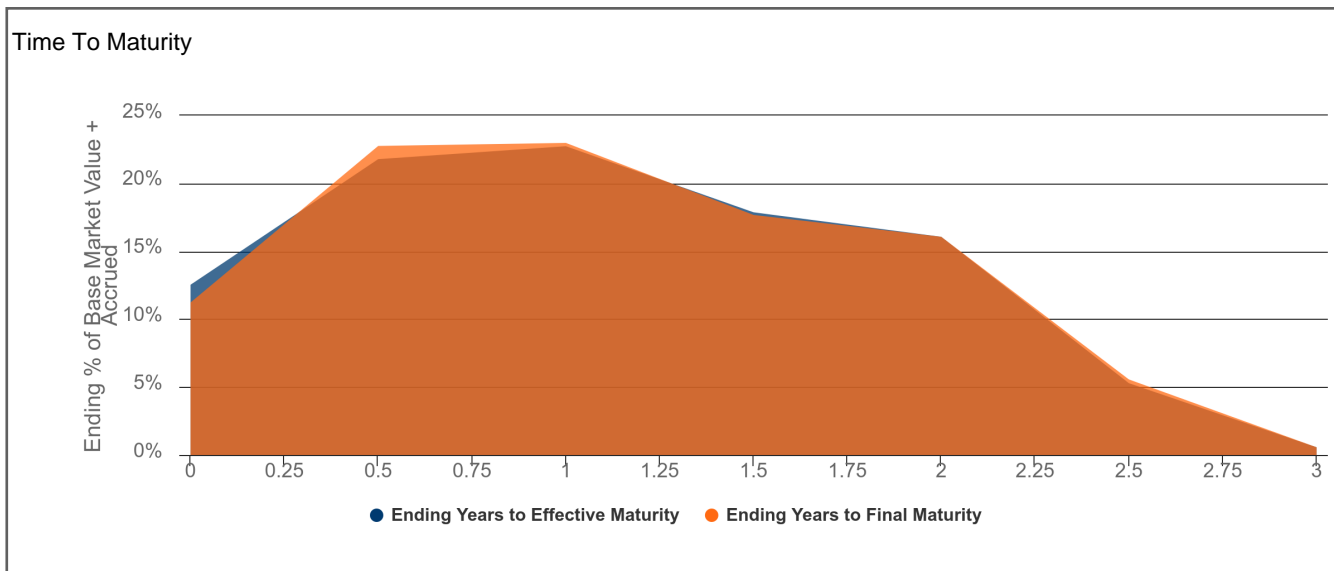
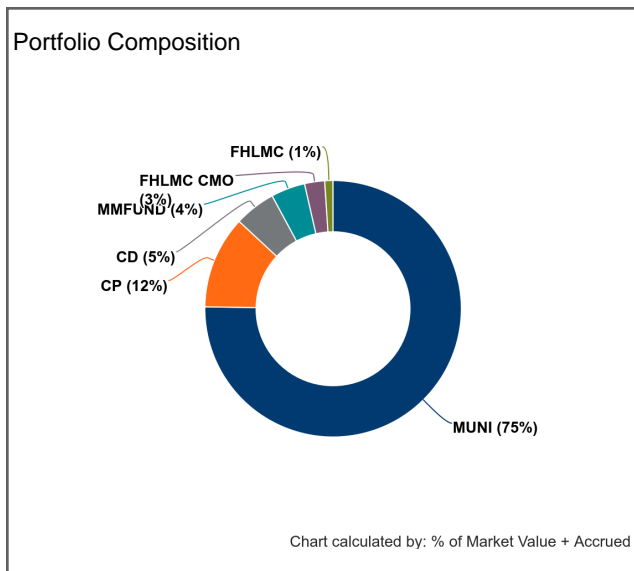
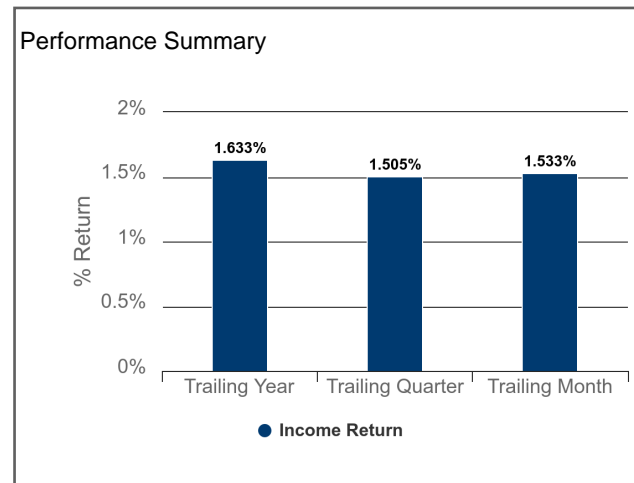
Dated: 07/07/2021

Portfolio Summary	
	Portfolio
Client	White Bear Lake Area Schools ISD 624
Custodian	TD Ameritrade
Source Account	943681319
Market Value	234,581,571.90
Net Unrealized Gain/Loss	2,457,218.48
Market Value + Accrued	236,563,130.27
Current Yield	2.96%
Duration	1.05
S&P Rating	AA
Moody's Rating	Aa2

Footnote: 1

GAAP Income Detail	
Account	Net Income
White Bear Lake Area Schools	720,681.78
Total	
	720,681.78

Footnotes: 2,3,4



# B. PUBLIC FORUM

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

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

# **C. INFORMATION ITEMS**

AGENDA ITEM: **Student Recognition**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Informational Item**

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

---

**BACKGROUND:**

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

Honoree Name	Honor
Danielle Madden, 12th grade	State Qualifier - 200 m Dash & 4x400 m Relay New School Record Holder 200 m Dash Girls Track and Field
Katelyn Porter, 10th grade	State Qualifier - 400 m Dash & 4x400 m Relay Girls Track and Field
Oreoluwa Olusi, 11th grade	State Qualifier - Shot Put Girls Track and Field
Melanie Pankow, 12th grade	State Qualifier - 4x400 m Relay Girls Track and Field
Alyssa Hamlin, 8th grade	State Qualifier - 4x400 m Relay Girls Track and Field
Trevor Locke, 12th grade	State Track Participant - 4x800 m Relay Boys Track and Field
Sage Durdle, 12th grade	State Track Participant - 4x800 m Relay Boys Track and Field
Luke Williams, 9th grade	State Track Participant - 4x800 m Relay Boys Track and Field

Zach Thomas, 12th grade	State Track Participant - 4x800 m Relay Boys Track and Field
Ernie Mattson, 11th grade	6th Place in the 800 Meter Run and All-State Boys Track and Field
Jeff Odamtten, 12th grade	8th Place at State in the 300 Meter Hurdles and All-State Boys Track and Field
Gavin Rogers, 11th grade	State Track Participant - Triple Jump Boys Track and Field
Arthur Perron, 11th grade	State Track Participant - 110 Hurdles Boys Track and Field
Brennan Cashman, 12th grade	State Track Participant - Pole Vault Boys Track and Field



AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **July 12, 2021**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

---

**BACKGROUND:**

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

# **D. DISCUSSION ITEMS**

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on 10-Year Long Term Facility  
Maintenance Plan (LTFM)**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

In 2015 the state legislature established the Long-Term Facilities Maintenance (LTFM) Revenue Program (123B.595) for school districts, intermediate, cooperatives and charter schools. This program replaced Health and Safety, Deferred Maintenance, and Alternative Facilities Bonding and Levy programs.

The District is required to approve the plan annually in July, submit the plan to the commissioner for approval by July 31, and indicate whether the District will issue bonds to finance the plan. The next LTFM bond sale is scheduled for February, 2023 in the amount of \$16.5 million.

Attached is the District's 10-Year Long-Term Facility Maintenance (LTFM) expenditure and revenue plans as well as a more detailed planning document that breaks down the next several fiscal years.

**RECOMMENDED ACTION:**

Approve the 10-year Long-Term Facility Maintenance Plan as presented.



[illegible]

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection						Revised 5/12/2021										
624 <= Type in School District Number																
WHITE BEAR LAKE SCHOOL DISTRICT					Change only if requiring levy adjustments	Payable 2021 LLC Certification	Current Estimate									
Calculations for Ten Year Projection				Pay 21 LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Old Formula revenue																
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	459		725,000	1,570,000	1,600,000	730,000	730,000	730,000	730,000	730,000	730,000	730,000	730,000	730,000	
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			4,823,625	6,917,325	6,614,138	6,622,065	6,632,253	-	-	-	-	-	-	
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-	-	
24	Old formula alt facilities debt revenue (1A) - debt excess	765			4,823,625	6,917,325	6,614,138	6,622,065	6,632,253	-	-	-	-	-	-	
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-	-	
26	Old formula alt facilities pay as you go revenue (1A)	460	-		5,306,999	2,960,000	3,010,058	3,510,058	3,510,058	3,510,058	3,510,058	3,510,058	3,510,058	3,510,058	3,510,058	
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463			-	-	-	-	-	-	-	-	-	-	-	
27a	LTFM "H&S >100K per site" bonds	767			-	-	-	-	-	-	-	-	-	-	-	
27b	LTFM "other" bonds for 1A hold harmless	769			503,055	4,498,410	4,816,140	4,428,480	4,930,800	6,944,805	7,350,525	7,391,055	7,332,360	7,332,360	2,913,330	
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466			-	-	-	-	-	-	-	-	-	-	-	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467		12,203,681	12,203,679	15,975,735	15,170,336	15,290,603	15,803,111	11,184,863	11,590,583	11,631,113	11,572,418	11,572,418	7,153,388	
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468		12,203,681	12,203,679	15,975,735	15,170,336	15,290,603	15,803,111	11,184,863	11,590,583	11,631,113	11,572,418	11,572,418	7,153,388	
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469		-	-	-	-	-	-	-	-	-	-	-	-	
32	District LTFM Revenue (30) - (31)	470		12,203,681	12,203,679	15,975,735	15,170,336	15,290,603	15,803,111	11,184,863	11,590,583	11,631,113	11,572,418	11,572,418	7,153,388	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471		10,059	14,264	14,264										
34	Grand Total LTFM Revenue (32) + (33)	472		12,213,740	12,217,943	15,989,999	15,170,336	15,290,603	15,803,111	11,184,863	11,590,583	11,631,113	11,572,418	11,572,418	7,153,388	
Aid and Levy Shares of Total Revenue																
35	For ANTC & APU, three year prior date			2019	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028		
36	Three year prior Ag Modified ANTC	33		100,872,862	100,872,862	107,607,211	111,911,499	116,387,959	121,043,478	125,885,217	130,920,625	136,157,450	141,603,748	147,267,898		
37	Three year prior Adjusted PU (New Weights)	54		9,456.15	9,456.15	9,466.50	9,306.50	9,289.54	9,366.01	9,366.01	9,366.01	9,366.01	9,366.01	9,366.01		
38	ANTC / APU = (36) / (37)	474		10,667.43	10,667.43	11,367.16	12,025.09	12,528.92	12,923.69	13,440.64	13,978.26	14,537.39	15,118.89	15,723.65		
39	State average ANTC / APU with ag value adjustment	475		9,105.95	9,105.95	9,556.02	10,153.52	10,452.22	10,870.00	11,305.00	11,757.00	12,227.00	12,716.00	13,225.00		
40	Equalizing Factor = 123% of (39)	476		11,200.32	11,200.32	11,753.90	12,488.83	12,856.23	13,370.10	13,905.15	14,461.11	15,039.21	15,640.68	16,266.75		
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477		95.24%	95.24%	96.71%	96.29%	97.45%	96.66%	96.66%	96.66%	96.66%	96.66%	96.66%		
42	State (aid) share of Equalized Revenue (1 - (41))	478		4.76%	4.76%	3.29%	3.71%	2.55%	3.34%	3.34%	3.34%	3.34%	3.34%	3.34%		
43	Equalized Revenue (lesser of (34) or (6) * (8))	473		3,484,296	3,561,827	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177		
44	Initial LTFM State Aid (42) * (43)	479		165,776	169,465	119,082	134,389	92,142	120,840	120,901	120,843	120,763	120,740	120,834		
45	Old formula Grandfathered Alternative Facilities Aid	481		-	-	-	-	-	-	-	-	-	-	-		
46	Total LTFM State Aid (Greater of (44) or (45))	482		165,776	169,465	119,082	134,389	92,142	120,840	120,901	120,843	120,763	120,740	120,834		
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485		12,047,964	12,048,478	15,870,917	15,035,947	15,198,462	15,682,271	11,063,962	11,469,740	11,510,350	11,451,678	7,032,554		
Debt Service Portion of Revenue (non-grandfather districts)																
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768			4,823,625	6,917,325	6,614,138	6,622,065	6,632,253	-	-	-	-	-		
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			503,055	503,055	503,055	839,055	1,217,475	2,844,240	2,909,550	2,907,765	2,903,775	2,913,330		
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	3,995,355	4,313,085	3,589,425	3,713,325	4,100,565	4,440,975	4,483,290	4,428,585	-		
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			5,326,680	11,415,735	11,430,278	11,050,545	11,563,053	6,944,805	7,350,525	7,391,055	7,332,360	2,913,330		
52	Equalized debt Service Revenue (lesser of (43) or (51))	486			3,561,827	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177	3,619,177	2,913,330		
53	Debt Service Aid = (52) * (42)	488			169,465	119,082	134,389	92,142	120,840	120,901	120,843	120,763	120,740	97,268		
54	Equalized Debt Service Levy = (52) - (53)	489			3,392,362	3,500,095	3,484,788	3,527,035	3,498,337	3,498,276	3,498,334	3,498,414	3,498,437	2,816,062		
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			1,764,853	7,796,558	7,811,101	7,431,368	7,943,876	3,325,628	3,731,348	3,771,878	3,713,183	-		
General Fund Portion of Revenue (non-grandfather districts)																
57	Total General Fund Revenue = (34) - (51)	491			6,891,263	4,574,264	3,740,058	4,240,058	4,240,058	4,240,058	4,240,058	4,240,058	4,240,058	4,240,058		
58	General Fund Equalized Revenue = (43) - (52)	492			-	-	-	-	-	-	-	-	-	-	705,847	

[illegible]



White Bear Lake Area Schools 10 Year LTFM Plan (Revised 6-29-2021)				
FY 2022			FY 2023	
Door Replacement Exterior	\$75,000	368	Door Replacement Exterior	\$80,000 368
Door Replacement Interior	\$90,000	369	Door Replacement- Interior	\$80,000 369
Flooring Replacement	\$100,000	379	Flooring Replacement (various)	\$80,000 379
Painting	\$90,000	379	Painting	\$80,000 379
Profesional services and salaries	\$820,000	382	Profesional services and salaries	\$820,000 382
Parking lot repairs/crackfilling	\$75,000	384	Parking lot repairs/sealcoating	\$80,000 384
Concrete Replacement	\$60,000	384	Concrete Replacement	\$80,000 384
HVAC Replacement and boiler repair	\$100,000	380	HVAC Replacement	\$100,000 380
Roofing Maintenance	\$100,000	383	Roofing Maintenance	\$100,000 383
Birch- Plumbing pipe replacement	\$500,000	381	Window replacement	\$100,000 368
Various-lighting replacement	\$60,000	370	Lincoln- roof replacement (June 2024)	\$900,000 383
Lincoln,Birch,Otter -replace monument sign	\$225,000	384	Will, Lak, Mat,Vad, Monument signs	\$300,000 384
South Campus-Main electrical switch gear	\$200,000	370	Roof Replacement_TBD	\$1,572,329 383
Dishwashers x3 (Hugo,Will, Lin)	\$75,000	369		
DC-Automation system upgrades	\$40,000	380	Health Safety	\$1,200,000
Lincoln-bus loop asphalt overlay	\$20,000	384		\$5,572,329
Wold design fees for North LTFM	\$500,000	382	Bond Projects (North Campus Renovation) \$31,200,000M \$31,200,000	
			ACCESSIBILITY (ADA REQUIREMENTS)	
			Replace 2 sink and counter combinations	17,800 367
			Replace 12 drinking fountains	\$65,200 367
Health Safety	1,570,000		Add wing walls at 12 drinking ftns	\$15,900 367
Physical Hazards (230,000)		347	Install door operators at 8 doors	\$33,500 367
Hazardous Materials (\$40,000)		349	Install lift in choir rm	\$66,900 367
Env. HS Management (\$285,000)		352	Replace sink in rm 607	\$5,100 367
Asbestos Removal (\$580,000)		358	Replace original louvered wood doors	\$250,000 367
Fire Safety(\$80,000+\$345,000-South FA))		363	replace 3 egress doors	10,500 367
Indoor Air Quality (\$10,000)		366	replace 6 gates at top of bleachers	\$17,600 367
			Replace wood studs in aux gym with steel per code	15,600 367
			provide panic hardwre in 315 and 319	\$6,100 367
			replace 2 wood doors with fire rated metal in hallway	6,400 367
			major ADA remodel 4 gang restrooms	\$678,093 367
			major ADA remodel of 11 private toilets	\$643,500 367
			Elevator update	\$80,000 367
			MECHANICALand PLUMBING and IAQ	
			Replace heating plant with hi eff boilers	\$2,370,000 366
			Replace all existing classroom ventelation units	\$16,142,000 366
			Replace gym AHU's	\$430,000 366
			Replace auditorium AHU's	\$430,000 366
			Replace locker room AHU's	\$1,060,000 366
			Replace head end cooling system	\$50,200 380
			Replace original pneumatic controls w digital	\$220,000 366
			Replace domestic water heating system	\$110,000 381
			Plumbing replace and ADA lockerrooms	\$500,000 381
			Replace the main domestic water so valves	15,000 381
			ELECTRICAL	
			Replace med voltage and open vault dist.	750,000 370
			Replace aging 208V dist and breakers	1,352,000 370
			Replace classroom lighting where ceiling work	400,000 370
			replace lighting controls and lights in media ctr	40,000 370
			Replace egress lighting	34,200 370
			Replace fire alarm system	400,000 363
			Replace interior doors 100's/200's/600's 400's	400,000 369
			Bleacher and operable wall replace in gym	400,000 369
			Phy ed locker replacement	400,000 369
			Flooring replacement in existing areas	1,177,000 379
			Ceiling replacement in existing areas	500,000 379
			Replace press box price field	200,000 384
			Tennis court reconstruction	800,000 384
			Design/CM fees for \$30,093M LTFM in 2023	1,107,407 382
				31,200,000
Bond carryover- \$3.4 spend by 6-30-22				
PAY AS GO \$4M**				
\$7.4 to use				

			Sunrise- HVAC Replacement	\$740,058	380
			Window Replacement(TBD)	200,000	368
Health Safety	\$730,000		Health Safety	730,000	
	\$3,740,058	3,740,058		\$4,240,058	4,240,058
<b>FY 2026</b> TBD			<b>FY 2027</b> TBD		
Door Replacement-Exterior	\$75,000	368	Door Replacement-Exterior	\$75,000	368
Door Replacement-Interior	\$80,000	369	Door Replacement-Interior	\$60,000	369
Flooring replacement	\$125,000	379	Flooring replacement	\$75,000	379
Districtwide painting	\$90,000	379	Districtwide painting	\$90,000	379
Professional services and salaries	\$700,000	382	Professional services and salaries	\$700,000	382
Parking lot repairs	\$75,000	384	Parking lot repairs	\$60,000	384
Concrete repairs/replacement	\$75,000	384	Concrete repairs/replacement	\$60,000	384
Roofing Mtce	\$100,000	383	Roofing Mtce	\$100,000	383
Electrical and lighting replacement	\$50,000	370	Turf replace 2027 (new in 8/2015)	\$400,000	384
South-Plumbing replacement (phase1)	\$1,300,000	381	Tuck Pointing (various)	\$300,000	368
Sunrise-HVAC Replacement	\$740,058	380	Central-HVAC Replacement	\$740,058	380
HVAC Replacement	\$100,000	380	Roof replacement (TBD)	\$750,000	383
			HVAC Replacement	\$100,000	380
Health Safety	\$730,000		Health Safety	\$730,000	2/1/2026
	\$4,240,058	4,240,058		\$4,240,058	\$25M Bond)
<b>FY 2028</b> TBD			<b>FY 2029</b> TBD		
Door Replacement-Exterior	\$75,000	368	Door Replacement-Exterior	\$75,000	368
Door Replacement-Interior	\$90,000	369	Door Replacement-Interior	\$90,000	369
Flooring Replacement	\$125,000	379	Flooring Replacement	\$125,000	379
Districtwide Painting	\$90,000	379	Districtwide Painting	\$90,000	379
Professional Services and Salaries	\$700,000	382	Professional Services and Salaries	\$700,000	382
Parking lot repairs	\$90,000	384	Parking lot repairs	\$70,000	384
Concrete repairs/replacement	\$60,000	384	Concrete repairs/replacement	\$60,000	384
Roofing Mtce	\$90,000	383	Roofing Mtce	\$90,000	383
Roofing Replacement	\$250,000	383	Roofing Replacement (TBD)	\$500,000	383
South Campus-plumbing replace (#2)	\$1,100,000	381	ALC- New windows and Tuck point	\$600,000	368
Central-HVAC Replacement	\$740,058	380	Central-HVAC Replacement	\$740,058	380
HVAC Replacement	\$100,000	380	HVAC Replacement	\$370,000	380
Health Safety	\$730,000		Health and Safety	\$730,000	
	\$4,240,058			\$4,240,058	
<b>FY 2030</b> TBD			<b>FY 2031</b> TBD		
Door Replacement-Exterior	\$75,000	368	Door Replacement-Exterior	\$75,000	368
Door Replacement-Interior	\$90,000	369	Door Replacement-Interior	\$90,000	369
Flooring Replacement	\$125,000	379	Flooring Replacement	\$125,000	379
Districtwide Painting	\$90,000	379	Districtwide Painting	\$90,000	379
Professional Services and Salaries	\$700,000	382	Professional Services and Salaries	\$700,000	382
Parking lot repairs/replacement (TBD)	\$390,000	384	Parking lot repairs/replacement (TBD)	\$390,000	384
Concrete repairs/replacement	\$60,000	384	Concrete repairs/replacement	\$60,000	384
Roofing Mtce	\$90,000	383	Roofing Mtce	\$90,000	383
Roofing Replacement	\$1,050,000	383	Roofing Replacement	\$1,050,000	383
HVAC Replacement	\$100,000	380	HVAC Replacement	\$100,000	380
ALC-HVAC Replacement	\$740,058	380	ALC-HVAC Replacement	\$740,058	380
Health Safety	\$730,000		Health Safety	\$730,000	
	\$4,240,058			\$4,240,058	

AGENDA ITEM: **Action on Resolution Approving the 916 LTFM Plan**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

The School Board of Northeast Metropolitan Intermediate School district No. 916 has approved a long-term facility maintenance budget for its facilities for the 2021-2022 and 2022-2023 school year in the amount of \$142,000. The proportionate share of the costs of 916's LTFM plan are determined by utilizing a blended rate to determine the member school district's proportionate share.

**RECOMMENDED ACTION:**

Approve the Resolution Approving Northeast Metropolitan Intermediate School District No. 916's Long-Term Facility Maintenance Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long-Term Facility Maintenance Revenue as presented.

**EXHIBIT A  
(Amended)**

**FY 23 Long Term Facilities Maintenance Budget  
and Member's Proportionate Share**

	Fiscal Year, Ending June 30th -->	2023
<b>Estimated Expenditures:</b>		
<b>Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>		
<b>Finance Code</b>	<b>Category</b>	
347	Physical Hazards	\$ 14,150.00
349	Other Hazardous Materials	\$ 8,500.00
352	Environmental Health and Safety Management	\$ 60,800.00
358	Asbestos Removal and Encapsulation	\$ -
363	Fire Safety	\$ 17,750.00
366	Indoor Air Quality	\$ 7,500.00
	Total Health and Safety Capital Projects	\$ 108,700.00
<b>Health and Safety - Projects Costing \$100,000 or more per Site/Year</b>		
<b>Finance Code</b>	<b>Category</b>	
358	Asbestos Removal and Encapsulation	0
363	Fire Safety	0
366	Indoor Air Quality	0
	Total Health and Safety Capital Projects \$100,000 or More	0
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>		
<b>Finance Code</b>	<b>Category</b>	
355	Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	0
<b>Accessibility</b>		
<b>Finance Code</b>	<b>Category</b>	
367	Accessibility	0

<b>Deferred Capital Expenditures and Maintenance Projects</b>		
<b>Finance Code</b>	<b>Category</b>	
368	Building Envelope	\$ 10,500.00
369	Building Hardware and Equipment	\$ -
370	Electrical	\$ -
379	Interior Surfaces	\$ 4,800.00
380	Mechanical Systems	\$ -
381	Plumbing	\$ -
382	Professional Services and Salary	\$ -
383	Roof Systems	\$ 12,000.00
384	Site Projects	\$ 6,000.00
	Total Deferred Capital Expense and Maintenance	\$ 33,300.00
	<b>Total Annual 10 Year Plan Expenditures</b>	<b>\$ 142,000.00</b>

### Proportionate Share Percentage Allocations by Member District

District Number	Type	School District Name	Alloc Percent	Allocated Pay-as-you-go (line 1)
12		Centennial School District	5.67%	\$ 8,048.04
13		Columbia Heights	3.20%	\$ 4,544.11
14		Fridley	2.47%	\$ 3,503.33
16		Spring Lake Park	5.79%	\$ 8,225.70
282		St. Anthony New Brighton	1.67%	\$ 2,369.51
621		Mounds View	12.91%	\$ 18,328.18
622		North St. Paul	11.57%	\$ 16,432.40
623		Roseville	8.45%	\$ 12,005.77
624		White Bear Lake	10.04%	\$ 14,263.86
831		Forest Lake	6.81%	\$ 9,668.00
832		Mahtomedi	3.24%	\$ 4,596.50
833		South Washington County	17.32%	\$ 24,599.05
834		Stillwater	10.86%	\$ 15,415.56

AGENDA ITEM: **Action on Renewal Membership in the Minnesota State High School League for 2021-2022**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Brian Peloquin, Director of Student Activities;**  
**Don Bosch, Principal WBHS - South Campus;**  
**Angela Nelson, Principal WBHS - North Campus;**  
**Dr. Wayne Kazmierczak, Superintendent**

---

**BACKGROUND:**

Each year the White Bear Lake Area School Board is required to approve the resolution to renew the White Bear Lake Area High School's membership in the Minnesota State High School League. Each School Board member has reviewed the "[Why We Play](#)" training video found on the MSHSL website as required by the Minnesota State High School League.

**RECOMMENDED ACTION:**

Approve membership in the Minnesota State High School League for 2021-22.



## 2021-2022 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

**RESOLVED**, that the Governing Board of School District Number \_\_624\_\_, County of \_\_\_\_\_ Ramsey \_\_\_\_\_, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):  
White Bear Lake Area High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League;  
School Enrollment (9-12): \_\_\_\_\_  
OR;  
\_\_\_X\_\_\_ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

***Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed:

(Clerk/Secretary - Local Governing Board)

Signed:

(Superintendent or Head of School)

Date:

Date:

District Office Address, City, Zip: 4855 Bloom Ave., White Bear Lake, MN 55110

School Superintendent's Phone:

School Superintendent's Email:

**This form must be completed and submitted to MSHSL NOT LATER THAN AUGUST 31, 2021**

**Retain one copy for the school files.**

**2020-2021 RESOLUTION FOR MEMBERSHIP**

**This page must be completed once for each school in the district.**

The following is taken from the MSHSL Constitution:

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

**Please complete and return this form with your school's 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.**

\_\_\_\_\_ White Bear Lake Area High School \_\_\_\_\_  
Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

\_\_\_\_\_ Scott Arcand \_\_\_\_\_  
(Designated School Board Member – please print)

\_\_\_\_\_ Brian Peloquin \_\_\_\_\_  
(Designated School Representative – please print)

\_\_\_\_\_ scott.arcand@isd624.org \_\_\_\_\_  
Email Address

\_\_\_\_\_ brian.peloquin@isd624.org \_\_\_\_\_  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

\_\_\_\_\_ Brian Peloquin \_\_\_\_\_  
(Boys' Sports – please print)

\_\_\_\_\_ Brian Peloquin \_\_\_\_\_  
(Girls' Sports – please print)

\_\_\_\_\_ Brian Peloquin \_\_\_\_\_  
(Speech – please print)

\_\_\_\_\_ Brian Peloquin \_\_\_\_\_  
(Music – please print)



AGENDA ITEM: **Action on Designation of Identified Official  
with Authority for the MDE External User  
Access Recertification System**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority assigns job duties and authorizes external user's access to MDE secure systems for their local education agency (LEA). The School Board authorizes Wayne Kazmierczak, Superintendent to act as the Identified Official with Authority (IOwA) and Rachael Markuson to act as the IOwA to add and remove names only for the White Bear Lake Area School District 624.

**RECOMMENDED ACTION:**

Move to approve Wayne Kazmierczak, Superintendent, and Rachael Markuson, Executive Assistant to the Superintendent (to add and remove names only), as White Bear Lake Area Schools' Identified Officials with Authority as required by the Minnesota Department of Education.

AGENDA ITEM: **Action on School Board Committee and School Liaison Assignments**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Don Mullin, School Board Chair;**  
**Dr. Wayne Kazmierczak, Superintendent**

---

**BACKGROUND:**

At the July 12, 2021 School Board meeting new School Board Committee and School Liaison assignments will be assigned for a two-year period.

**RECOMMENDATION:**

The board chair and superintendent are recommending the attached liaison assignments for July 2021 to June 2023 be approved.

**INDEPENDENT SCHOOL DISTRICT #624**  
**SCHOOL BOARD COMMITTEE and SCHOOL LIAISON ASSIGNMENTS**  
**July 12, 2021 - July 10, 2023**

School	Arcand	Beloyed	Chapman	Ellison	Mullin	Newmaster	Thompson
Birch Lake							X
Hugo/Oneka	X						
Lakeaires				X			
Lincoln		X					
Matoska Int'l							X
Otter Lake						X	
Vadnais Heights		X					
Willow Lane			X				
Central				X			
Sunrise						X	
North Campus	X						
South Campus	X						
ECFE						X	
ALC					X		
TEC					X		
<b>Committee</b>							
American Indian Parent Committee							X
AMSD						X	
Community Services Advisory						X	
Finance Advisory Committee		X			X		
Metro ECSU			X				
Policy Committee			X	X			
Special Education Parent Advisory							X
WBLAEF		X					
WBWF		X					
<b>Other District Boards</b>							
Equity Alliance Board				X			
N.E. Metro District 916 Board			X				
MSHSL	X						

*Action taken at the July 12, 2021 School Board Meeting.*

AGENDA ITEM: **Action on Resolution Establishing Dates for Filing Affidavits of Candidacy**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Dr. Wayne Kazmierczak, Superintendent;**  
**Tim Maurer, Director of Community Services**  
**and Recreation**

---

**BACKGROUND:**

The period for filing Affidavits of Candidacy for the office of School Board member will be from July 27, 2021 to August 10, 2021. The notice of filing dates must be published in the school district's official newspaper at least two (2) weeks prior to the first day to file Affidavits of Candidacy, thus were published in the White Bear Press on July 7, 2021. The notice of filing dates must be posted at the administrative offices of the school district at least 10 days prior to the first day to file Affidavits of Candidacy, thus were posted on July 13, 2021.

**RECOMMENDATION:**

It is recommended the resolution establishing dates for filing Affidavits of Candidacy be approved. Publication of notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 624  
(WHITE BEAR LAKE AREA SCHOOLS)  
STATE OF MINNESOTA

HELD: \_\_\_\_\_, 2021

Pursuant to due call and notice thereof, a \_\_\_\_\_ meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in said school district on \_\_\_\_\_, 2021, at \_\_\_\_\_ o'clock \_\_.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2021 school district general election.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 624 shall begin on July 27, 2021, and shall close on August 10, 2021. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 10, 2021.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy. Publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 624  
(WHITE BEAR LAKE AREA SCHOOLS)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 624 shall begin on July 27, 2021, and shall close at 5:00 o'clock p.m. on August 10, 2021.

The general election shall be held on Tuesday, November 2, 2021. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Independent School District No. 624, 4855 Bloom Avenue, White Bear Lake, MN 55110. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 10, 2021.

Dated: \_\_\_\_\_, 2021

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
/s/  
School District Clerk  
Independent School District No. 624  
(White Bear Lake Area Schools)  
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA     )  
                                                      ) ss.  
COUNTY OF RAMSEY     )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing dates for filing affidavits of candidacy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this \_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Clerk



Office of the Minnesota Secretary of State  
**AFFIDAVIT OF CANDIDACY**

Filing #	_____
Cash/Check #	_____
Amount \$	_____

**Instructions**

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

**Candidate Information**

**Name and Office**

Candidate Name (as it will appear on the ballot) \_\_\_\_\_

Office Sought \_\_\_\_\_

District # \_\_\_\_\_

For Partisan Office, Provide Political Party or Principle \_\_\_\_\_

For Judicial Office, Provide Name of Incumbent \_\_\_\_\_

**Residence Address**

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

☐

My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

**Campaign Address and Contact**

Candidate Phone Number (Required) \_\_\_\_\_

Campaign Contact Address (Required for those who have checked the box above):

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

**Affirmation**

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election (except as provided in M.S. 204B.06, subd. 1 (2));
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with \_\_\_\_\_
- **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is \_\_\_\_\_ and a copy of my license is attached.
- **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
- **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is \_\_\_\_\_ and a copy of my license is attached.
- **School Board Member** – I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
- **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

White Copy – Filing Officer

Yellow Copy – CFPD Board

Pink Copy – Public Information

Goldenrod Copy – Candidate

Rev. 5/2015



Office of the Minnesota Secretary of State

ADDRESS OF RESIDENCE FORM

**Instructions**

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to *Minnesota Statutes*, section 204B.06, subd. 1b (b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate's name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.

**Candidate and Address of Residence**

Candidate Name

Office Sought

Street Address

City

MN ZIP Code

**Statement**

Pursuant to *Minnesota Statutes* 204B.06, subd. 1b (c), I have requested that my address of residence be classified as private data. I certify that a police report has been submitted, or I have an order for protection regarding my safety or my family's safety.

Signature of candidate

Date

AGENDA ITEM: **Action on Resolution Relating to Election of School Board Members and Calling the School District General Election**

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Dr. Wayne Kazmierczak, Superintendent;**  
**Tim Maurer, Director of Community Services**  
**and Recreation**

---

**BACKGROUND:**

Attached is the Resolution Relating to Election of School Board Members and Calling the School District General Election on November 2, 2021. School Board approval of this resolution is required at least seventy-four (74) days prior to the date of the general election.

**RECOMMENDATION:**

It is recommended to approve the Resolution Relating to Election of School Board Members and Calling the School District General Election as presented.

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 624  
(WHITE BEAR LAKE AREA SCHOOLS)  
STATE OF MINNESOTA

HELD: \_\_\_\_\_, 2021

Pursuant to due call and notice thereof, a \_\_\_\_\_ meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in said school district on \_\_\_\_\_, 2021, at \_\_\_\_ o'clock p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. (a) It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, November 2, 2021, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said elections to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the general election.

The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

(The remainder of this page is intentionally left blank)


# General Election Ballot

## Independent School District No. 624 (White Bear Lake Area Schools)

November 2, 2021

---

### Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

---

School Board Member

Vote for Up to Four

---

☐

Name

☐

Name

☐

Name

☐

Name

☐

Name

☐

Name

☐

\_\_\_\_\_  
write-in, if any

☐

\_\_\_\_\_  
write-in, if any

☐

\_\_\_\_\_  
write-in, if any

☐

\_\_\_\_\_  
write-in, if any

---

Optical scan ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish,

maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the various polling places during the November 2, 2021, general election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by

\_\_\_\_\_ and upon vote being taken thereon the following voted in favor

thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



STATE OF MINNESOTA   )  
                                          ) ss.  
COUNTY OF RAMSEY    )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this \_\_\_\_ day of \_\_\_\_\_ 2021.

---

School District Clerk

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

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

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

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

**RECOMMENDED ACTION:**

Approve School Board Policy 410, Family and Medical Leave Act and District Leaves of Absence, as recommended by the School Board Policy Committee and Cabinet.

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

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

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

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

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

#### **A. “Covered active duty” means:**

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

#### **B. “Covered service member” means:**

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

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

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

#### **IV. LEAVE ENTITLEMENT**

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

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

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

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

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

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



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

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

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

B. Twelve-week Leave under State Law

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

C. Twenty-six week Service member Family Military Leave

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

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.**

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

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

## **VI. DISTRICT LEAVE PROVISIONS**

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

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

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

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

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

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

i. Potential benefits to the district:

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

B. Non-delivering parent leave

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

C. Jury Duty

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

**VII. OTHER**

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

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

## **VIII. DISSEMINATION OF POLICY**

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

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

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

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

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

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

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

**RECOMMENDED ACTION:**

Approve School Board Policy 416, Drug and Alcohol Testing, and Policy 416 Forms, as recommended by the School Board Policy Committee and Cabinet.

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

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

## **416 DRUG AND ALCOHOL TESTING**

### **I. PURPOSE**

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

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

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



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

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

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

#### **A. General Statement of Policy**

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

#### **B. Definitions**

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

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

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

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

#### C. Policy and Educational Materials

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

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

D. Alcohol and Controlled Substances Testing Program Manager

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

E. Specific Prohibitions for Drivers

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

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

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

F. Other Alcohol-Related Conduct

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

G. Prescription Drugs

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

H. Testing Requirements

1. Pre-Employment Testing

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

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

## 2. Post-Accident Testing

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

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

3. Random Testing

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

4. Reasonable Suspicion Testing

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

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

5. Return-To-Duty Testing

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

6. Follow-Up Testing

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

7. Refusal to Submit and Attendant Consequences

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



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

## I. Testing Procedures

### 1. Drug Testing

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

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

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

## 2. Alcohol Testing

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

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

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

#### J. Driver/Driver Applicant Rights

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

K. Testing Laboratory

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

L. Confidentiality of Test Results

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

M. Record-Keeping Requirements and Retention of Records

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

Basic records	5 years
---------------	---------

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

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

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

N. Training

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

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

O. Consequences of Prohibited Conduct and Enforcement

1. Removal

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

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAP readily available to the driver or applicant and acceptable to the school district.

If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by a SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluations(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.

- b. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

- c. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.

- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.

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

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

#### **IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES**

##### **A. General Statement of Policy**

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

##### **B. Definitions**

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

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

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

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

1. General Limitations

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

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

2. Job Applicant Testing

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

3. Random Testing

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

4. Reasonable Suspicion Testing

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

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



5. Treatment Program Testing

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

6. Routine Physical Examination Testing

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

D. No Legal Duty to Test

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

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

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

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

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

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

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

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

F. Reliability and Fairness Safeguards

1. Pretest Notice

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

2. Notice of Test Results

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

3. Notice of and Right to Test Result Report

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

4. Notice of and Right to Explain Positive Test Result

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

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

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

5. Notice of and Right to Request Confirmatory Retests

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

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

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

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

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

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

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

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

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

I. Chain-of-Custody Procedures

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

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

J. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

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

2. Confidentiality Limitations

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

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

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

4. Privilege

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

5. Notice of Testing Policy to Affected Employees

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

**V. POSTING**

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

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

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

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

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

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

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

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

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





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

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

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

The District's policy was provided to me:

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

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

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

Dated \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*



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

**— BUS DRIVER OR DRIVER APPLICANT —**  
**AUTHORIZATION TO RELEASE INFORMATION**

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

Employee Printed or Typed Name: \_\_\_\_\_

Employee SS or ID Number: \_\_\_\_\_

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

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section I-A.

School District Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Designated Employer Representative: \_\_\_\_\_

Section I-B.

Previous Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Designated Employer Representative (if known): \_\_\_\_\_

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

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

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

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

Section II-B.

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

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_



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

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

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

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

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

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

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

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

Supervisor:

\_\_\_\_\_

\_\_\_\_\_  
*Supervisor's Signature.*

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Employee refused to sign

*Supervisor's Initials:* \_\_\_\_\_



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

---

— PRETEST NOTICE —

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

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Job Applicant*

\_\_\_\_\_  
*Typed or Printed Name*



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

---

[Employee Name]  
[Employee Address]

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

**NOTICE OF TEST RESULTS AND VARIOUS RIGHTS**

Test Results:

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

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

Test Result Report:

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

Right to Explain Positive Test Result:

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

*Right to Request Confirmatory Retests:*

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

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

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

*Other Rights:*

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

A. *Employee Discharge and Discipline*

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

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

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



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

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

B. Withdrawal of Applicant's Job Offer

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



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

### EXPLANATION OF POSITIVE TEST RESULT

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

I am currently taking or have recently taken:

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

---



---

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

---



---



---

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Job Applicant*

\_\_\_\_\_  
*Typed or Printed Name*



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

---

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

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

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

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

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Job Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

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

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

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

**RECOMMENDED ACTION:**

Eliminate School Board Policy 495, Leave of Absence, as recommended by the School Board Policy Committee and Cabinet.

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

## ~~495—LEAVES OF ABSENCE WITHOUT PAY~~

### ~~I.—PURPOSE~~

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

### ~~H.—GENERAL STATEMENT OF POLICY~~

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

### ~~III.—FACTORS TO BE CONSIDERED~~

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

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

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

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

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

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

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

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

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

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

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

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

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

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

**RECOMMENDED ACTION:**

Approve School Board Policy 608, Instructional Services - Special Education, as recommended by the School Board Policy Committee and Cabinet.



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

*White Bear Lake Area*  
*School District #624 Policy 608*

## **608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION**

### **I. PURPOSE**

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

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

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

### **III. RESPONSIBILITIES**

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

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

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

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

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

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

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

**RECOMMENDED ACTION:**

Approve School Board Policy 729, Minnesota Post-Issuance Debt Compliance, as recommended by the School Board Policy Committee and Cabinet.

## **729 MINNESOTA POST-ISSUANCE DEBT COMPLIANCE**

### **I. PURPOSE**

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

### **II. BACKGROUND**

#### **A. IRS Background**

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

#### **B. SEC Background**

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

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

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

### III. POST-ISSUANCE DEBT COMPLIANCE POLICY OBJECTIVE

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

### IV. POST-ISSUANCE DEBT COMPLIANCE RESPONSIBILITY

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

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

## **V. PRIVATE ACTIVITY BONDS**

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

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

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

MEETING DATE: **July 12, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

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

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

**RECOMMENDED ACTION:**

Approve School Board Policy 999, Partnerships, Policy 999, Addendum A, and Policy 999, Appendix A, as recommended by the School Board Policy Committee and Cabinet.

## **999 PARTNERSHIPS**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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



*student service projects for the senior center.*

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

#### **IV. PARTNERSHIP OVERSIGHT**

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

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

## WHITE BEAR LAKE AREA SCHOOL DISTRICT PARTNERSHIP PROCESS

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

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

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

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

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

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

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

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

## SECTION 1 - Introduction to the Partnership Process

### 1.1 Introduction

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

### 1.2 Purpose of Process

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

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

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

### **1.3 White Bear Lake Area Schools - Partnership Levels**

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

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

## **SECTION 2 – Working in Partnership**

### **2.1 When is a partnership appropriate?**

Partnership arrangements are appropriate when they have the potential to:

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

### **2.2 Managing and Reviewing Partnerships**

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

following should be considered:

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

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

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

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

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

### **SECTION 3 - Tools for Identifying and Managing Partnerships**

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

#### **3.1 Legal Status**

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

#### **3.2 Finance and Resources**

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

### **3.3 — Roles of Partnership Committees**

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

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

### **3.4 Communication in a Partnership Setting**

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

### **3.5 Information Sharing**

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

## **SECTION 4 - Specific steps of the application process.**

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

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

## **SECTION 5 – Appendix**

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

# Community Partnership Application

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

Thank you!

\* Required

Staff Last Name: \*

Your answer

Current Position: \*

Your answer

Building/Program \*

Choose

Next

Never submit passwords through Google Forms.

This form was created inside of ISD624. [Report Abuse](#)

Google Forms



# Community Partnership Application

\* Required

## Level of Partnership:

### Building/Program Level 1

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

### Building/Program Level 2

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

### Building/Program Level 3

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

### District Level

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

What is the Level of Partnership? \*

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

Back

Next

Never submit passwords through Google Forms.

This form was created inside of ISD624. [Report Abuse](#)





# Community Partnership Application

\* Required

## Partner Information

Partner Organization Name: \*

Your answer

Partner Organization Address: \*

Your answer

Partner Contact Name: \*

Your answer

Partner Contact Email: \*

Your answer

Partner Contact Phone: \*

Your answer



Start Date of Partnership: \*

Date

mm/dd/yyyy

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

Your answer

This partnership is: \*

Choose



Back

Submit

Never submit passwords through Google Forms.

This form was created inside of ISD624. [Report Abuse](#)

Google Forms

