

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

June 10, 2019

MISSION STATEMENT

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

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

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

To: Members of the School Board

From: Wayne A. Kazmierczak
Superintendent of Schools

Date: June 3, 2019

A special meeting will take place on Monday, June 10, 2019 at 5:00 p.m. in Room 201 for the purpose of reviewing the process of the superintendent's evaluation.

A student recognition will take place on Monday, June 10, 2019 at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will take place on **Monday, June 10, 2019** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

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

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

C. INFORMATION ITEMS

1. Sauer Family Foundation Grants
2. Excellence in Financial Reporting Awards
3. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a) Policy 413, Harassment and Violence
 - b) Policy 504, Student Dress and Appearance
 - c) Policy 506, White Bear Lake Area School District Student Discipline Policy
 - d) Policy 525, Violence Prevention
 - e) Policy 611, Homeschooling
 - f) Policy 802, Disposition of Obsolete Equipment

E. OPERATIONAL ITEMS

1. Approval of FY 20 Preliminary Budget
2. Action on Property and Casualty Insurance for 2019-20
3. Action on Workers Compensation Insurance for 2019-20
4. Action on Northeast Metropolitan Intermediate School District 916's Long Term Facility Maintenance Budget and Proportionate Share
5. Action on Resolution for Bond Referendum Parameters
6. Action on Scheduling Work-Study Sessions on June 27 at 5:30 p.m.
7. Action on Nutrition Service Grants
8. Action on School Board Policies:
 - a) Policy 212, School Board Member Development

- b) Policy 701.1, Modification of School District Budget
- c) Policy 709, Student Transportation Safety Policy
- d) Policy 713, Student Activity Accounting

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **June 10, 2019**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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

Consent Agenda

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

RECOMMENDED ACTION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **June 10, 2019**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDED ACTION:

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, May 13, 2019** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call: Present: Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed.
Absent: Chapman
Ex-officio: Kazmierczak
Student liaison: Pratt
Cabinet: Garrison, Maurer, Mons, Ouren, Vette, Wald
3. Pledge of Allegiance
4. Ellison moved and Wilson seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Fahey moved and Beloyed seconded to approve the Consent Agenda consisting of:
 - Approval of minutes for regular meeting of April 8 and work-study of April 22;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution for acceptance of gifts with thank you letters directed to the donors – *Resolution*: 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 gifts;
 - Approve field trips;
 - Passage of resolution to approve Human Resources items to include:
 - **Resignation/Termination/Non-Renewal– Classified Staff**
Dodi Anderson– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/24/2018
Effective Date: 06/07/2019
Melinda Boe– Instructional Assistant, Lakeaires Elementary
Employed by District 624 since 09/10/2018
Effective Date: 06/07/2019
Olivia Coen– Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/03/2018
Effective Date: 06/07/2019
Wendy Cole– Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 09/04/2018
Effective Date: 06/07/2019
Maggie Desmet– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/10/2018
Effective Date: 06/07/2019
Ka Bao Jennrich– Instructional Assistant, Vadnais Heights Elementary
Employed by District 624 since 01/18/2018
Effective Date: 06/07/2019
Angela Johnson– Pupil Support Assistant, Lincoln Elementary
Employed by District 624 since 11/05/2018
Effective Date: 06/07/2019

Michelle Johnson– Instructional Assistant, Lakeaires Elementary
Employed by District 624 since 10/04/2018
Effective Date: 06/07/2019

Matthew Kelly– Instructional Assistant, Otter Lake Elementary
Employed by District 624 since 09/03/2018
Effective Date: 06/07/2019

Adam King– Pupil Support Assistant, WBLAHS – South Campus
Employed by District 624 since 09/04/2018
Effective Date: 06/07/2019

Christine La Pean– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/10/2018
Effective Date: 06/07/2019

Abby Maas– Instructional Assistant, Lincoln Elementary
Employed by District 624 since 09/04/2018
Effective Date: 06/07/2019

Rachel Martin– Instructional Assistant, Birch Lake Elementary
Employed by District 624 since 01/02/2019
Effective Date: 06/07/2019

Lindsey Morehead– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/11/2018
Effective Date: 06/07/2019

Amanda Pagel– Pupil Support Assistant, Normandy and Vadnais Height Elementary
Employed by District 624 since 09/04/2018
Effective Date: 04/05/2019

Emme Perreira– Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/04/2018
Effective Date: 06/07/2019

Freddie Perteet-Becker– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/11/2018
Effective Date: 06/07/2019

Ladrena Rakowski– Program Assistant Leader, Willow Lane Elementary
Employed by District 624 since 01/05/2019
Effective Date: 04/18/2019

Alexander Rick– Pupil Support Assistant, Sunrise Park Middle School
Employed by District 624 since 10/15/2018
Effective Date: 04/26/2019

Samantha Shade– Pupil Support Assistant, WBLAHS – South Campus
Employed by District 624 since 09/05/2017
Effective Date: 06/07/2019

Chris Swenson– Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/04/2018
Effective Date: 06/07/2019

Laura Weaver– Instructional Assistant, Birch Lake Elementary
Employed by District 624 since 11/01/2018
Effective Date: 06/07/2019

Fue Xiong– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/20/2018
Effective Date: 06/07/2019

Anna Zamzow– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/13/2018
Effective Date: 06/07/2019

➤ **Resignation/Termination/Non-Renewal – Certified Staff**

David Cauley– Explorations Teacher, Lincoln Elementary
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

Tamara Dobbins– Literacy Coach, District Wide
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

Susan Furtney– Industrial and Mathematics Teacher, WBLAHS – North Campus
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

Courtney Johnson– Intervention Teacher, Otter Lake Elementary
Employed by District 624 since 08/22/2012
Effective Date: 06/10/2019

Jeremy Kerg– Guidance Counselor, WBLAHS – South Campus
Employed by District 624 since 08/22/2017
Effective Date: 06/10/2019

Hannah Lindemer– Grade 5 Teacher, Willow Lane Elementary
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

Guillermo Maldonado Perez– Peer Reviewer, District Wide
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

Frank Malone– Industrial Technology, WBLAHS – South Campus
Employed by District 624 since 08/24/2017
Effective Date: 06/10/2019

Lisa McBride– Special Education Teacher, Central Middle School
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

Amanda Meyer– Spanish Teacher, Central and Sunrise Park Middle School
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

Megan Rengo– Language Arts Teacher, WBLAHS – North Campus
Employed by District 624 since 08/22/2017
Effective Date: 06/10/2019

Lacey Schiele– Grade 3 Teacher, Oneka Elementary
Employed by District 624 since 08/22/2012
Effective Date: 06/10/2019

Suzanne Shearon– Speech Language Pathologist, Willow Lane Elementary,
Employed by District 624 since 12/08/2014
Effective Date: 06/10/2019

Erin Stumo– Language Arts Teacher, WBLAHS – North Campus
Employed by District 624 since 08/20/2014
Effective Date: 06/10/2019

Caroline Waskow– German Teacher, Central and Sunrise Middle School
Employed by District 624 since 08/22/2016
Effective Date: 06/10/2019

Ryan Werdon– Music Teacher, Central Middle School
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

Mark Zangara– American Sign Language Teacher, WBLAHS – North Campus,
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

- **Resignation/Termination/Non-Renewal – Professional**
Mark Garrison – Director of Technology, District Center
 Employed by District 624 since 10/18/2010
 Effective Date: 06/19/2019
- **Retirement – Classified Staff**
Marcia Landgraff – Pupil Support Assistant, Sunrise Park Middle School
 Employed by District 624 since 03/05/1999
 Effective Date: 06/07/2019
- **Retirement – Certified Staff**
Mary Pokorny – Media Specialist, Birch, Lincoln and Otter Lake Elementary
 Employed by District 624 since 04/16/2010
 Effective Date: 06/10/2019
- **Change In Assignment - Classified**
Samantha Osberg – Program Assistant Leader, Lincoln Elementary
 Added BEAR fundamentals Assist Leader, Birch Lake Elementary
 \$13.98per hr., 26.5 hrs. per week, \$6,662.86
 Effective Date: 03/20/2019
Penny Walker – PT ECSE Pupil Support Assistant, Birch Lake Elementary
 Added School Readiness Plus Instr. Asst., Vadnais Heights Elementary
 \$18.33per hr., 9.75 hrs. per week, \$1,072.30
 Effective Date: 04/12/2019
- **Change In Assignment – Certified**
Taylor Ogne – From Preschool Teacher, Birch Lake Elementary
 To Birth – 3 Early Childhood Special Education Teacher, Normandy Park
 BA, Step 2, \$44,190.00
 Effective Date: 2019-2020 School Year
- **Part Time Leave Request – Certified Staff**
Dag Riseng – Special Education Teacher, District Wide
 Position .6 FTE (Leave .4 FTE)
 Effective Date: 2019-2020 School Year
Stephanie Tollison – School Psychologist, Sunrise Park Middle School
 Position .8 FTE (Leave .2 FTE)
 Effective Date: 2019-2020 School Year
- **New Personnel – Classified Staff**
David Olson – Head Custodial Engineer Multiple Buildings, Bellaire, Lakeaires
 & Otter Lake, \$24.07per hr., 40.0 hrs. per week, \$8,665.20
 Effective Date: 04/29/2019
Gary Schmaltz – Assistant Head Custodial Engineer “B” Building, Vadnais
 Heights Elementary
 \$21.40hr. + \$.30 Shift Diff., 40.0 hrs. per week, \$9,547.99
 Effective Date: 04/15/2019
- **New Personnel – Certified Staff**
Arthur Crutch – Language Arts Teacher, WBLAHS – North Campus
 BA, Step 5, \$48,051.00
 Effective Date: 2019-2020 School Year
Madalyn Fauth – Language Arts Teacher, Central Middle School
 BA, Step 1, \$43,310.00
 Effective Date: 2019-2020 School Year
Lisa Kehe – Mathematics Teacher, WBLAHS – South Campus
 BA, Step 1, \$43,310.00
 Effective Date: 2019-2020 School Year

Wallace Pope – Social Studies Teacher, WBLAHS – South Campus
BA, Step 1, \$43,310.00

Effective Date: 2019-2020 School Year

Samantha Swanson – Physics Teacher, Sunrise Park Middle School and ALC,
BA, Step 1, \$43,310.00

Effective Date: 2019-2020 School Year

La'sonya Taylor – FACS Teacher, Central Middle School
MA+60, Step 9, \$68,639.00

Effective Date: 2019-2020 School Year

Jenna Vollmer – Early Childhood Special Education Teacher, Normandy Park,
MA, Step 1, \$48,023.00

Effective Date: 2019-2020 School Year

Amanda Zais – .8 FTE Mathematics Teacher, WBLAHS – South Campus
BA, Step 1, \$34,648.00

Effective Date: 2019-2020 School Year

➤ **New Personnel – Non-Affiliated**

Paul Engstran – Maintenance Supervisor, District Wide
40 Hours per week, \$13,961.53 (Pro-Rated on \$66,000.00)

Effective Date: 04/15/2019

Stephanie Vang – Marketing Specialist, Community Services
20 Hours per week, \$3,368.00 (Pro-Rated on \$25,000.00)

Effective Date: 05/13/2019

➤ **New Personnel – Professional**

Cathryn Peterson – Secondary Principal, Central Middle School
\$132,845.00

Effective Date: 07/01/2019

➤ **Long Term Substitute – Certified Staff**

Katherine Lunde – Grade 4 Teacher, Oneka Elementary
MA, Step 2, \$7,913.62

Effective Date: 04/29/2019 through 06/10/2019

Shana Morrisette – Spanish Teacher, Otter Lake Elementary
MA, Step 12, \$11,716.61

Effective Date: 04/26/2019 through 06/10/2019

Taylor Nelson – Grade 3 Teacher, Birch Lake Elementary
BA, Step 1, \$6,920.67

Effective Date: 04/29/2019 through 06/10/2019

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

B. PUBLIC FORUM - Matthew Fish spoke about the facilities plan asking what will happen with the furniture that is replaced, if building materials will be low VOC, and will the contractors will be Lead Certified.

C. INFORMATION ITEMS

1. Recognize Student Liaisons to the School Board - Makena Pratt was commended and recognized for her outstanding role as the 2018-2019 student liaison.
2. Superintendent's Report - Before the meeting students who represented the district in National History Day, Middle School band and choir state-level contests were recognized. The spring play

will be performed at 7 p.m. May 17 & 18 and at 2 p.m. on May 19 at the WBLAHS North Campus Theater. Tickets are \$7 for students and \$10 for adults. Tickets available for purchase in the auditorium lobby one hour before each performance. Congratulations to Lincoln Elementary kindergarten teacher Abby Kath for being honored as this year's White Bear Lake Teachers' Association Teacher of the Year. Along with the graduations taking place for our 4-year-old programs, kindergartners, and 5th grade students throughout the district, we will be celebrating 2019 graduates very soon. The redesign of the district and school websites will be launched on Wednesday. A few of the new features are: calendars that offer a subscribe feature, website content that fits the screen of the device you're using, robust search functionality, and student/family/staff landing pages. The Facility Plan recently presented to the School Board on behalf of the 90-member committee has generated a lot of conversation. We continue to seek community input as we build a recommendation to bring the School Board this summer. One question that has come up in multiple conversations, which deserves to be addressed, has been the committee's discussion of Central Middle School (including the current District Center) being replaced at some point in the future, potentially 10-20 years out. While we certainly honor the work that was done, we are confident that committee members will understand the current board and district administration has not accepted that portion of the plan, due to the cost and the historical significance of the building.

Student Liaison Report - The National Honor Society held their Spring blood drive collecting 115 units of blood. Student Council elected their executive board for next year, so congratulations to Liv Horvath, Izzi Perron, Anna Perron, and Abby Zavadil. Before the Prom grand march, students were given the opportunity to walk through local care centers. Jessie Dougherty and Maddie Lamwers made and sold around 75 corsages and boutonnieres to students raising over \$800 for Solid Ground. Congratulations to Charlotte Hetzer who placed first and Genna Thomazin who placed third at the Dental Terminology state event. They are now eligible to represent both 916 and White Bear High School at the international competition in June. Lastly, I would like to thank the board, Dr. Kazmierczak, and everyone else who has supported me the past two years as the student liaison. This has been an incredible experience that I will never forget. Some of my favorite moments include polling students about the flex learning day, attending the work study meetings about curriculum, and talking on a student panel at the MSBA conference. I would like to say good luck to Maddie. I know you will do a great job up here next year and will continue to represent the students with the passion you already showed this year. Unlike many schools I truly feel that White Bear Lake puts student voice at the top of their priorities and I just wanted to thank you for that. I wish everyone a great rest of the school year. Go bears!

D. DISCUSSION ITEMS

1. Snow Days for January, 2019 - Assistant Superintendent for Finance and Operations Tim Wald presented information on the Snow Day Relief Bill (Laws of Minnesota 2019, Chapter 5 - SF 1743) regarding days canceled during the 2018-19 school year due to health and safety concerns.
2. First Reading of School Board Policies:
 - a. Policy 212, School Board Member Development
 - b. Policy 701.1, Modification of School District Budget
 - c. Policy 709, Student Transportation Safety Policy
 - d. Policy 713, Student Activity AccountingThe policies will be on the June 10 Board agenda for action.

E. OPERATIONAL ITEMS

1. Newmaster moved and Ellison seconded to approve the Snow Day Relief Bill resolution as follows:

RESOLUTION FOR SCHOOL CALENDAR ADJUSTMENT FOR THE

2018-2019 SCHOOL YEAR

WHEREAS, the Independent School District No. 624 (School District) canceled instructional days on January 22, 23 and 24 during the 2018-2019 school year due to health and safety concerns; and

WHEREAS, the Minnesota Legislature enacted Laws of Minnesota 2019, Chapter 5—Senate File 1743, which permits Minnesota school districts and charter schools to count these dates as instructional days for purposes of calculating the number of hours and days in the school year pursuant to Minnesota law and the calculation of average daily membership pursuant to Minnesota law for students enrolled both before and after those school closure dates; and

WHEREAS, the School District wishes to count the dates identified above for the purposes set forth in Laws of Minnesota 2019, Chapter 5—Senate File 1743;

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

Pursuant to Laws of Minnesota 2019, Chapter 5—Senate File 1743, the canceled instructional days of January 22, 23, and 24 will be counted in the calculation of the number of hours and days in the school year and the calculation of the average daily membership for the 2018-2019 school year; and

The School District will comply with all other requirements set forth in Laws of Minnesota 2019, Chapter 5—Senate File 1743.

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

2. Action on School Board Policies:
- a. Policy 403, Discipline, Suspension and Dismissal of School District Employees
 - b. Policy 404, Employment Background Checks
 - c. Policy 405, Veteran's Preference
 - d. Policy 520, Student Surveys
 - e. Policy 602, Organization of School Calendar and School Day
- Voice vote: all ayes. Motion carried.

F. BOARD FORUM - Mullin wished everyone a good summer. Newmaster invited all to attend the 35th Annual Korean Concert at North Campus on Saturday, June 8.

G. ADJOURNMENT - Wilson moved and Mullin seconded to adjourn at 7:22 p.m. ***Voice vote: all ayes. Motion carried.***

Submitted by Ellen Fahey, clerk

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

A work-study meeting of the White Bear Lake Area School Board was held on **May 20, 2019** at **5:30 p.m.** in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Mullin called the meeting to order at 5:31 p.m.
Roll Call - Present : Beloyed, Chapman, Ellison(left at 6:15 p.m.), Fahey, Mullin, Newmaster, Wilson
Ex-officio: Kazmierczak
Cabinet: Garrison, Maurer, Mons, Ouren, Paul, Vette, Wald

B. DISCUSSION ITEMS

Note: Presentations are available in the board packet on the website at <https://www.isd624.org/about/school-board>.

1. Big Sleuth Update - Director of Technology and Innovation Mark Garrison, Innovation Coach Troy Strand, and teachers Colleen Kopp, Mary Maloy, and John Barnes presented on the progress of the six ideas voted on by staff. Each of the six ideas is in the prototyping and testing phase. John Barnes received an award from Innovate K12 for the top idea in Minnesota and the district received an award for staff engagement.

2. Community Survey Results from the Morris Leatherman Company - Peter Leatherman presented the results of a 650 random district household survey conducted May 6 through May 10, 2019 concerning questions related to the recommendations by the District Facilities Planning Committee.

3. Review of Preliminary 2019-20 Budget - Assistant Superintendent for Finance and Operations Wald and Finance Director Wiczorek presented an overview of the variables used to develop the preliminary budget for fiscal year 2020 and projected budgets for 2021 - 2023.

4. Update on Policy 504 Student Dress and Appearance and Policy 506 Student Discipline - Assistant Superintendent Paul provided an update on research conducted following a discussion of these policies at the February 25th board meeting. The

suggested changes will be reviewed by the Policy Committee before a first reading by the board.

5. Negotiations Update - This portion of the meeting was closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25.

Chapman moved and Wilson seconded to go into closed session at 7:14 p.m.

Voice vote: all ayes. Motion carried.

Chair Mullin reconvened the meeting at 7:20 p.m.

Board members present: Beloyed, Chapman, Fahey, Mullin, Newmaster, Wilson Absent: Ellison Administrators present: Kazmierczak, Mons, Wald, Wieczorek

C. ADJOURNMENT - Chair Mullin adjourned the meeting at 7:38 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDED ACTION:

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

White Bear Lake Area Schools

Electronic Transfers - May

		<u>5/15/2019</u>	<u>5/31/2019</u>
Direct Deposit	551741-553284	1,943,488.11	
Direct Deposit	553285-554888		2,089,735.45

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
100760	AMAZON	\$ 43,775.92	5/1/2019	R
100761	ARTHUR J GALLAGHER & CO	\$ 3,972.00	5/2/2019	R
100762	JIMMY'S CONFERENCE & BANQUET CTR	\$ 914.26	5/2/2019	R
100763	TO THE ESTATE OF DANA FOREST	\$ 258.65	5/2/2019	R
100763	TO THE ESTATE OF DANA FOREST	\$ (258.65)	5/15/2019	V
100773	GURSTEL CHARGO ATTORNEYS AT LAW	\$ 571.79	5/3/2019	R
100774	MESSERLI & KRAMER PA	\$ 641.43	5/3/2019	R
100775	GREATER TWIN CITIES UNITED WAY	\$ 270.00	5/3/2019	R
100776	IUOE LOCAL 70	\$ 2,396.52	5/3/2019	R
100777	RAUSCH, STURM, ISRAEL,	\$ 253.47	5/3/2019	R
100779	SCHOOL SERVICE EMPLOYEES	\$ 14,620.54	5/3/2019	R
100780	US DEPT OF EDUCATION	\$ 1,007.24	5/3/2019	R
100781	WBLA EDUCATIONAL FOUNDATION	\$ 1,071.00	5/3/2019	R
100782	WI SCTF	\$ 680.50	5/3/2019	R
100783	CARLSON, NANCY	\$ 550.00	5/6/2019	R
100784	LAKE COUNTRY BOOKSELLERS	\$ 160.00	5/6/2019	R
100785	LAKE AREA TRAVEL	\$ 15,879.00	5/7/2019	R
100786	7 VINES VINEYARD	\$ 850.00	5/9/2019	R
100787	A-1 HYDRAULIC SALES & SERVICE	\$ 52.50	5/9/2019	R
100788	AARP DRIVER SAFETY PROGRAM	\$ 425.00	5/9/2019	S
100789	AARP DRIVER SAFETY PROGRAM	\$ 280.00	5/9/2019	S
100790	AARP DRIVER SAFETY PROGRAM	\$ 525.00	5/9/2019	S
100791	AC SUPPLY CO	\$ 3,241.77	5/9/2019	R
100792	ACP DIRECT	\$ 30.30	5/9/2019	R
100793	ADRENALINE FUNDRAISING	\$ 720.00	5/9/2019	R
100795	AGROPUR INC	\$ 19,836.30	5/9/2019	R
100796	AKURATE SOLUTIONS	\$ 405.25	5/9/2019	R
100797	ALLIED 100, LLC	\$ 1,530.64	5/9/2019	R
100798	ALLSTREAM	\$ 3,991.81	5/9/2019	R
100799	AMAZON	\$ 119.52	5/9/2019	R
100800	AMERIPRIDE SERVICES	\$ 1,017.41	5/9/2019	R
100801	ANDERSON, ANTHONY	\$ 78.00	5/9/2019	R
100802	ANDERSON, CHRISTINE	\$ 805.28	5/9/2019	R
100803	ANDERSON'S	\$ 292.77	5/9/2019	R
100804	ARCADE ASPHALT CO	\$ 20,758.00	5/9/2019	R
100805	ARRIOLA, MARK	\$ 79.00	5/9/2019	R
100806	ASHTON, TED	\$ 78.00	5/9/2019	R
100807	ASL INTERPRETING SERVICES	\$ 240.00	5/9/2019	R
100808	ASSETGENIE INC	\$ 21.90	5/9/2019	R
100809	ASTLEFORD INTERNATIONAL TRUCKS	\$ 841.54	5/9/2019	R
100810	BASICH, MICHAEL	\$ 18,627.00	5/9/2019	R
100811	BATTERIES PLUS BULBS	\$ 291.30	5/9/2019	R
100812	BELL MUSEUM	\$ 990.00	5/9/2019	R
100813	BENDER, CARMEN	\$ 160.00	5/9/2019	R
100814	BENISH, DREW	\$ 78.00	5/9/2019	R

100815 BERGER, BRIAN	\$	79.00	5/9/2019 R
100816 BEST BUY BUSINESS ADVANTAGE ACCT	\$	1,789.99	5/9/2019 R
100817 BIO CORPORATION	\$	891.00	5/9/2019 R
100818 BLICK ART MATERIALS	\$	621.40	5/9/2019 R
100819 BLUE TARP FINANCIAL INC	\$	255.08	5/9/2019 R
100820 BROWN, WANDA	\$	400.00	5/9/2019 R
100822 BSN SPORTS	\$	13,629.39	5/9/2019 R
100823 THE BUG COMPANY	\$	33.75	5/9/2019 R
100824 CARDINAL, KATHLEEN	\$	61.63	5/9/2019 R
100825 CDW GOVERNMENT INC	\$	19,279.30	5/9/2019 R
100826 CHEYNE, ROGER	\$	70.00	5/9/2019 R
100827 CHLAN, MAXWELL	\$	133.00	5/9/2019 R
100828 CHRISTENSEN, BERT	\$	70.00	5/9/2019 R
100829 CINTAS CORP #470	\$	292.80	5/9/2019 R
100830 CLEAN IMAGE	\$	366.00	5/9/2019 R
100831 COMMERCIAL KITCHEN SERVICES	\$	16,422.92	5/9/2019 R
100832 COMSTOCK, JOSEPH	\$	187.00	5/9/2019 R
100833 CONNEY SAFETY	\$	789.46	5/9/2019 R
100834 CONTINENTAL RESEARCH CORP	\$	2,376.23	5/9/2019 R
100835 CRISIS PREVENTION INSTITUTE INC	\$	989.00	5/9/2019 R
100836 CROWE, ROBERT	\$	70.00	5/9/2019 R
100837 CUMMINS NPOWER LLC	\$	3,775.76	5/9/2019 R
100838 CUSTOM IMAGE	\$	700.60	5/9/2019 R
100839 DALCO CORPORATION	\$	61,727.64	5/9/2019 R
100840 DEJARLAIS, MARILYN	\$	20.19	5/9/2019 R
100841 DELEGARD TOOL OF TEXAS INC	\$	72.75	5/9/2019 R
100842 DELTA EDUCATION	\$	223.33	5/9/2019 R
100843 DEMCO INC	\$	609.23	5/9/2019 R
100844 DISCOUNT SCHOOL SUPPLY	\$	431.74	5/9/2019 R
100845 DIVERSIFIED SNACK DISTRIBUTION	\$	2,140.18	5/9/2019 R
100846 DOMEIER, MARILYN	\$	17.00	5/9/2019 R
100847 DOMINOS PIZZA	\$	5,415.00	5/9/2019 R
100848 DONATELLI'S	\$	482.65	5/9/2019 R
100849 DOOR SERVICE COMPANY	\$	3,974.33	5/9/2019 R
100851 DEFINITIVE TECHNOLOGY SOLUTIONS	\$	7,461.43	5/9/2019 R
100852 DEFINITIVE TECHNOLOGY SOLUTION	\$	12,994.00	5/9/2019 R
100853 ECKROTH MUSIC	\$	935.10	5/9/2019 R
100854 ECOLAB FOOD SAFETY SPECIALTIES	\$	22.00	5/9/2019 R
100855 EGAN	\$	2,800.00	5/9/2019 R
100856 EMI AUDIO	\$	20.00	5/9/2019 R
100857 EQUITY ALLIANCE MN	\$	4,600.00	5/9/2019 R
100857 EQUITY ALLIANCE MN	\$	(4,600.00)	5/10/2019 V
100858 ETA HAND2MIND	\$	433.38	5/9/2019 R
100859 EYE MED	\$	2,254.70	5/9/2019 R
100860 FARRINGTON, ANGELA	\$	25.98	5/9/2019 R
100861 FEHRINGER, COLEY	\$	210.00	5/9/2019 R
100862 FESTIVAL FOODS-KNOWLAN'S	\$	382.82	5/9/2019 R

100863	FLANAGAN, HOPE	\$	1,000.00	5/9/2019	R
100864	FLINN SCIENTIFIC INC	\$	1,307.29	5/9/2019	R
100865	FLOWERS, CHRIS	\$	60.00	5/9/2019	R
100866	FLUENCY MATTERS	\$	63.00	5/9/2019	R
100867	FOREST LAKE HIGH SCHOOL	\$	350.00	5/9/2019	R
100868	FRANTZ, WENDY	\$	79.00	5/9/2019	R
100869	FRATTALONES HARDWARE STORES	\$	755.83	5/9/2019	R
100870	FRONTIER AG & TURF	\$	324.46	5/9/2019	R
100871	FUN EXPRESS LLC	\$	107.99	5/9/2019	R
100872	GARVEY, PATRICIA	\$	22.10	5/9/2019	R
100873	GEIB, SCOTT	\$	78.00	5/9/2019	R
100874	GEM LAKE HILLS LLC	\$	150.00	5/9/2019	R
100875	GEPHART TRUCKING	\$	1,850.00	5/9/2019	R
100876	GILLUND ENTERPRISES	\$	433.24	5/9/2019	R
100877	GOPHER	\$	1,709.83	5/9/2019	R
100878	GOPHER STAGE LIGHTING	\$	66.85	5/9/2019	R
100879	GRAINGER	\$	7,231.10	5/9/2019	R
100880	GRANDMA'S BAKERY INC	\$	90.04	5/9/2019	R
100881	GREAT AMERICAN OPPORTUNITIES INC	\$	2,499.00	5/9/2019	R
100882	GREAT RIVER OFFICE PRODUCTS	\$	1,099.00	5/9/2019	R
100883	GREEN MILL - WOODBURY	\$	475.28	5/9/2019	R
100884	H2O FOR LIFE	\$	259.22	5/9/2019	R
100885	HAAS MUSICAL INSTRUMENT REPAIR	\$	115.54	5/9/2019	R
100886	HARRISON, YVONNE	\$	25.00	5/9/2019	R
100887	HEGGIES PIZZA	\$	4,256.35	5/9/2019	R
100888	HERITAGE FOOD SERVICE GROUP	\$	737.34	5/9/2019	R
100889	HISDAHL INC	\$	311.80	5/9/2019	R
100890	HOGLUND BUS AND TRUCK CO	\$	12,606.53	5/9/2019	R
100891	HOGLUND BODY & EQUIPMENT INC	\$	8,543.38	5/9/2019	R
100892	HOME DEPOT CREDIT SERVICES	\$	514.62	5/9/2019	R
100893	HUGHES, MICHAEL	\$	200.00	5/9/2019	R
100894	CITY OF HUGO	\$	2,405.08	5/9/2019	R
100895	HUMANWARE USA	\$	495.00	5/9/2019	R
100897	IFD	\$	175,607.23	5/9/2019	R
100899	INNOVATIVE OFFICE SOLUTIONS	\$	787.51	5/9/2019	R
100900	INSPEC INC	\$	500.00	5/9/2019	R
100901	IYawe AND ASSOCIATES	\$	10,000.00	5/9/2019	R
100902	JARA, AMANDA	\$	11.94	5/9/2019	R
100903	JOHN DEERE FINANCIAL	\$	324.46	5/9/2019	R
100904	JOHNSON CONTROLS INC	\$	668.00	5/9/2019	R
100905	JOHNSON, SHARON	\$	492.60	5/9/2019	R
100906	JONES SCHOOL SUPPLY CO INC	\$	620.55	5/9/2019	R
100907	JW PEPPER & SON INC	\$	465.34	5/9/2019	R
100908	KAISER, PHYLLIS	\$	15.30	5/9/2019	R
100909	KAUFMAN, MICHAEL	\$	156.00	5/9/2019	R
100910	KEYSTONE INTERPRETING SOLUTIONS	\$	1,934.63	5/9/2019	R
100911	KIMBALL MIDWEST	\$	97.54	5/9/2019	R

100912 KONICA MINOLTA PREMIER FINANCE	\$	6,006.59	5/9/2019 R
100913 KOREEN, GLORIA	\$	90.95	5/9/2019 R
100915 KRAFT CONTRACTING & MECHANICAL	\$	25,120.86	5/9/2019 R
100916 KULLY SUPPLY COMPANY	\$	294.13	5/9/2019 R
100917 KURTA, JUSTIN	\$	1,000.00	5/9/2019 R
100918 LAKESHORE LEARNING MATERIALS	\$	783.13	5/9/2019 R
100919 LARSON, BEVERLEY	\$	36.13	5/9/2019 R
100920 LEFEVRE, SHIRLEY A	\$	45.00	5/9/2019 R
100921 LEROUX, MATTHEW	\$	3,221.57	5/9/2019 R
100922 LEVASSEUR, MARY	\$	31.45	5/9/2019 R
100923 LUETH, LARRY	\$	35.00	5/9/2019 R
100924 LUNDGREN, JOANNE	\$	12.75	5/9/2019 R
100925 M-F ATHLETIC CO INC	\$	283.95	5/9/2019 R
100926 M.A. APPAREL & PROMOTIONS	\$	2,649.36	5/9/2019 R
100927 MAAP STARS	\$	1,840.00	5/9/2019 R
100928 MAC RUNNEL, MINDY	\$	48.88	5/9/2019 R
100929 MACKIN EDUCATIONAL RESOURCES	\$	1,798.81	5/9/2019 R
100930 MAGIC BOUNCE	\$	290.00	5/9/2019 R
100931 MAGIC MAN INC	\$	2,000.00	5/9/2019 R
100932 MALECEK TEAM WRESTLING CAMP LLC	\$	500.00	5/9/2019 R
100933 MANITOU RIDGE GOLF CLUB	\$	224.00	5/9/2019 R
100934 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	860.00	5/9/2019 R
100935 MAUER COMPANY	\$	7,750.00	5/9/2019 R
100936 MCDONOUGH'S WATERJETTING AND	\$	245.00	5/9/2019 R
100937 MCELHONE, REBECCA	\$	90.00	5/9/2019 R
100938 MCKINLAY, SHANE	\$	54.00	5/9/2019 R
100939 MEAT MARKET	\$	354.12	5/9/2019 R
100940 MEDICALESHP	\$	557.97	5/9/2019 R
100941 MELLIN PROMOTIONAL ADVERTISING	\$	546.50	5/9/2019 R
100942 MERKLE, KEVIN	\$	60.00	5/9/2019 R
100943 METRO SOUND AND LIGHTING	\$	179.60	5/9/2019 R
100944 MICHAELSON, RUTH	\$	24.83	5/9/2019 R
100945 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	1,927.83	5/9/2019 R
100946 MIDWEST TECHNOLOGY PRODUCTS	\$	1,092.42	5/9/2019 R
100947 MILLIGAN, THERESA	\$	31.00	5/9/2019 R
100948 MINVALCO INC	\$	110.76	5/9/2019 R
100949 MN ASSOC FOR PUPIL TRANSPORTATION	\$	220.00	5/9/2019 R
100950 MN HISTORICAL SOCIETY	\$	690.00	5/9/2019 R
100951 MN STATE UNIV MANKATO	\$	3,200.00	5/9/2019 R
100952 MN ULTIMATE	\$	175.00	5/9/2019 R
100953 MNAEYC-MNSACA	\$	25.00	5/9/2019 R
100954 MOR GOLF AND UTILITY	\$	735.00	5/9/2019 R
100955 THE MORRIS LEATHERMAN CO	\$	10,000.00	5/9/2019 R
100956 MORROW, DONALD	\$	78.00	5/9/2019 R
100957 MOUNDS VIEW HIGH SCHOOL	\$	230.00	5/9/2019 R
100958 MUNOS, MICHAEL	\$	60.00	5/9/2019 R
100959 NASSEFF MECH CONTRACTORS	\$	12,075.00	5/9/2019 R

100960 NATL RECREATION & PARK ASSOC	\$	175.00	5/9/2019 R
100961 NATL RECOGNITION PRODUCTS	\$	6,665.55	5/9/2019 R
100962 NCPERS MINNESOTA	\$	160.00	5/9/2019 R
100963 NDERE DANCE TROUPE	\$	800.00	5/9/2019 R
100964 NEOFUNDS BY NEOPOST	\$	1,000.00	5/9/2019 R
100965 NIEMEYER, MATTHEW	\$	78.00	5/9/2019 R
100966 NISCA	\$	60.00	5/9/2019 R
100967 NIXON, CATHERINE	\$	75.00	5/9/2019 R
100968 NORCENTRONIX DISTRIBUTING	\$	412.00	5/9/2019 R
100969 NORTH CENTRAL BLUE BIRD BUS SALES	\$	8,226.28	5/9/2019 R
100970 NORTH STAR BANK	\$	7,650.00	5/9/2019 R
100971 NORTHBOUND CREATIVE	\$	1,533.75	5/9/2019 R
100972 NORTHERN ESCROW	\$	204,144.29	5/9/2019 R
100973 NORTHERN LANDSCAPE & IRRIGATION INC	\$	4,494.00	5/9/2019 R
100974 NSPAA	\$	1,800.00	5/9/2019 R
100975 O'NEIL, LOIS	\$	13.60	5/9/2019 R
100976 O'REILLY AUTOMOTIVE INC	\$	39.25	5/9/2019 R
100977 OFFICE DEPOT	\$	837.69	5/9/2019 R
100978 ON SITE SANITATION INC	\$	156.00	5/9/2019 R
100979 ONENECK IT SOLUTIONS LLC	\$	525.00	5/9/2019 R
100980 ONLY 1 AUTO GLASS	\$	296.93	5/9/2019 R
100981 ORDWAY CENTER FOR PERFORMING	\$	64.00	5/9/2019 R
100982 OXYGEN SERVICE CO INC	\$	12.09	5/9/2019 R
100983 PACER CENTER INC	\$	200.00	5/9/2019 R
100984 PANERA LLC	\$	292.05	5/9/2019 R
100985 PARK HIGH SCHOOL	\$	190.00	5/9/2019 R
100986 PARTSMASTER	\$	470.65	5/9/2019 R
100987 PERNSTEINER CREATIVE GROUP	\$	650.00	5/9/2019 R
100988 PESI	\$	229.99	5/9/2019 R
100989 PETERSON BROS ROOFING & CONST	\$	2,268.71	5/9/2019 R
100990 PEW, MARION	\$	190.00	5/9/2019 R
100991 PICTURE THAT!	\$	509.00	5/9/2019 R
100992 PIONEER MANUFACTURING CO	\$	307.50	5/9/2019 R
100993 PRAXAIR DISTRIBUTION INC	\$	2,397.25	5/9/2019 R
100994 PREINER, FRED	\$	25.00	5/9/2019 R
100995 PROFESSIONAL BINDING PROD INC	\$	387.00	5/9/2019 R
100996 RENTAL REHAB & REPAIR	\$	3,605.00	5/9/2019 R
100997 REYNOLDS, SHANNON	\$	78.00	5/9/2019 R
100998 ROCKALINGUA	\$	159.00	5/9/2019 R
100999 ROE, ERIN	\$	103.00	5/9/2019 R
101000 ROETTGER, DORIS	\$	64.50	5/9/2019 R
101001 SAIKO, KATHY	\$	76.50	5/9/2019 R
101002 SARFF, MARIJO	\$	63.75	5/9/2019 R
101003 SAY IT WITH FLOWERS	\$	105.00	5/9/2019 R
101003 SAY IT WITH FLOWERS	\$	(105.00)	5/15/2019 V
101004 SCENARIO LEARNING LLC	\$	5,283.45	5/9/2019 R
101005 SCHARFF, SARAH	\$	232.24	5/9/2019 R

101006 SCHINDLER ELEVATOR CORP	\$	2,446.50	5/9/2019 R
101007 SCHMIDT, BARBARA	\$	58.01	5/9/2019 R
101008 SCHMITT MUSIC COMPANY	\$	70.95	5/9/2019 R
101009 SCHOLASTIC BOOK FAIRS	\$	154.10	5/9/2019 R
101010 SCHOLASTIC INC	\$	263.67	5/9/2019 R
101011 SCHOLASTIC READING CLUB	\$	41.03	5/9/2019 R
101012 SCHOOL SPECIALTY	\$	51.05	5/9/2019 R
101013 SCHUMER, PAT	\$	156.00	5/9/2019 R
101014 SCIBAK, BRAD	\$	133.00	5/9/2019 R
101015 SITEONE LANDSCAPE SUPPLY	\$	755.47	5/9/2019 R
101016 SMITLEY, SHARON	\$	100.00	5/9/2019 R
101017 SCHOOL NUTRITION ASSOC (SNA)	\$	86.00	5/9/2019 R
101018 SOLOMON, ANNA	\$	75.00	5/9/2019 R
101019 SOUTHWEST BINDING & LAMINATING	\$	2,278.80	5/9/2019 R
101020 STAFSHOLT, ANGELIKAH	\$	34.00	5/9/2019 R
101026 STAPLES ADVANTAGE	\$	2,684.51	5/9/2019 R
101027 STARIHA, BRUCE	\$	79.00	5/9/2019 R
101028 STATE SUPPLY CO	\$	426.00	5/9/2019 R
101029 STATE CHEMICAL MANUF CO	\$	253.93	5/9/2019 R
101030 STEINER, BROOKE	\$	5.20	5/9/2019 R
101031 STEVE WEISS MUSIC	\$	45.95	5/9/2019 R
101032 STREAMLINE DESIGN INC	\$	723.00	5/9/2019 R
101033 SUMMIT COMPANIES	\$	885.00	5/9/2019 R
101034 SUPER DUPER PUBLICATIONS	\$	79.90	5/9/2019 R
101035 SUPERNOVA INTERNATIONAL, INC	\$	18,555.49	5/9/2019 R
101036 SURPLUS SERVICES	\$	186.00	5/9/2019 R
101037 SUTHERLAND, CONNIE	\$	133.00	5/9/2019 R
101038 SYNCHRONY BANK	\$	48.96	5/9/2019 R
101039 TA SCHIFSKY & SONS INC	\$	53.43	5/9/2019 R
101040 TAMARACK NATURE CENTER	\$	390.50	5/9/2019 R
101041 TAYLOR PUBLISHING CO	\$	1,600.00	5/9/2019 R
101042 TEACHER SYNERGY LLC	\$	125.29	5/9/2019 R
101043 TEACHERS DISCOVERY	\$	316.21	5/9/2019 R
101044 THERADAPT PRODUCTS, INC.	\$	59.95	5/9/2019 R
101045 TIERNEY	\$	672.30	5/9/2019 R
101046 TOWN LIFE	\$	1,215.00	5/9/2019 R
101047 TPRS BOOKS	\$	96.00	5/9/2019 R
101048 TR ENVIRONMENTAL CONSULTING, LLC	\$	252.00	5/9/2019 R
101049 TRADE PRESS INC	\$	860.00	5/9/2019 R
101050 TRANS-MISSISSIPPI BIO SUPPLY	\$	141.19	5/9/2019 R
101051 TRANSPORTATION MGMT CORP	\$	15.00	5/9/2019 R
101052 TRI-STATE BOBCAT	\$	300.00	5/9/2019 R
101053 TRIO SUPPLY COMPANY	\$	3,223.31	5/9/2019 R
101054 TRUSTED EMPLOYEES	\$	2,111.00	5/9/2019 R
101055 TSBL DISTRIBUTING	\$	71.68	5/9/2019 R
101056 TURFWERKS INC	\$	197.64	5/9/2019 R
101057 TWIN CITY TRANSPORTATION INC	\$	84,510.48	5/9/2019 R

101058 UNIVERSITY OF MINNESOTA	\$	12,180.00	5/9/2019 R
101059 UNRL	\$	468.00	5/9/2019 R
101060 US FOODS CULINARY EQUIP & SUPPLIES	\$	32.18	5/9/2019 R
101061 USA TEST PREP INC	\$	375.00	5/9/2019 R
101062 CITY OF VADNAIS HEIGHTS	\$	2,074.22	5/9/2019 R
101063 VALLEYFAIR GROUP SALES	\$	5,000.00	5/9/2019 R
101064 VENBURG TIRE CO	\$	143.58	5/9/2019 R
101065 VERIZON WIRELESS	\$	1,435.80	5/9/2019 R
101066 VIKING ELECTRIC SUPPLY	\$	4,827.05	5/9/2019 R
101067 VOGEL, MICHAEL	\$	78.00	5/9/2019 R
101068 VOYAGEUR OUTWARD BOUND SCHOOL	\$	10,066.25	5/9/2019 R
101069 WARNER, GENE	\$	54.00	5/9/2019 R
101070 WB AREA EMERGENCY FOOD SHELF	\$	3,800.00	5/9/2019 R
101071 WHITE BEAR CENTER FOR THE ARTS	\$	10,120.00	5/9/2019 R
101072 WHITE BEAR GLASS INC	\$	1,315.00	5/9/2019 R
101073 WBL PIZZA MAN	\$	199.88	5/9/2019 R
101074 WHITE BEAR LAKE ROTARY CLUB	\$	231.50	5/9/2019 R
101075 WIENS, ANDREW	\$	700.00	5/9/2019 R
101076 WILCOX PAPER	\$	1,545.00	5/9/2019 R
101077 WILLETT, RON	\$	78.00	5/9/2019 R
101078 WOLD ARCHITECTS AND ENGINEERS	\$	2,597.30	5/9/2019 R
101079 WORDMASTERS LLC	\$	49.00	5/9/2019 R
101080 WORLD'S FINEST CHOCOLATE INC	\$	1,805.00	5/9/2019 R
101081 X-GRAIN SPORTSWEAR	\$	222.00	5/9/2019 R
101082 YMCA OF THE GREATER TWIN CITIES	\$	93,313.41	5/9/2019 R
101083 YOUNGBLOOD LUMBER COMPANY	\$	172.00	5/9/2019 R
101084 YOUNG MATHEW	\$	1,107.90	5/9/2019 R
101085 ZIMMERMAN, FRANK	\$	78.00	5/9/2019 R
101086 ZONEONE LOCATING	\$	322.00	5/9/2019 R
101087 ZYCH, DANIEL	\$	133.00	5/9/2019 R
101088 BLANDING, PAMELA	\$	89.98	5/10/2019 R
101089 DUSTIN, JOSEPH	\$	373.08	5/10/2019 R
101090 EQUITY ALLIANCE MN	\$	2,300.00	5/10/2019 R
101091 FRONTLINE TECHNOLOGIES GROUP	\$	1,617.91	5/13/2019 R
101092 SAM'S CLUB/SYNCHRONY BANK	\$	1,051.55	5/13/2019 S
101093 SAM'S CLUB/SYNCHRONY BANK	\$	440.24	5/13/2019 S
101094 SAM'S CLUB/SYNCHRONY BANK	\$	125.90	5/13/2019 S
101095 SAM'S CLUB/SYNCHRONY BANK	\$	605.82	5/13/2019 S
101096 SAM'S CLUB/SYNCHRONY BANK	\$	452.72	5/13/2019 S
101097 SAM'S CLUB/SYNCHRONY BANK	\$	998.59	5/13/2019 S
101098 LEGAL RIGHTS CENTER	\$	541.38	5/15/2019 R
101099 MN DEPT OF EMPLOY & ECONOMIC	\$	8,911.51	5/15/2019 R
101100 WHITE BEAR FLORAL SHOP	\$	105.00	5/15/2019 R
101101 MARCUS CINEMAS OF WISCONSIN, LLC	\$	590.00	5/15/2019 R
101102 CHURCHILL, KRISTINE	\$	1,013.05	5/16/2019 R
101103 XCEL ENERGY	\$	29,946.58	5/16/2019 R
101104 GURSTEL CHARGO ATTORNEYS AT LAW	\$	312.72	5/17/2019 R

101105 GREATER TWIN CITIES UNITED WAY	\$	135.00	5/17/2019 R
101106 IUOE LOCAL 70	\$	1,257.02	5/17/2019 R
101107 RAUSCH, STURM, ISRAEL,	\$	232.98	5/17/2019 R
101108 SCHOOL SERVICE EMPLOYEES	\$	7,821.77	5/17/2019 R
101109 US DEPT OF EDUCATION	\$	504.18	5/17/2019 R
101110 WBLA EDUCATIONAL FOUNDATION	\$	535.50	5/17/2019 R
101111 WI SCTF	\$	340.25	5/17/2019 R
101112 ADAPTIVE TECH SOLUTIONS	\$	62.04	5/17/2019 R
101113 VALLEYFAIR GROUP SALES	\$	925.00	5/17/2019 R
101114 XCEL ENERGY	\$	45,631.28	5/17/2019 R
101115 CHILDREN'S THEATER COMPANY	\$	551.00	5/22/2019 R
101116 VALLEYFAIR GROUP SALES	\$	12,625.00	5/22/2019 R
101117 CARLSON WAGONLIT TRAVEL	\$	625.00	5/23/2019 R
101118 PADELFORD RIVERBOATS	\$	479.20	5/23/2019 R
101119 TREASURED TRANSPORTATION	\$	113,965.74	5/24/2019 R
101120 2NDGEAR	\$	204.31	5/30/2019 R
101121 AARP DRIVER SAFETY PROGRAM	\$	1,280.00	5/30/2019 R
101122 ABLENET INC	\$	540.00	5/30/2019 R
101123 AC SUPPLY CO	\$	36.72	5/30/2019 R
101124 ACADEMIC THERAPY PUBLICATIONS	\$	44.90	5/30/2019 R
101125 ACCLAIM SERVICES INC	\$	2,774.50	5/30/2019 R
101126 ALLIED 100, LLC	\$	47.36	5/30/2019 R
101127 AMERICAN MESSAGING	\$	25.10	5/30/2019 R
101128 ANDERSON, JAMES	\$	200.00	5/30/2019 R
101129 ANOKA COUNTY TREASURY DEPT	\$	459.91	5/30/2019 R
101130 AP EXAMS	\$	74,780.00	5/30/2019 R
101131 ARAMARK REFRESHMENT SERVICES	\$	114.13	5/30/2019 R
101132 ARCH LANGUAGE NETWORK	\$	1,935.00	5/30/2019 R
101133 ASCD	\$	89.00	5/30/2019 R
101134 ASL INTERPRETING SERVICES	\$	800.00	5/30/2019 R
101135 ATC GROUP SERVICES LLC	\$	5,511.16	5/30/2019 R
101136 B & H PHOTO-VIDEO	\$	1,166.75	5/30/2019 R
101137 BAKER TILLY MUNICIPAL ADVISORS, LLC	\$	750.00	5/30/2019 R
101138 BARRIER GROUP LLC	\$	6,000.00	5/30/2019 R
101139 BARTHOLD	\$	2,014.98	5/30/2019 R
101140 BATTERIES PLUS BULBS	\$	219.96	5/30/2019 R
101141 BENDER, CARMEN	\$	120.00	5/30/2019 R
101142 BENEDICT, LOIS	\$	91.40	5/30/2019 R
101143 BENISH, RICHARD	\$	78.00	5/30/2019 R
101144 BIDDLE, JUDITH	\$	240.00	5/30/2019 R
101145 BIO CORPORATION	\$	2,064.80	5/30/2019 R
101146 BLICK ART MATERIALS	\$	1,969.10	5/30/2019 R
101147 BLOOM, JENNIFER	\$	70.00	5/30/2019 R
101148 BLUE CROSS / BLUE SHIELD OF MN	\$	24,417.50	5/30/2019 R
101149 BOEING, KEVIN	\$	40.00	5/30/2019 R
101150 BOLDT, JAMES	\$	240.00	5/30/2019 R
101151 BONINE, ROBERT	\$	80.00	5/30/2019 R

101152 BOOKBINS	\$	6,400.00	5/30/2019 R
101153 BOOTH, KARLA	\$	7,000.00	5/30/2019 R
101154 BREAKMARK	\$	3,897.00	5/30/2019 R
101155 BROCKWAY, TOM	\$	70.00	5/30/2019 R
101156 BRUMLEY, BLAKE	\$	78.00	5/30/2019 R
101158 BSN SPORTS	\$	4,500.77	5/30/2019 R
101159 BUERSKEN, KRISTI	\$	4.99	5/30/2019 R
101160 THE BUG COMPANY	\$	35.50	5/30/2019 R
101161 BURNS, ANN	\$	133.00	5/30/2019 R
101162 CAPITAL ONE COMMERCIAL	\$	719.24	5/30/2019 R
101163 CAPOCASA, WILLIAM	\$	70.00	5/30/2019 R
101164 CAREY, MARK	\$	79.00	5/30/2019 R
101165 CELEBRATE PLANET EARTH	\$	57.80	5/30/2019 R
101166 CENGAGE LEARNING	\$	460.64	5/30/2019 R
101167 CENTURY COLLEGE	\$	105,256.99	5/30/2019 R
101168 CERNEY, JON	\$	78.00	5/30/2019 R
101169 CHANNING BETE CO INC	\$	179.31	5/30/2019 R
101170 CHOUINARD, KRISTIN	\$	43.00	5/30/2019 R
101171 CINTAS CORP #470	\$	203.34	5/30/2019 R
101172 COBORNS DELIVERS	\$	350.93	5/30/2019 R
101173 COLEMAN, MARY	\$	103.62	5/30/2019 R
101174 COMCAST	\$	290.92	5/30/2019 R
101175 COMMERCIAL KITCHEN SERVICES	\$	255.00	5/30/2019 R
101176 COMMITTEE FOR CHILDREN	\$	8,055.00	5/30/2019 R
101177 CONNEY SAFETY	\$	707.70	5/30/2019 R
101178 CONSTANTINE DANCE CLASSES	\$	528.00	5/30/2019 R
101179 CONTINENTAL CLAY CO	\$	117.48	5/30/2019 R
101180 CONTINENTAL RESEARCH CORP	\$	254.10	5/30/2019 R
101181 COOPS SPORTSWEAR	\$	742.00	5/30/2019 R
101182 CRISIS PREVENTION INSTITUTE INC	\$	300.00	5/30/2019 R
101183 DAVID BYE SERVICES	\$	255.00	5/30/2019 R
101184 DELLWOOD COUNTRY CLUB	\$	845.64	5/30/2019 R
101185 DELTA EDUCATION	\$	296.45	5/30/2019 R
101186 DEMCO INC	\$	110.90	5/30/2019 R
101187 DESTACHE, BETSY	\$	120.00	5/30/2019 R
101188 DISCOUNT SCHOOL SUPPLY	\$	335.20	5/30/2019 R
101189 DOMINOS PIZZA	\$	1,057.58	5/30/2019 R
101190 DONATELLI'S	\$	2,346.43	5/30/2019 R
101191 DONOVAN, WILLIAM	\$	133.00	5/30/2019 R
101192 DOOR SERVICE COMPANY	\$	3,134.00	5/30/2019 R
101193 DEFINITIVE TECHNOLOGY SOLUTIONS	\$	399.60	5/30/2019 R
101195 ECKROTH MUSIC	\$	580.36	5/30/2019 R
101196 EDSTROM, FRED	\$	187.00	5/30/2019 R
101197 ELECTRO WATCHMAN INC	\$	6,604.19	5/30/2019 R
101198 ELHAI, KAREN	\$	160.00	5/30/2019 R
101199 ELLISON EDUC EQUIP INC	\$	1,423.99	5/30/2019 R
101200 ERIC ARMIN INC	\$	111.20	5/30/2019 R

101201	ERICKSON, RENA	\$	300.00	5/30/2019	R
101202	FAIRVIEW	\$	11,058.33	5/30/2019	R
101203	FAISON, JOHN	\$	156.00	5/30/2019	R
101204	FARID, BILAL	\$	133.00	5/30/2019	R
101205	FASTENAL COMPANY	\$	463.45	5/30/2019	R
101206	FESTIVAL FOODS-KNOWLAN'S	\$	834.76	5/30/2019	R
101207	FINN SISU	\$	1,867.20	5/30/2019	R
101208	FIRST STUDENT	\$	288,252.26	5/30/2019	R
101209	FISCHER, THOMAS	\$	375.00	5/30/2019	R
101210	FITNESS DISTRIBUTING INC	\$	2,560.00	5/30/2019	R
101211	FITNESS FOCUS	\$	375.00	5/30/2019	R
101212	FITZGERALD, SHEILA	\$	1,003.44	5/30/2019	R
101213	FLEMONS, WILLIAM II	\$	40.00	5/30/2019	R
101214	FLOWERS, CHRIS	\$	60.00	5/30/2019	R
101215	FLUENCY MATTERS	\$	48.95	5/30/2019	R
101216	FOX, RENATA	\$	18.95	5/30/2019	R
101217	FRISCHMAN, JAMES	\$	54.00	5/30/2019	R
101218	FRONTIER AG & TURF	\$	1,308.48	5/30/2019	R
101219	FRONTLINE TECHNOLOGIES GROUP	\$	37,014.42	5/30/2019	R
101220	FUN EXPRESS LLC	\$	243.70	5/30/2019	R
101221	GELMO, IBSAA	\$	54.00	5/30/2019	R
101222	GENERAL OFFICE PRODUCTS CO	\$	8,421.20	5/30/2019	R
101223	GEPHART TRUCKING	\$	9,730.06	5/30/2019	R
101224	GIBBS FARM	\$	793.50	5/30/2019	R
101225	GITS, BOB	\$	70.00	5/30/2019	R
101226	GLOVER, PHIL	\$	160.00	5/30/2019	R
101227	GOPHER	\$	2,085.64	5/30/2019	R
101228	GOPHER STAGE LIGHTING	\$	66.85	5/30/2019	R
101229	GRANDMA'S BAKERY INC	\$	124.67	5/30/2019	R
101230	GREAT LAKES SPORTS	\$	104.39	5/30/2019	R
101231	GREATAMERICA FINANCIAL SERVICES	\$	33.49	5/30/2019	R
101232	GREENSPRING MEDIA	\$	1,448.00	5/30/2019	R
101233	GRIEBEL, DAVID	\$	198.57	5/30/2019	R
101234	GROTH MUSIC CO	\$	768.12	5/30/2019	R
101235	GROUP MEDICAREBLUE RX	\$	25,200.00	5/30/2019	R
101236	H2O FOR LIFE	\$	1,000.00	5/30/2019	R
101237	HALLBERG ENGINEERING INC	\$	900.00	5/30/2019	R
101238	HALO TRANSPORTATION	\$	5,415.00	5/30/2019	R
101239	HEALTHPARTNERS	\$	3,899.91	5/30/2019	R
101240	HEANEY, CYNTHIA	\$	200.00	5/30/2019	R
101241	HEANEY, MONROE	\$	700.00	5/30/2019	R
101242	HEART 2 HEART CPR LLC	\$	2,025.00	5/30/2019	R
101243	HEINEMANN	\$	261.26	5/30/2019	R
101244	HERITAGE FOOD SERVICE GROUP	\$	507.78	5/30/2019	R
101245	HIAWATHA HOMECARE	\$	1,372.00	5/30/2019	R
101247	HISDAHL INC	\$	340.00	5/30/2019	R
101248	HOFFMAN, RICHARD	\$	78.00	5/30/2019	R

101249 HOLCOMB, BRADLEY	\$	78.00	5/30/2019 R
101250 HOUGHTON MIFFLIN HARCOURT	\$	2,480.11	5/30/2019 R
101251 HOULE, EUGENE	\$	160.00	5/30/2019 R
101252 HUBERT COMPANY	\$	1,407.33	5/30/2019 R
101253 IMPROV PARENTING	\$	300.00	5/30/2019 R
101254 INDUSTRIAL PAINTING SPECIALISTS	\$	2,400.00	5/30/2019 R
101255 INNOVATIVE OFFICE SOLUTIONS	\$	1,149.96	5/30/2019 R
101258 INNOVATIVE OFFICE SOLUTIONS	\$	700.02	5/30/2019 R
101259 INSTITUTE FOR MULTI SENSORY EDUCATION	\$	3,525.00	5/30/2019 R
101260 INSTRUMENTALIST AWARDS	\$	173.00	5/30/2019 R
101261 IORAD	\$	2,775.00	5/30/2019 R
101262 ISD #833 SOUTH WASHINGTON CO	\$	120.00	5/30/2019 R
101263 JAYTECH INC	\$	150.00	5/30/2019 R
101264 JIMMY'S CONFERENCE & BANQUET CTR	\$	5,772.48	5/30/2019 R
101265 JOHNSON, GERALD	\$	140.00	5/30/2019 R
101266 JOHNSON, SHARON	\$	492.60	5/30/2019 R
101267 JUNDT, JOHN	\$	78.00	5/30/2019 R
101268 KALLESTAD, JAMES	\$	54.00	5/30/2019 R
101269 KATH FUEL OIL SERVICE CO	\$	4,798.11	5/30/2019 R
101270 KENNEY, PATRICK	\$	133.00	5/30/2019 R
101271 KEYSTONE INTERPRETING SOLUTIONS	\$	1,485.60	5/30/2019 R
101272 KIIHN, ROB	\$	78.00	5/30/2019 R
101273 KITTO, JULIAN	\$	700.00	5/30/2019 R
101274 KLEIN, JACKIE	\$	490.00	5/30/2019 R
101275 KLEIN, TIMOTHY	\$	70.00	5/30/2019 R
101276 KMB SPORTS	\$	1,200.00	5/30/2019 R
101277 KNABB, JAMES	\$	5.99	5/30/2019 R
101278 KONICA MINOLTA PREMIER FINANCE	\$	8,752.77	5/30/2019 R
101280 KRAFT CONTRACTING & MECHANICAL	\$	20,800.27	5/30/2019 R
101281 KUDEBAH, STEVE	\$	133.00	5/30/2019 R
101282 KULLY SUPPLY COMPANY	\$	294.13	5/30/2019 R
101283 LAKESHORE LEARNING MATERIALS	\$	1,176.03	5/30/2019 R
101284 LAKESHORE PLAYERS	\$	150.00	5/30/2019 R
101285 LANDSCAPE ALTERNATIVES INC	\$	100.00	5/30/2019 R
101286 LDA MINNESOTA	\$	9,471.25	5/30/2019 R
101287 LEARNING THINGS	\$	662.53	5/30/2019 R
101288 LEHNER, KEN	\$	156.00	5/30/2019 R
101289 THE LEUKEMIA & LYMPHOMA SOCIETY	\$	1,343.58	5/30/2019 R
101290 LIBERTY CLASSICAL ACADEMY	\$	1,944.00	5/30/2019 R
101291 LIFETIME ATHLETIC	\$	56.00	5/30/2019 R
101292 LORENZ RECOGNITION CO	\$	283.80	5/30/2019 R
101293 MACKIN EDUCATIONAL RESOURCES	\$	4,692.98	5/30/2019 R
101294 MARCO, INC	\$	2,484.29	5/30/2019 R
101295 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	2,270.00	5/30/2019 R
101296 MAYERON, JACK	\$	120.00	5/30/2019 R
101297 MCCORMICK, ED	\$	240.00	5/30/2019 R
101298 MCDONOUGH'S WATERJETTING AND	\$	671.83	5/30/2019 R

101299 MCNERTNEY, HOWARD	\$	156.00	5/30/2019 R
101300 MEDTOX LABORATORIES	\$	18.70	5/30/2019 R
101301 MERKLE, KEVIN	\$	190.00	5/30/2019 R
101302 MN ELEMENTARY SCH PRIN ASSOC	\$	1,896.00	5/30/2019 R
101303 METHOD TEST PREP	\$	1,250.00	5/30/2019 R
101304 METRO MEALS ON WHEELS INC	\$	6,669.00	5/30/2019 R
101305 MEUWISSEN, PAUL	\$	160.00	5/30/2019 R
101306 MINNEAPOLIS INSTITUTE OF ARTS	\$	186.00	5/30/2019 R
101307 MINVALCO INC	\$	660.12	5/30/2019 R
101308 MN DEPT OF HEALTH	\$	180.00	5/30/2019 R
101309 MN DEPT OF LABOR & INDUSTRY	\$	100.00	5/30/2019 R
101310 MN EQUIPMENT	\$	647.16	5/30/2019 R
101311 MN HS BB HALL OF FAME	\$	240.00	5/30/2019 R
101312 MN POLLUTION CONTROL AGENCY	\$	520.24	5/30/2019 R
101313 MN SWORD PLAY	\$	480.00	5/30/2019 R
101314 MN ULTIMATE	\$	2,152.50	5/30/2019 R
101315 MN ZOO	\$	810.00	5/30/2019 R
101316 MONARCH WATCH	\$	24.95	5/30/2019 R
101317 THE MORRIS LEATHERMAN CO	\$	10,000.00	5/30/2019 R
101318 MRPA - SOFTBALL	\$	528.00	5/30/2019 R
101319 MN SCHOOL BOARDS ASSN	\$	40.00	5/30/2019 R
101320 MUMBLEAU, RICHARD	\$	240.00	5/30/2019 R
101321 MUNOS, SCOTT	\$	79.00	5/30/2019 R
101322 MN YOUTH READING AWARDS	\$	15.00	5/30/2019 R
101323 NAC MECHANICAL & ELECTRICAL SERV	\$	4,590.00	5/30/2019 R
101324 NAPA AUTO PARTS	\$	13.98	5/30/2019 R
101325 NASSEFF MECH CONTRACTORS	\$	2,760.00	5/30/2019 R
101326 NATL ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	385.00	5/30/2019 R
101327 NATIVE PRIDE PRODUCTIONS, INC	\$	750.00	5/30/2019 R
101328 NATL RECOGNITION PRODUCTS	\$	424.26	5/30/2019 R
101329 NEWTRAX	\$	230.93	5/30/2019 R
101330 NORCENTRONIX DISTRIBUTING	\$	210.00	5/30/2019 R
101331 NORTHBOUND CREATIVE	\$	600.00	5/30/2019 R
101332 NYSTROM PUBLISHING CO INC	\$	291.89	5/30/2019 R
101333 OFFICE DEPOT	\$	1,559.05	5/30/2019 R
101334 ON SITE SANITATION INC	\$	613.59	5/30/2019 R
101335 ONENECK IT SOLUTIONS LLC	\$	525.00	5/30/2019 R
101336 OSMAN, BADASO	\$	79.00	5/30/2019 R
101337 OXYGEN SERVICE CO INC	\$	70.20	5/30/2019 R
101338 PAI	\$	700.06	5/30/2019 R
101339 PANERA LLC	\$	143.28	5/30/2019 R
101340 PAR CODE SYMBOLOGY INC	\$	126.00	5/30/2019 R
101341 PATIENT TOOLS INC	\$	141.00	5/30/2019 R
101342 PAULSON, MIKE	\$	133.00	5/30/2019 R
101343 PCS REVENUE CONTROL SYSTEMS INC	\$	395.00	5/30/2019 R
101344 PEDERSEN, RYAN	\$	40.00	5/30/2019 R
101345 PERSOON, JOHN	\$	120.00	5/30/2019 R

101346 PETERSEN, BILL	\$	70.00	5/30/2019 R
101347 PIONEER MFG CO	\$	2,940.00	5/30/2019 R
101348 POSITIVE COACHING ALLIANCE	\$	900.00	5/30/2019 R
101349 PRAXAIR DISTRIBUTION INC	\$	32.35	5/30/2019 R
101350 PROJECT LEAD THE WAY	\$	5,000.00	5/30/2019 R
101351 PURINTON, KEITH	\$	70.00	5/30/2019 R
101352 RATTE, DAVE	\$	40.00	5/30/2019 R
101353 RED BALLOON BOOKSHOP	\$	199.00	5/30/2019 R
101354 REDWOOD TOXICOLOGY LABORATORY	\$	798.60	5/30/2019 R
101355 REHBEIN TRANSIT CO	\$	23,400.00	5/30/2019 R
101356 RELIABLE MEDICAL SUPPLY INC	\$	26.58	5/30/2019 R
101357 REPUBLIC SERVICES #899	\$	10,081.36	5/30/2019 R
101358 ROOF SPEC INC	\$	3,000.00	5/30/2019 R
101359 ROW-LOFF PRODUCTIONS	\$	86.00	5/30/2019 R
101360 RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$	598.46	5/30/2019 R
101361 SAFETYFIRST PLAYGROUND SURFACING LLC	\$	10,758.00	5/30/2019 R
101362 SCHMEICHEL, RUSS	\$	75.00	5/30/2019 R
101363 SCHMITT MUSIC COMPANY	\$	94.15	5/30/2019 R
101364 SCHOLASTIC BOOK CLUBS INC	\$	57.14	5/30/2019 R
101365 SCHUMER, PAT	\$	78.00	5/30/2019 R
101366 SEW EASY DESIGNS	\$	891.21	5/30/2019 R
101367 SHRED-IT USA - MINNEAPOLIS	\$	339.52	5/30/2019 R
101368 SINK, ROBERT	\$	78.00	5/30/2019 R
101369 SISSYMARYSUE, LLC	\$	150.00	5/30/2019 R
101370 SITEONE LANDSCAPE SUPPLY	\$	1,008.46	5/30/2019 R
101371 SKETCHFORSCHOOLS PUBLISHING	\$	954.25	5/30/2019 R
101372 SCHOOL NUTRITION ASSOC (SNA)	\$	28.00	5/30/2019 R
101373 SOLID GROUND	\$	650.00	5/30/2019 R
101375 STAPLES ADVANTAGE	\$	1,017.55	5/30/2019 R
101376 STARIHA, BRUCE	\$	79.00	5/30/2019 R
101377 STATE SUPPLY CO	\$	409.46	5/30/2019 R
101378 STATE CHEMICAL MANUF CO	\$	477.59	5/30/2019 R
101379 STAY TUNED PIANO SERVICES	\$	125.00	5/30/2019 R
101380 STILLWATER JR HIGH SCHOOL	\$	120.00	5/30/2019 R
101381 STREAMLINE DESIGN INC	\$	1,257.00	5/30/2019 R
101382 STURM, JASON	\$	79.00	5/30/2019 R
101383 SUNQUIST, JAMES	\$	60.00	5/30/2019 R
101384 SURPLUS SERVICES	\$	170.00	5/30/2019 R
101385 SWANSON, STEPHEN	\$	600.00	5/30/2019 R
101386 SYNOVIA SOLUTIONS	\$	1,551.40	5/30/2019 R
101387 SYSTEMS FURNITURE INC	\$	49,929.12	5/30/2019 R
101388 THE T-SHIRT PEOPLE	\$	566.96	5/30/2019 R
101389 TA SCHIFSKY & SONS INC	\$	33.86	5/30/2019 R
101390 TAI CHI FOR WELL-BEING LLC	\$	250.00	5/30/2019 R
101391 TATE, JO	\$	1,400.00	5/30/2019 R
101392 TEACHER SYNERGY LLC	\$	21.84	5/30/2019 R
101393 TEACHERS DISCOVERY	\$	39.15	5/30/2019 R

101394	TEACHSTONE TRAINING LLC	\$	6,275.00	5/30/2019	R
101395	TEAM SIDELINE	\$	749.00	5/30/2019	R
101396	THE ODYSSEY GROUP	\$	320.00	5/30/2019	R
101397	THEOBALD, MARK	\$	70.00	5/30/2019	R
101398	THOMPSON, JASON	\$	133.00	5/30/2019	R
101399	TPRS BOOKS	\$	94.00	5/30/2019	R
101400	TRADE PRESS INC	\$	747.00	5/30/2019	R
101401	TRANS-MISSISSIPPI BIO SUPPLY	\$	311.19	5/30/2019	R
101402	TRI-STATE BOBCAT	\$	454.58	5/30/2019	R
101403	TRIO SUPPLY COMPANY	\$	5,551.30	5/30/2019	R
101404	TROPHY DEPOT INC	\$	703.50	5/30/2019	R
101405	TUMBLEWEED PRESS INC	\$	3,833.60	5/30/2019	R
101406	TURNING A NEW PAGE	\$	45.99	5/30/2019	R
101407	TUSA, COLLEEN	\$	125.00	5/30/2019	R
101408	THE UPS STORE #3299	\$	32.04	5/30/2019	R
101409	USA TEST PREP INC	\$	350.00	5/30/2019	R
101410	VALLEYFAIR GROUP SALES	\$	2,350.00	5/30/2019	R
101411	VAN LUYK, LEONARD	\$	212.00	5/30/2019	R
101412	VOCABULARY SPELLING CITY.COM	\$	69.95	5/30/2019	R
101413	VOGEL, MICHAEL	\$	78.00	5/30/2019	R
101414	WALSER AUTOMOTIVE GROUP	\$	352.44	5/30/2019	R
101415	WARNER, GENE	\$	54.00	5/30/2019	R
101416	WAYNE MANTHEY DRUMMAKER LLC	\$	1,400.00	5/30/2019	R
101417	WHITE BEAR TOWNSHIP EMAGINE	\$	252.00	5/30/2019	R
101418	WHITE BEAR AREA CHAMBER	\$	285.00	5/30/2019	R
101419	WHITE BEAR LAKE (CITY OF)	\$	2,257.79	5/30/2019	S
101420	WHITE BEAR LAKE (CITY OF)	\$	1,776.33	5/30/2019	R
101421	WHITE BEAR LAKE (CITY OF)	\$	948.79	5/30/2019	S
101422	WHITE BEAR LAKE (CITY OF)	\$	1,668.74	5/30/2019	S
101423	WHITE BEAR LAKE (CITY OF)	\$	829.79	5/30/2019	S
101424	WHITE BEAR LAKE (CITY OF)	\$	167.29	5/30/2019	S
101425	WBL MEALS ON WHEELS	\$	305.00	5/30/2019	R
101426	WBLA EDUCATIONAL FOUNDATION	\$	1,000.00	5/30/2019	R
101427	WHITSON, CLIFF	\$	70.00	5/30/2019	R
101428	WILLETT, RON	\$	78.00	5/30/2019	R
101429	WILSON, GARY	\$	100.00	5/30/2019	R
101430	WINDSTREAM	\$	2,063.18	5/30/2019	R
101431	ZEIMETZ, ANN	\$	105.00	5/30/2019	R
101432	ZONEONE LOCATING	\$	222.00	5/30/2019	R
101433	DETROIT LAKES GOLF	\$	600.00	5/31/2019	R
101434	IFD	\$	1,313.47	5/31/2019	R
101435	MILACA COMMUNITY ED	\$	70.00	5/31/2019	R
101436	WRIST-BAND.COM INC	\$	122.91	5/31/2019	R
181901086	ALTHOF, KATHRYN	\$	36.54	5/9/2019	A
181901087	ANDERSON, JON	\$	65.00	5/9/2019	A
181901088	ANZEL, ASHLIE	\$	18.91	5/9/2019	A
181901089	BABCOCK, ARIANA	\$	296.44	5/9/2019	A

181901090 BECK, SUEANN	\$	54.92	5/9/2019 A
181901091 BEGE, LAURA	\$	39.87	5/9/2019 A
181901092 BOOTH, KARLA	\$	138.08	5/9/2019 A
181901093 BOSCH, DONALD	\$	1,180.05	5/9/2019 A
181901094 BRUESS, DAWN	\$	127.89	5/9/2019 A
181901095 BURG, DIANE	\$	142.51	5/9/2019 A
181901096 CARLINSCHAUER, KYLE	\$	30.45	5/9/2019 A
181901097 CARLSON, CARRIE	\$	181.00	5/9/2019 A
181901098 CARLSON-CASA DE CALVO, JANET	\$	113.10	5/9/2019 A
181901099 DENUCCI, KRISTINA	\$	70.11	5/9/2019 A
181901100 DIMEGLIO, JOSEPH	\$	908.53	5/9/2019 A
181901101 DONAHOE, TRACI	\$	94.54	5/9/2019 A
181901102 ECKTON, DANA	\$	11.73	5/9/2019 A
181901103 EGEMO, PATRICIA	\$	51.04	5/9/2019 A
181901104 ENGSTRAN, PAUL	\$	380.54	5/9/2019 A
181901105 FINK, AVIS	\$	638.27	5/9/2019 A
181901106 FINKE, CARLA	\$	130.92	5/9/2019 A
181901107 FOLLMER, MELONY	\$	63.48	5/9/2019 A
181901108 FOX, FRANCINE	\$	129.83	5/9/2019 A
181901109 GARCIA ANDERSON, ODELIS	\$	259.63	5/9/2019 A
181901110 GRAVLEY, STEPHEN	\$	68.36	5/9/2019 A
181901111 GREEN, ALAN	\$	493.24	5/9/2019 A
181901112 GUTHRIE, ASHLEY	\$	117.74	5/9/2019 A
181901113 HARRIS, ANN	\$	135.97	5/9/2019 A
181901114 HEANEY, CYNTHIA	\$	89.97	5/9/2019 A
181901115 HUMPHREY, KELLY	\$	188.83	5/9/2019 A
181901116 JAGIELLA, ERIKA	\$	91.64	5/9/2019 A
181901117 JORGENSEN, AMY	\$	47.48	5/9/2019 A
181901118 KELBER, SHELLY	\$	3.99	5/9/2019 A
181901119 KELLEY, GRACE	\$	166.46	5/9/2019 A
181901120 KENTFIELD, KELLY	\$	54.81	5/9/2019 A
181901121 KERG, JEREMY	\$	438.07	5/9/2019 A
181901122 LAMWERS, LINDSAY	\$	597.46	5/9/2019 A
181901123 LARSON, BRITA	\$	33.06	5/9/2019 A
181901124 LARSON, TIMOTHY	\$	137.82	5/9/2019 A
181901125 MALONEY, JESSE	\$	36.31	5/9/2019 A
181901126 MARKUSON, RACHAEL	\$	50.00	5/9/2019 A
181901127 MARSH, KATHERINE	\$	52.60	5/9/2019 A
181901128 MARTINSON, KARA	\$	37.44	5/9/2019 A
181901129 MAURER, TIMOTHY	\$	260.00	5/9/2019 A
181901130 MEUWISSEN, MATTHEW	\$	392.15	5/9/2019 A
181901131 MEYER, AMANDA	\$	38.57	5/9/2019 A
181901132 MICHEL, ROCHELLE	\$	27.00	5/9/2019 A
181901133 MILLER, MOLLY	\$	165.59	5/9/2019 A
181901134 MISGEN, MARK	\$	315.28	5/9/2019 A
181901135 MOREAU, CALLI	\$	20.50	5/9/2019 A
181901136 NASVIK, CRAIG	\$	342.11	5/9/2019 A

181901137 NICKELS, JOLEEN	\$	172.96	5/9/2019 A
181901138 OTTAVIANI, AMY	\$	179.52	5/9/2019 A
181901139 PETERSON, DONNA	\$	42.05	5/9/2019 A
181901140 PETERSEN, JILL	\$	246.21	5/9/2019 A
181901141 PUJOLS, JUAN	\$	96.28	5/9/2019 A
181901142 RIEBOW, MATTHEW	\$	195.00	5/9/2019 A
181901143 RISENG, DAG	\$	192.00	5/9/2019 A
181901144 ROSSITER, DANIEL	\$	192.87	5/9/2019 A
181901145 RUOHOMAKI, TERESA	\$	48.11	5/9/2019 A
181901146 RYAN, SUSAN	\$	1,404.90	5/9/2019 A
181901147 SANTOSCOY, BRIANA	\$	112.09	5/9/2019 A
181901148 SCHMITZ, KAREN	\$	28.00	5/9/2019 A
181901149 THOMAS, DAVID	\$	118.61	5/9/2019 A
181901150 TROSKE, CARRIE	\$	190.03	5/9/2019 A
181901151 WALD, TERESA	\$	179.63	5/9/2019 A
181901152 WASKOW, CAROLINE	\$	233.68	5/9/2019 A
181901153 ZICKERMANN, JORDAN	\$	195.00	5/9/2019 A
181901154 ANDERSON, JON	\$	25.02	5/30/2019 A
181901155 ANZEL, ASHLIE	\$	13.99	5/30/2019 A
181901156 ATKINS, SARAH	\$	157.44	5/30/2019 A
181901157 BABIASH, JENNIFER	\$	91.04	5/30/2019 A
181901158 BACKSTROM, JEANNE	\$	100.00	5/30/2019 A
181901159 BILSKEMPER, JOSHUA	\$	46.75	5/30/2019 A
181901160 BOOTH, KARLA	\$	795.42	5/30/2019 A
181901161 BOWERMASTER, TRACI	\$	319.50	5/30/2019 A
181901162 BREMER, JACLYN	\$	45.98	5/30/2019 A
181901163 BRISTOW, JILL	\$	25.00	5/30/2019 A
181901164 CARDOSO, CARA	\$	26.99	5/30/2019 A
181901165 CARNEY, AMY	\$	79.07	5/30/2019 A
181901166 DARR, SHELLY	\$	79.93	5/30/2019 A
181901167 DEEN, DENISE	\$	168.78	5/30/2019 A
181901168 DERBY, SARA	\$	179.70	5/30/2019 A
181901169 DRANGE, ANGELA	\$	150.14	5/30/2019 A
181901170 EGEMO, PATRICIA	\$	27.26	5/30/2019 A
181901171 ELLETSON, KATHLEEN	\$	104.42	5/30/2019 A
181901172 ELLISON, JESSICA	\$	946.90	5/30/2019 A
181901173 FARINELLA, CAMILLE	\$	58.85	5/30/2019 A
181901174 FERNANDEZ, KEVIN	\$	16.40	5/30/2019 A
181901175 FUHRMAN, SARAH	\$	64.47	5/30/2019 A
181901176 GALYON, AMY	\$	125.86	5/30/2019 A
181901177 GARCIA ANDERSON, ODELIS	\$	296.58	5/30/2019 A
181901178 GARRISON, MARK	\$	560.80	5/30/2019 A
181901179 GILBERT, JENNIFER	\$	249.59	5/30/2019 A
181901180 GRAHN, JESSICA	\$	9.00	5/30/2019 A
181901181 HANNIGAN, TAMMIE	\$	127.97	5/30/2019 A
181901182 HARRIS, C	\$	55.00	5/30/2019 A
181901183 HELTNER, ERIKA	\$	199.99	5/30/2019 A

181901184 HIGGINS, SHEILA	\$	219.24	5/30/2019 A
181901185 HOEG, SCOTT	\$	338.44	5/30/2019 A
181901186 HUGHES, JAY	\$	209.83	5/30/2019 A
181901187 JODL, LINDA	\$	150.10	5/30/2019 A
181901188 JORGENSEN, AMY	\$	192.77	5/30/2019 A
181901189 JUERGENS, KATIE	\$	21.75	5/30/2019 A
181901190 KANE-BURBACK, STEPHANIE	\$	593.67	5/30/2019 A
181901191 KATH, ABBY	\$	121.16	5/30/2019 A
181901192 KAZMIERCZAK, WAYNE	\$	633.36	5/30/2019 A
181901193 KIRKHAM, BENJAMIN	\$	117.00	5/30/2019 A
181901194 KOSTER, PATRICIA	\$	35.00	5/30/2019 A
181901195 KRAMLINGER, TRACEY	\$	15.00	5/30/2019 A
181901196 LAMWERS, LINDSAY	\$	75.23	5/30/2019 A
181901197 LEHN, BRIDGET	\$	566.88	5/30/2019 A
181901198 LEMIEUX, TAMARA	\$	35.38	5/30/2019 A
181901199 LI, MICHELLE	\$	101.10	5/30/2019 A
181901200 LITTLEFIELD, TRAVIS	\$	182.76	5/30/2019 A
181901201 MALDONADO PEREZ, GUILLERMO	\$	199.48	5/30/2019 A
181901202 MALMER, ALYSSA	\$	61.32	5/30/2019 A
181901203 MALONEY, JESSE	\$	76.72	5/30/2019 A
181901204 MARTIN, JESSICA	\$	75.00	5/30/2019 A
181901205 MCGARTHWAITE, MICHAEL	\$	39.64	5/30/2019 A
181901206 MENGEL, MARY	\$	51.22	5/30/2019 A
181901207 MEYER, KELLY	\$	78.30	5/30/2019 A
181901208 MILES, MARY	\$	216.61	5/30/2019 A
181901209 MOORE, JENNIFER	\$	131.36	5/30/2019 A
181901210 MULLALY, REBECCA	\$	780.00	5/30/2019 A
181901211 MYERS, ANN	\$	50.42	5/30/2019 A
181901212 NASVIK, CRAIG	\$	291.50	5/30/2019 A
181901213 NGUYEN, HUY	\$	79.98	5/30/2019 A
181901214 NOHR, KATIE	\$	1,850.00	5/30/2019 A
181901215 O'LEARY, CHADRIK	\$	28.98	5/30/2019 A
181901216 OKLOBZIJA, MOLLY	\$	256.60	5/30/2019 A
181901217 OLNES, KRISTI	\$	70.78	5/30/2019 A
181901218 OTTAVIANI, AMY	\$	260.00	5/30/2019 A
181901219 PAUL, SARA	\$	138.33	5/30/2019 A
181901220 PHILLIPS, LISA	\$	91.28	5/30/2019 A
181901221 POKORNY, MARY	\$	96.00	5/30/2019 A
181901222 POLLARD, AIMIE	\$	52.20	5/30/2019 A
181901223 RATLIFF, GERALD	\$	9.28	5/30/2019 A
181901224 ROUSH, ROBIN	\$	115.27	5/30/2019 A
181901225 RUOHOMAKI, TERESA	\$	141.47	5/30/2019 A
181901226 RYAN, DENISE	\$	245.63	5/30/2019 A
181901227 RYAN, SUSAN	\$	836.23	5/30/2019 A
181901228 SALKOWICZ, JASON	\$	150.64	5/30/2019 A
181901229 SAMPOANG, DESSERAY	\$	235.07	5/30/2019 A
181901230 SANTOSCOY, BRIANA	\$	23.90	5/30/2019 A

181901231 SATHER, JOELLE	\$	41.28	5/30/2019 A
181901232 SATHER, MICHELE	\$	37.50	5/30/2019 A
181901233 SCHLOSSER, GABRIELLE	\$	85.48	5/30/2019 A
181901234 SCHMIDT, DEBRA	\$	149.64	5/30/2019 A
181901235 SCHROEDER, AMANDA	\$	154.00	5/30/2019 A
181901236 SCHUEBEL, ANGELA	\$	42.34	5/30/2019 A
181901237 SCHULTE, VANESSA	\$	199.99	5/30/2019 A
181901238 SICARD, HEIDI	\$	87.00	5/30/2019 A
181901239 SOLEM, KATIE	\$	125.00	5/30/2019 A
181901240 STONEHOUSE, JULIA	\$	197.93	5/30/2019 A
181901241 THILL, MARYCLARE	\$	135.72	5/30/2019 A
181901242 TIRADO, JONATHAN	\$	845.00	5/30/2019 A
181901243 TOLLISON, STEPHANIE	\$	226.82	5/30/2019 A
181901244 TOLONEN, CLAY	\$	275.06	5/30/2019 A
181901245 TULBERG, AMY	\$	20.88	5/30/2019 A
181901246 WANLESS, TAMELA	\$	47.97	5/30/2019 A
181901247 WEDELL, THERESA	\$	41.76	5/30/2019 A
181901248 WELSH, SUSAN	\$	51.84	5/30/2019 A
181901249 WINKLER, PAMELA	\$	22.26	5/30/2019 A
	\$	2,451,637.11	

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
Piano Bench Value- \$150	FarmHouse Style Furniture	Birch Lake Elementary
\$200 For Trap and Skeet Team	Charles and Michael Niven	White Bear Lake Area High School
\$700 Boys' Tennis Team	James and Carolyn Frick	White Bear Lake Area High School
\$100 for 1 st grade classroom support	Falaq Salahu-Din	Lincoln Elementary
\$1,600 for Outdoor Classroom	Society of American Military	Otter Lake Elementary
\$100 for softball program	White Bear Area Fastpitch Softball Association	White Bear Lake Area High School – South Campus
\$242.55 for school programs	Alyssa Rangel	Vadnais Heights Elementary
\$48.12	Wells Fargo Matching Donations	Otter Lake Elementary
\$98.12	Wells Fargo Matching Donations	Otter Lake Elementary
\$100 for Baseball Program	The Stadium LLC	White Bear Lake Area High School – South Campus
\$25 for Baseball Program	John H. LeMay	White Bear Lake Area High School – South Campus
\$614.44 for Outdoor Classroom	Might Cause Kids Night	Otter Lake Elementary
\$20 for Carol Glover Memorial	William and Carol Glumack	Lincoln Elementary
\$25 for Carol Glover Memorial	Kile and Jenny Nadeau	Lincoln Elementary
\$1,000 for Media Center Treehouse	Hugo Lions Club	Oneka Elementary
\$800 for Football Program	Dennis and Mina Beth Holman	WBLAHS – South Campus
\$25 for Summer Reading Event	Cub Foods	Otter Lake Elementary
\$114.60 for 1 st Grade Lunch	Bertha Harrington	Willow Lane Elementary

<p>\$10,000 in equipment for the Track and Field Program and Cross Country Program</p> <ul style="list-style-type: none"> • HYTEK Meet Manager Software program with a computer to run the program. • Eagle Eye Full Automatic Timing System with camera, computer, and connecting cable. • Epson printer • Copy machine • Orange officials vests • Clipboards • Weatherwriter notebooks • Walkie talkies • Stop watches • Traffic cones for course marking and track marking • Ropes and pennant flagging for course marking • Pigtail stakes for course marking • First aid kit • Tape measures • Brooms and stakes for field events • Official flags • Order of finish cards • Equipment storage box 	Mr. Monroe Heaney	White Bear Lake Area High School – Track and Field Program and Cross Country Program
\$333 to zero out the negative lunch account	Stephanie Wolkin	Matoska IB World School
\$500 to zero out the negative lunch account	Citty Scherman	Willow Lane Elementary

RECOMMENDED ACTION: Accept donations.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

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

CAITLIN DELANDER– Program Assistant Leader, Birch Lake Elementary
Employed by District 624 since 09/25/2018
Effective Date: 05/31/2019

CELESTE GILLITZER– Program Assistant Leader, Lakeaires Elementary
Employed by District 624 since 09/04/2018
Effective Date: 05/03/2019

STEPHEN JORGENSEN– Student Supervisor, ALC
Employed by District 624 since 10/02/2017
Effective Date: 05/23/2019

MADELINE LAMWERS– Program Aide, Matoska Elementary
Employed by District 624 since 01/02/2019
Effective Date: 05/28/2019

SANDRA LONG– Program Assistant Leader, Vadnais Heights Elementary
Employed by District 624 since 10/22/2018
Effective Date: 05/31/2019

SARAN MAGNUSON– Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/04/2018
Effective Date: 06/07/2019

HEATHER OSWALD– Pupil Support Assistant, Lakeaires Elementary
Employed by District 624 since 12/10/2018
Effective Date: 06/07/2019

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

HEATHER AMUNDSON-MUSICH– School Psychologist, Lakeaires Elementary
Employed by District 624 since 08/27/2009
Effective Date: 06/10/2019

ERICA BRATLAND– Grade 5 Teacher, Birch Lake Elementary
Employed by District 624 since 08/21/2019
Effective Date: 06/10/2019

AVIS FINK– Social Worker, WBLAHS – South Campus
Employed by District 624 since 08/23/2001
Effective Date: 06/10/2019

MANDIRA GERRELS– Science/AVID Teacher, Central Middle School
Employed by District 624 since 08/24/2015

Effective Date: 06/10/2019

KATHERINE GORHAM– Social Worker, Birch, Lincoln and Otter Lake Elementary

Employed by District 624 since 08/21/2017

Effective Date: 06/10/2019

GABRIELLE HEIER– Special Education Teacher, WBLAHS – North Campus

Employed by District 624 since 08/21/2013

Effective Date: 06/10/2019

HEATHER JACOBS– Special Education Teacher, WBLAHS – North Campus

Employed by District 624 since 08/23/2001

Effective Date: 06/30/2019

MELISSA MCDONALD– Special Education Teacher, Willow Elementary

Employed by District 624 since 08/22/2016

Effective Date: 06/10/2019

TRACY MOWERY– Special Education Teacher, Lakeaires Elementary

Employed by District 624 since 08/23/2007

Effective Date: 06/10/2019

AMBER PALONY– Grade 3 Teacher/Literacy Coach, Willow Lane Elementary

Employed by District 624 since 08/22/2016

Effective Date: 06/10/2019

MADISON SAWYER– Special Education Teacher, Birch Lake Elementary

Employed by District 624 since 08/21/2013

Effective Date: 06/10/2019

KELLY SOKOLOWSKI– Grade 5 Teacher, Willow Lane Elementary

Employed by District 624 since 08/21/2017

Effective Date: 06/10/2019

RESIGNATION/TERMINATION/NON-RENEWAL – NON-AFFILIATED

CHELSEA HALSETH– Bear Fundamentals, Lakeaires Elementary

Employed by District 624 since 08/27/2018

Effective Date: 06/07/2019

REBECCA MULLALY– Student Support Supervisor, District Center

Employed by District 624 since 09/26/1994

Effective Date: 06/30/2019

KARISSA TESSIER– Preschool Teacher, Normandy Park Education Center

Employed by District 624 since 09/11/2018

Effective Date: 05/24/2019

RETIREMENT – CLASSIFIED STAFF

MOLLY DELMEDICO – Health Assistant, Lincoln Elementary

Employed by District 624 since 01/29/2001

Effective Date: 06/30/2019

DIANE JURGENS – Pupil Support Assistant, WBLAHS – North Campus

Employed by District 624 since 09/06/2016

Effective Date: 05/06/2019

ANN MCGLYNN – Pupil Support Assistant, Oneka Elementary

Employed by District 624 since 09/01/1989

Effective Date: 06/30/2019

NANCY MUCKALA – Administrative Assistant Athletics, WBLAHS – North Campus

Employed by District 624 since 12/03/2001

Effective Date: 06/07/2019

RETIREMENT – CERTIFIED STAFF

CAROL TARSA – Leave of Absence, Mathematics Teacher, WBLAHS – South Campus

Employed by District 624 since 09/10/1990

Effective Date: 06/30/2019

CHANGE IN ASSIGNMENT - CLASSIFIED
--

RACHAEL STAFKI – From Billing Clerk – Early Childhood, Normandy Park

To Administrative Assistant – Coordinator, Normandy Park

\$18.72 per hr., 32.5 hrs. per week

Effective Date: 05/20/2019

JAMES STOFFEL – From Assistant Head Engineer – Central

To Head Engineer Multiple Sites, Central, District Center & Birch Lake

\$24.87 per hr. plus Long. 15 \$.60 per hr., 40.0 hrs. per week

Effective Date: 05/28/2019

ANA WHITE – From Instructional ADSIS Paraprofessional, Oneka Elementary

To Pupil Support Assistant, Oneka Elementary

\$19.58 per hr., 32.5 hrs. per week

Effective Date: 09/02/2019

PART TIME LEAVE REQUEST – CERTIFIED STAFF
--

KARLA CUMMINS LAUERMAN – Social Studies Teacher, WBLAHS – South Campus

Position .7 FTE (Leave .2 FTE)

Effective Date: 2019-2020 School Year

LAURA KRUEGER– Physical Therapist, Normandy Park

Position .7 FTE (Leave .2 FTE)

Effective Date: 2019-2020 School Year

JESSICA HOSMER– Intervention Specialist, Matoska Elementary

Position .5 FTE (Leave .2 FTE)

Effective Date: 2019-2020 School Year

NICOLE MCGARTHWAITE– Social Studies Teacher, WBLAHS – South Campus

Position .8 FTE (Leave .2 FTE)

Effective Date: 2019-2020 School Year

FULL TIME LEAVE REQUEST – CERTIFIED STAFF**WENDY HOERNEMANN**– .Science Teacher, WBLAHS – North Campus

Employed by District 624 since 08/23/1999

Effective Date: 2019-2020 School Year

EVELYN SWENSON– .6 FTE Social Worker, Lincoln Elementary & Central Middle School

Employed by District 624 since 09/02/2005

Effective Date: 2019-2020 School Year

LINDSAY THOMAS– Grade 2 Teacher, Oneka Elementary

Employed by District 624 since 08/26/2010

Effective Date: 2019-2020 School Year

NEW PERSONNEL – CLASSIFIED STAFF**LISA CANTWELL** – Pupil Support Assistant, Otter Lake Elementary

\$18.77 per hr., 32.5 hrs. per week, \$22,815.94

Effective Date: 09/2/2019

CLAY HOCKING – Pupil Support Assistant, Oneka Elementary

\$18.77 per hr., 32.5 hrs. per week, \$22,815.94

Effective Date: 09/2/2019

AMY JENTS – Health Assistant, Vadnais Heights Elementary

\$18.72 per hr., 37.5hrs. per week, \$25,974.00

Effective Date: 08/23/2019

MATTHEW KELLY – Pupil Support Assistant, Otter lake Elementary

\$18.77 per hr., 32.5 hrs. per week, \$22,815.94

Effective Date: 09/2/2019

ANGELA PFEIFER – Administrative Assistant – Student Support Services, Normandy Edu. Ctr.

\$18.72 per hr., 28.0 hrs. per week, \$21,595.39

Effective Date: 08/09/2019

ILEANA ROJAS RAMIREZ – Program Assistant Leader, Birch and Lakeaires Elementary
\$13.98per hr., 17.25 hrs. per week, \$3,063.71
Effective Date: 04/12/2019

EH MAR SER - Extended Day Aide, Vadnais Heights Elementary
\$13.04per hr., 12.5 hrs. per week, \$1,467.00
Effective Date: 04/29/2019

LISA TIBBITS – Pupil Support Assistant, Otter lake Elementary
\$18.77 per hr., 32.5 hrs. per week, \$22,815.94
Effective Date: 09/2/2019

ADRIANNA VAZQUEZ – Pupil Support Assistant, Sunrise Middle School
\$18.77 per hr., 32.5 hrs. per week, \$22,815.94
Effective Date: 09/2/2019

JENNIFER WILSON – Health Assistant, Willow Lane Elementary
\$18.72 per hr., 37.5hrs. per week, \$25,974.00
Effective Date: 08/23/2019

NEW PERSONNEL – CERTIFIED STAFF
--

MEGAN AMEND – Mathematics Teacher, WBLAHS – North Campus
BA, Step 3, \$44,984.00
Effective Date: 2019-2020 School Year

HANNA ARNOLD – Special Education Teacher, Willow Lane Elementary
BA, Step 4, \$46,520.00
Effective Date: 2019-2020 School Year

KELLY COUNIHAN – Grade 2 Teacher, Oneka Elementary
MA, Step 1, \$48,023.00
Effective Date: 2019-2020 School Year

ARTHUR CRUTCH – Language Arts Teacher, WBLAHS – North Campus
Revised BA, Step 8, \$51,558.00
Effective Date: 2019-2020 School Year

TIANA DEFOREST – Spanish Teacher, Sunrise Park and Central Middle School
BA, Step 1, \$43,310.00
Effective Date: 2019-2020 School Year

TAMARA DOBBINS – Interventions/Language Arts Teacher, Central Middle School
MA, Step 7, \$58,094.00
Effective Date: 2019-2020 School Year

DEREK DOESCHER – Industrial Technology Teacher, WBLAHS – South Campus

BA, Step 5, \$48,051.00
Effective Date: 2019-2020 School Year

SADIE HAUER – Special Education Teacher, Otter Lake Elementary
BA+15, Step 9, \$54,454.00
Effective Date: 2019-2020 School Year

KATHRYN KAHOUN – Speech Language Pathologist, Willow Lane Elementary
MA+15, Step 6, \$57,199.00
Effective Date: 2019-2020 School Year

KATHERINE LUNDE – Grade 5 Teacher, Willow Lane Elementary
MA, Step 3, \$50,606.00
Effective Date: 2019-2020 School Year

NICOLE MCKINNEY – School Psychologist, Willow Lane Elementary
MA+30, Step 5, \$56,552.00
Effective Date: 2019-2020 School Year

CHRISTINE MOERKE – Special Education Teacher, Hugo Elementary
MA+60, Step 13, \$85,982.00
Effective Date: 2019-2020 School Year

TAYLOR NELSON – Elementary Teacher, Birch Lake Elementary
BA, Step 1, \$43,310.00
Effective Date: 2019-2020 School Year

KATHERINE PECK – .6 FTE Language Arts Teacher, WBLAHS – North Campus/Central Middle School
MA, Step 3, \$29,052.40
Effective Date: 2019-2020 School Year

EMILY RAU – .6 FTE Orchestra Teacher, Elementary Building(s) to be Determined
BA, Step 1, \$25,986.00
Effective Date: 2019-2020 School Year

STEPHANIE ROLOFF – Family and Consumer Science Teacher, Sunrise Middle School
MA+60, Step 8, \$66,533.00
Effective Date: 2019-2020 School Year

ELSA SHOREY – Social Studies Teacher, WBLAHS – South Campus/Central Middle School
MA, Step 2, \$49,524.00
Effective Date: 2019-2020 School Year

CASSANDRA TELAE – Music Teacher, Central Middle School
BA, Step 1, \$43,310.00
Effective Date: 2019-2020 School Year

AMY VAN AKKEREN – Special Education Teacher, Lakeaires Elementary
MA, Step 8, \$61,025.00
Effective Date: 2019-2020 School Year

CHRISTINE VOLKMANN – Science Teacher, Central Middle School
MA, Step 4, \$52,434.00
Effective Date: 2019-2020 School Year

ANNA ZAMZOW – Kindergarten Teacher, Willow Lane Elementary
MA, Step 1, \$48,023.00
Effective Date: 2019-2020 School Year

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Sauer Family Foundation Grants**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**
Lisa Ouren, Director of Student Support Services

BACKGROUND:

***ALIVE!* Trauma Sensitive Schools**

Colleen O'Keefe, Executive Director for the Sauer Family Foundation, will be in attendance to present grants to Willow Lane, Vadnais Heights, and Birch Lake Elementary Schools to support trauma sensitive schools programming.

The *Alive!* Program is a preventative approach to addressing stressors that impact learning. The *Alive!* Program goals are:

- Transform worries by giving them the language for stressful events and the emotions they cause.
- Reduce acting out behaviors and need for discipline.
- Help students think about issues regarding child safety.
- Improve academic achievement.

In the first two years of implementing the *Alive!* program at Willow Lane, there has been a reduction in office referrals, in-and out-of school suspensions, expulsions, physical fighting, and out-of-network placements. Feedback from teachers and students indicate that students, classrooms, and the school environment is calmer, offering much more time for students, teachers and administrators to do the jobs they are intended to do rather than attending to the behavioral problems of their students.

With the generous support of the Sauer Family Foundation, we will continue the *Alive!* Program at Willow Lane and we are able to expand the program to Vadnais Heights and Birch Lake Elementary schools for the 2019-20 school year.

In addition to funding the *Alive!* Program, Early Childhood Special Education (ECSE) received a \$22,785 grant from the Sauer Foundation to implement, *Conscious Discipline*, in all of the White Bear Lake Area Schools Early Childhood Programs. *Conscious Discipline* is a comprehensive, multi-disciplinary, self-regulation program that integrates social-emotional learning (SEL), school culture, and discipline. This Fall 2019, early childhood staff members will receive *Conscious Discipline* training on how best to integrate practices that promote relationships, self-regulation, problem solving and executive functioning strategies in the classroom. Parents will also be invited to participate in a family component of *Conscious Discipline*. The goal of *Conscious Discipline* is to foster the emotional intelligence of staff and children in our early childhood programs.

White Bear Lake Area Schools thanks the Sauer Foundation for the opportunity to implement the *Alive!* and *Conscious Discipline* programs in our schools.

AGENDA ITEM: **Excellence in Financial Reporting Awards**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

The White Bear Lake Area School Board recently received an Excellence in Financial Reporting award from the Association of School Business Officials (ASBO), and the GFOA's Certificate of Achievement for Excellence in Financial Reporting. The recognition letter from GFOA states "This Certificate of Achievement is the highest form of recognition given in the area of governmental accounting and financial reporting." ISD 624 has received these awards for nineteen consecutive years.

By participating in the ASBO and GFOA certification programs, school districts demonstrate their commitment to financial transparency. Applicants submit their comprehensive annual financial report (CAFR) for review by a team of professional auditors, who provide feedback to improve future documents. If the CAFR meets the requirements of the program, the document may receive the Certificate of Excellence. A district's participation in the certification program can facilitate bond rating and continuing bond disclosure processes.

Congratulations to Director of Finance, Tom Wieczorek, and Accountant, Jenna Battaglia, for their fine work.

The White Bear Lake Area School District has received a bond rating of AA from Standard and Poor's every year the district has applied since 2010.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **June 10, 2019**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Policy 413, Harassment and Violence**
MEETING DATE: **June 10, 2019**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Matt Mons, Director of Human Resources**

BACKGROUND:

School Board Policy 413, Harassment and Violence, was reviewed by the School Board Policy Committee and Cabinet and is being recommended for a first reading. There are minor changes in sections II General Statement of Policy and section III. Definitions. In section IV. Reporting Procedures a sentence was added to D.

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability..

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 15 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996

Revised: January 10, 2005

Revised: May 12, 2008

Annual Review: August 8, 2011

Annual Review: September 10, 2012

Annual Review: January 13, 2014

Annual Review: October 13, 2014

Annual Review: July 11, 2016

*White Bear Lake Area
School District #624 Policy 413*

Annual Review: March 5, 2018

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of Independent School District No. 624 **is** to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District harasses, threatens to harass or attempts to harass any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined by this policy. (For purposes of this policy, School District personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district).
- C. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and will take appropriate corrective action.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications;
1. "Disability" means any condition or characteristic that renders a person-a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent, ~~or parents or the minor's~~ legal guardian; or
 - b. the designee of the parent or parents or **legal** guardian with the written permission of the parent or parents or **legal** guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
- 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
- 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. School District Personnel includes school board members, school employees, agents, volunteers, contractors or other persons' subject to the supervision and control of the district.
- G. Sexual Harassment:
 - 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
- a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

H. Sexual Violence;

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

I. Violence:

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report Form attached and incorporated by reference to this policy as Addendum A, but oral reports shall be considered complaints as well.
- C. ~~Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.~~
- D. The building principal, principal's designee, or building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this

policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. ~~In the District.~~ The school board hereby designates as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. ~~Submission of a good faith complaint or report of harassment or violence 1 In some school districts~~ If the superintendent may be is the human rights officer. ~~If so,~~ an alternative individual shall ~~should~~ be designated by the School Board. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible,

consistent with the school district's legal obligations to investigate, ~~to~~ take appropriate action, and ~~to~~ comply with any discovery or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the 413-8 individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law. 413-9
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy; ~~who~~ testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence; or ~~who~~ testifies, assists,

or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human

Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 401 (Equal Employment Opportunity)
WBLASB Policy 402 (Disability Nondiscrimination Policy)
WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 514 (Bullying Prohibition Policy)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 524 (Internet Acceptable Use and Safety Policy) 413-11
WBLASB 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

AGENDA ITEM: **Policy 504, Student Dress and Appearance**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 504, Student Dress and Appearance, was reviewed by the School Board Policy Committee and Cabinet and is being recommended for a first reading. There are changes in II. General Statement of Policy in A and C.

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 15 School Board meeting agenda or a subsequent meeting for action.

Adopted: July 22, 1996
Revised: June 11, 2001
Revised: August 25, 2003
Revised: November 8, 2007
Revised: January 11, 2010
Revised: March 11, 2013
Revised: February 10, 2014
Revised: June 10, 2017

*White Bear Lake Area
School Board Policy 504*

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of this school district ~~is~~ to encourage students to be dressed appropriately for school activities ~~and in keeping with community standards.~~ This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
 2. Clothing that does not create a health or safety hazard.
 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
1. ~~Clothing that is too revealing, distracting, or disruptive to the educational process, and other clothing that is not in keeping with community standards.~~ Clothing that is disruptive to the educational process.
 2. Clothing bearing a message or image which is lewd, vulgar, or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in School Board Policy 413.

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

III. PROCEDURES

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

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

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

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

AGENDA ITEM: **Policy 506, WBLASD Student Discipline Policy**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

At this time, we are only reviewing the purpose of School Board Policy 506, WBLASD Student Discipline Policy. During the 2019-20 school year the entire policy will be reviewed. The School Board has reviewed the purpose of this policy at the February 25 and May 20 work-study meetings. The Policy Committee and Cabinet are recommending this revised purpose statement for a first reading.

Current Purpose: ~~The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.~~

New Purpose: White Bear Lake Area Schools recognizes that appropriate school behavior is critical to academic success and sustaining a safe and caring learning community. It is also the intention of this policy to ensure a safe and orderly learning environment for all students and a safe working environment for staff. Effective teaching of school appropriate behavior is the responsibility of the adults in every school. Effective school discipline includes the establishment of high standards of behavior, school cultures of respect and acceptance, instruction in appropriate behavior, time for students to learn appropriate behavior, and fair and proportionate consequences for failure to meet behavior expectations. Students share in the responsibility to uphold and respect the high standards of school behavior that contribute to the ability of all to learn. Effective discipline maximizes the amount of student and staff time and attention spent on teaching and learning and minimizes the amount of student and staff time and attention directed toward behavior that disrupts the learning process. The District looks to parents/guardians and families to partner in the teaching, learning and supporting of appropriate school behavior to maximize the academic success of their students. Effective discipline considers the age and development of the student in framing the instruction in appropriate behavior and the consequences for misbehavior. Effective discipline is educational, not punitive. Effective discipline includes building relationships, repair of harm and restoring relationships and restorative practices to re-engage students in their learning community

Cross Reference: (Language from the *St. Cloud Area Schools Discipline Policy* was replicated in drafting this purpose statement.) This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

RECOMMENDED ACTION:

To review the purpose and provide suggestions or feedback to the administration, with the revised purpose of this policy placed on the July 15 School Board meeting agenda or a subsequent meeting for action.

AGENDA ITEM: **Policy 525, Violence Prevention**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 525, Violence Prevention, was reviewed by the School Board Policy Committee and Cabinet and is being recommended for a first reading. There are changes in II. General Statement of Policy in A and B; section III. Implementation of Policy in D, F, and J; and in legal references.

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority, and they should be protected from physical or emotional harm during school activities, and on school grounds, buses, or field trips while under school district supervision.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 15 School Board meeting agenda or a subsequent meeting for action.

525 VIOLENCE PREVENTION

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority, and they should be protected from physical or emotional harm during school activities, and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district **is** to strictly enforce its weapons policy (Policy 501).
- B. ~~It is~~ The policy of the school district **is** to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when ~~in~~ at a school location, on a school bus or in another school district vehicle or anywhere while attending a school district activity or conducting school district business.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- ~~F.G.~~ Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- ~~G.H.~~ Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. 121A.05.
- ~~H.I.~~ Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the Harassment and Violence Policy (Policy 413) will be subject to the procedures set forth in the Student Dress and Appearance Policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or

identifying sign or symbol, and whose members individually or collectively engage in or ~~whose members~~ engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- I.J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, do not denoting denote gang affiliation, advocating harassment or violence against others, disruptive to the educational process, or causing others to react in a violent or illegal manner. (Policy 504)

IV. PREVENTION STRATEGIES

The school district has adopted and will implement ~~the following~~ prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district

personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.

- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment.

Legal References: Minn. Stat. § 1.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § ~~121A.57~~ 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 501 (Weapons)
WBLASB Policy 504 (Student Dress and Appearance)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 514 (Bullying Prevention Policy)
WBLASB Policy 526 (Hazing Prohibition)
~~MSBA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion)~~
WBLASB Policy 529 (Staff Notification of Violent Behavior by Students)

AGENDA ITEM: **Policy 611, Homeschooling**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 611, Homeschooling, was reviewed by the School Board Policy Committee and Cabinet and is being recommended for a first reading. There are changes in section V. Textbooks, Instructional Material, Standard Tests; minor changes in sections VI. Student Support Services; VIII. Shared Time Programs; and IX. Optional Cooperative Arrangements.

The purpose of this policy is to recognize and provide guidelines, in accordance with state law, for parents who wish to have their children receive education in a homeschool alternative to an accredited public or private school.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 15 School Board meeting agenda or a subsequent meeting for action.

Adopted: August 27, 2001
Revised: May 9, 2005
Revised: December 10, 2012

White Bear Lake Area School Board Policy #611

611 HOMESCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines, in accordance with state law, for parents who wish to have their children receive education in a homeschool alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1).

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a homeschool and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a homeschooled child shall submit immunization statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4 and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and by October 1 of the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will loan or provide textbooks, individualized instructional **or cooperative learning** materials, **software or other educational technology** and standardized tests for use by a homeschooled child as provided in Minn. Stat. § 123B.42 and Minnesota Rules Chapter 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40 to 123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. ~~PUPIL~~ **STUDENT SUPPORT SERVICES**

Upon formal request as required by law, the school district will provide ~~pupil~~ **student** support services in the form of health services and counseling and guidance services to a

home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Chapter 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40 to 123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident ~~pupils~~ students who receive instruction in a homeschool (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1 and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared-time ~~pupil~~ students on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any ~~pupils~~ student on a shared-time basis.
- B. The school district may limit enrollment of shared-time ~~pupils~~ students in such classes based on the capacity of a program, class, grade level, or school building. The School Board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time ~~pupils~~ students to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

- A. Activities.
 - 1. Minnesota State High School League sponsored activities where six or more students receive instruction in the home school or the home school students are not residents of the school district.

A homeschool which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Rule 403.00. The approval of such an arrangement shall be at the discretion of the school board.

 - a. The homeschool must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

- b. The homeschool is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. A homeschool **that** ~~which~~ is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Rule 403.00. The approval of such an arrangement shall be at the discretion of the School Board.
 - d. The homeschool is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the homeschool.

A homeschooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the School Board to participate in the activity and the payment of any activity fees associated with the activity. However, homeschool students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the School Board.

B. Transportation services.

- 1. The school district may provide nonpublic, nonregular transportation services to a homeschooled child.
- 2. The School Board ~~of the school district~~ retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
Minn. Stat. § 123B.86 (Equal Treatment-Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Chapter 3540 (Textbooks, Individualized Instruction
Materials, Standardized Tests)

Cross References: WBLASB Policy 509 (Enrollment of Nonresident Students)
WBLASB Policy 510 (School Activities)

AGENDA ITEM: **Policy 802, Disposition of Obsolete Equipment and Material**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 802, Disposition of Obsolete Equipment and Material, was reviewed by the School Board Policy Committee and Cabinet and is being recommended for a first reading. There are minor changes throughout.

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 15 School Board meeting agenda or a subsequent meeting for action.

Adopted: August 18, 1997
Revised: August 27, 2001
Revised: March 9, 2009
Revised: May 11, 2015

*White Bear Lake Area
School District #624 Policy 802*

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of students, ~~personnel~~ staff, and visitors will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

- A. Authorization.

The superintendent, or his/her designee, shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the School Board. The superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

Contracts over \$100,000 \$175,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, \$175,000 sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the School Board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the School Board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the School Board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not go below the original bid. If no satisfactory bid is received, the Board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data become public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to ~~\$100,000~~ \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed ~~\$100,000~~ \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts ~~From less than \$25,000~~ \$25,000 or Less

If the amount of the sale is estimated to be ~~less than~~ \$25,000 or less, the contract may be made either upon quotation or in the open market in the discretion of the School Board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation.

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees.

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction, or by the quotation procedures specified above. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of school district business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;

2. the State Department of Corrections;
3. the Board of Trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. §15.054 (Public Employees Not to Purchase Merchandise
From Governmental Agencies; Exceptions; Penalties)
Minn. Stat. §123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. §471.345 (Uniform Municipal Contracting Law)
Minn. Stat. §645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School
District Contract and Bidding Procedures)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Approval of Fiscal Year 2020 Preliminary Budget**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find the District's Fiscal Year 2020 Preliminary Budget that will be presented for approval at the June 10, 2019 School Board meeting. The budget was discussed at the May 20, 2019 work-study meeting. Adjustments to the budget were made based on that discussion; additionally, Minnesota's 2019 legislative session ended on May 20, 2019. Adjustments to the budget were made to reflect the results of the legislative session. The following is a summary of the preliminary budget:

	Beginning Fund Balance	Revenues and Other Sources	Expenditures	Ending Fund Balance
General Fund (01, 03, 05)	16,373,084	117,741,204	118,268,506	15,845,782
Food Service Fund (02)	557,631	4,640,158	4,806,708	391,081
Community Service Fund (04)	1,423,101	6,387,675	6,710,098	1,100,678
Debt Service (07)	1,095,743	5,104,501	5,181,976	1,018,268
Other Post Employment Benefits Debt Service (47)	1,457,569	10,040,324	9,628,250	1,589,703

RECOMMENDED ACTION: *Approve the fiscal year 2020 Preliminary Budget as presented.*

White Bear Lake Area Schools
General, Nutritional Services, and Community Services Funds--Revenues and Expenditures Summary
Preliminary FY19 and Projected FY20, FY21 & FY22 Budgets

	Actual 2017	Actual 2018	Revised 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
1 General Fund							
2 Revenue							
3 Local sources							
4 Property taxes	23,808,740	23,936,695	26,502,781	27,587,974	27,863,854	28,142,492	28,423,917
5 Investment earnings	241,938	340,801	325,000	325,000	325,000	325,000	325,000
6 Other	3,233,704	3,523,717	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000
7 State sources	61,758,255	65,052,830	67,464,722	69,939,782	72,934,415	74,485,923	77,171,407
8 Special Education	11,926,095	12,046,280	12,996,579	13,581,425	14,192,589	14,831,256	15,498,662
9 Federal sources	2,732,657	2,693,184	2,867,000	2,907,023	2,907,023	2,907,023	2,907,023
10 Total revenue	\$ 103,701,389	\$ 107,593,507	\$ 113,556,082	\$ 117,741,204	\$ 121,622,881	\$ 124,091,694	\$ 127,726,010
11							
12 Expenditures							
13 Current							
14 Administration	4,428,948	4,439,908	4,666,353	4,803,115	4,921,460	5,044,446	5,189,321
15 District support services	2,150,921	2,296,538	2,289,729	2,139,495	2,178,738	2,219,684	2,267,744
16 Elementary and secondary regular instruction	47,911,170	50,957,421	53,376,254	54,970,362	56,265,116	57,623,521	59,287,300
17 Vocational education instruction	1,534,004	1,466,873	1,504,961	1,535,732	1,578,756	1,611,716	1,650,459
18 Special education instruction	20,846,113	22,539,238	24,166,884	23,533,601	24,363,519	24,995,066	25,739,300
19 Instructional support services	7,901,076	8,697,268	8,926,152	8,391,159	8,626,896	8,807,473	9,019,741
20 Pupil support services	4,355,368	4,734,570	4,762,507	4,820,815	4,984,321	5,108,873	5,255,591
21 Transportation	7,270,171	7,988,841	7,831,030	7,786,002	7,851,526	7,921,156	8,001,563
22 Sites and buildings	8,382,462	8,272,213	8,163,252	8,917,125	9,045,392	9,179,801	9,336,962
23 Fiscal and other fixed cost programs	318,782	295,206	300,000	300,000	314,750	329,869	347,845
24 Debt service							
25 Principal	664,137	690,181	717,200	717,200	745,270	779,432	795,020
26 Interest and fiscal charges	406,164	380,524	353,900	353,900	325,780	296,547	281,720
Budget Reductions							
27 Total expenditures	\$ 106,169,316	\$ 112,758,781	\$ 117,058,222	\$ 118,268,506	\$ 121,201,524	\$ 123,917,585	\$ 127,172,567
28							
29 Excess (deficiency) of revenue over expenditures	(2,467,927)	(5,165,274)	(3,502,140)	(527,302)	421,357	174,109	553,443
30							
31 Other financing sources (uses)							
36 District Reserves							
37 Assigned for Subsequent Years Budgets							
38 Assigned for Secondary Facilities	500,000						
39 Assigned for Construction & Capital Improvements	450,000						
40 Assigned for Carryovers	610,000		550,000				
41 Assigned for Strategic Priorities	250,000		50,000				
42 Student Transportation Vehicles			350,000				
43							
44 Capital lease issued							
47 Proceeds from sale of assets	2,387						
48 Prior Period Adjustment							
49 Transfer In							
50 Transfer to Community Service Fund							
51 Total other financing sources (uses)	\$ 1,812,387	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -
52							
53 Net change in fund balances	(655,540)	(5,165,274)	(2,552,140)	(527,302)	421,357	174,109	553,443
54							
55 Fund balances							
56 Beginning of year	27,505,144	25,039,604	19,875,224	16,373,084	15,845,782	16,267,139	16,441,248
57							
58 Ending Fund Balance (Assigned and Unassigned)	25,039,604	19,875,224	16,373,084	15,845,782	16,267,139	16,441,248	16,994,691
59 Ending Fund Balance (Assigned)	12,872,907	5,572,835	4,622,835	3,422,835	3,422,835	3,422,835	3,422,835
60 Ending Fund Balance (Unassigned)	\$ 12,166,697	\$ 14,302,389	\$ 11,750,249	\$ 12,422,947	\$ 12,844,304	\$ 13,018,413	\$ 13,571,856
61 Ending Fund Balance (Unassigned as % of expenditures)	11.5%	12.7%	10.0%	10.5%	10.6%	10.5%	10.7%
62							
63 Nutritional Services							
64 Revenues	4,607,261	4,563,172	4,673,671	4,640,158	4,709,760	4,780,407	4,852,113
65 Expenditures	4,426,363	4,375,549	4,805,001	4,806,708	4,854,775	4,903,323	4,952,356
66							
67 Excess (deficiency) of revenue over expenditures	180,898	187,623	(131,330)	(166,550)	(145,015)	(122,916)	(100,243)
68 Ending Fund Balance	\$ 501,338	\$ 688,961	\$ 557,631	\$ 391,081	\$ 246,066	\$ 123,151	\$ 22,908
69 Ending Fund Balance (as % of expenditures)	11.3%	15.7%	11.6%	8.1%	5.1%	2.5%	0.5%
70							
71 Community Services							
72 Revenues	5,647,653	6,081,836	6,253,193	6,387,675	6,547,367	6,711,051	6,878,827
73 General Fund Transfer							
74 Expenditures	5,470,711	6,147,818	6,411,783	6,710,098	6,827,525	6,947,006	7,068,579
75							
76 Excess (deficiency) of revenue over expenditures	176,942	(65,982)	(158,590)	(322,423)	(280,158)	(235,955)	(189,752)
77 Ending Fund Balance	\$ 1,647,673	\$ 1,581,691	\$ 1,423,101	\$ 1,100,678	\$ 820,520	\$ 584,565	\$ 394,813
78 Ending Fund Balance (as % of expenditures)	30.1%	25.7%	22.2%	16.4%	12.0%	8.4%	5.6%

AGENDA ITEM: **Approval of Property and Casualty Insurance**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Prior to 2014-2015 school year, the School Board approved the District's membership in the Minnesota Insurance Scholastic Trust (MIST), a cooperative venture allowing member districts to utilize a risk sharing and cooperative purchasing structure to purchase property and casualty insurance. Among its benefits, MIST allows districts to address the true cost of risk rather than just the cost of the insurance premium. The group has grown from 7 members in 2013 to its current level of 23 school districts.

The District's expiring premium for property and casualty insurance is \$289,141. The proposed renewal rate is \$326,520, an *increase* of 12.93% compared to the existing premium. Please see the attached documents for an executive summary of the 2019-2020 renewal as well as a breakdown of the costs of the program.

RECOMMENDED ACTION: Move to approve the property and casualty insurance package with the Minnesota Insurance Scholastic Trust (MIST) in the amount of \$326,520 effective July 1, 2019 through June 30, 2020.

	2017-18	% Change	2018-19	2019-20	% Change
Total P&C Costs	\$282,176	2.47%	\$289,140.63	\$326,520.49	12.93%

- White Bear Lake Area School District is a members of the **Minnesota Insurance Scholastic Trust (MIST)**, an insurance cooperative for Minnesota schools.
- Property insurance market is hardening (less companies competing).
- The 2019-20 increase is primarily due to the increased cost of the excess property category that is increasing almost 50% for the MIST pool and has necessitated a change in carrier for that coverage (from Hartford to Travelers).

Executive Summary

The Gallagher team is proud to present the July 1, 2019 to July 1, 2020 Property/Casualty renewal proposal for the Minnesota Insurance Scholastic Trust (MIST). As MIST enters its seventh year of service to Minnesota school districts, we would like to thank each of you for allowing our team to be of service to your district. We wish to thank each of you for allowing our team to be of service to your district. We value our partnership with you and look to continued success, far into the future. This renewal has been extremely challenging due to sweeping market changes particularly in the property and auto lines. We have conducted extensive marketing to deliver the most optimal coverage and pricing possible. However, this is not a "business as usual" renewal.

State of the Insurance Marketplace:

The state of the insurance marketplace has markedly hardened after nearly 10 years of soft market cycle. This is particularly true of auto physical damage and property risks. As we head deeper into 2019, we predict increased rate changes that will impact clients across all business sectors. Hurricanes Irma, Maria and Michael hit the gulf coast and Caribbean in 2017 and 2018 with combined losses of over \$175b. In November 2018, wildfire devastated California, literally leveling the City of Paradise – a city of 30,000 – leaving behind losses (at that single location) approaching \$10b. At one point over 200,000 Californians were under evacuation orders relating to wildfires and subsequent mudslides. U.S convective storm (tornado, hail & straight-line winds) losses were over \$15 billion through August, 2018, making it the 11th year in a row that thunderstorms, tornadoes, hail and related perils have had a significant impact. Hail contributes as much as 50% to 80% of the severe convective storm losses in any given year.

In particular, the Midwest property market has changed in the first quarter of 2019 due to an onslaught of catastrophic floods and severe convective storms that have brought damaging winds and devastating hail to the region, including parts of Minnesota. The reinsurance marketplace has significantly tightened their underwriting guidelines as storm modeling is projecting the Midwest to be less profitable than in previous years. These macro-economic developments are resulting in significant coverage and pricing changes being passed on to policyholders all over the region. Nearly all 7/1 property accounts in the Midwest will see increased rates, changes in coverage or both. Where in previous years accounts in the Midwest and Minnesota (including MIST) received large underwriting credits against the convective storm model's loss projections, these credits have largely evaporated. Profitable risks with little claims or catastrophic claim activity have seen property rate increases exceeding 10% while risks with poor claims experience or located in high hazard cat modeling zones are seeing property rates increasing 100%, 200% or more. Insurers are reducing or eliminating coverage, in addition to raising deductibles on certain perils as they try to correct for the soft market underwriting of previous years.

Automobile is coming off another year of underwriting losses, suggesting that we can expect to see continued increases in rates and market constriction, especially in the excess space. We are seeing increases in automobile premiums mostly due to an increased number of distracted driving claims and increased costs to repair ever more technologically-enhanced vehicles.

The scholastic casualty marketplace is also showing signs of hardening. Many Insurers are having amplified concerns regarding sexual abuse/molestation (SAM) in connection with the rise of the #metoo movement. As underwriters monitor how districts handle incidents in their schools, they will continue to tighten underwriting requirements to reduce exposure to SAM. Concussion protocols also continues to be a focus of underwriters. The carriers are utilizing new data for more detailed information on the long-term cost impacts of concussions as they modify wording and coverage. In the past six months we have seen two insurers that provide excess liability coverage for schools put exclusions in their policies for any neurodegenerative disease.

Rate and deductible increases for School Board Legal Liability coverage can be expected in 2019, due to loss experience across the country primarily involving alleged employment practice violations, EEOC proceedings, and IEP hearings. All of these losses are causing the limited School Board Legal Liability markets to raise rates and restrict coverage terms and limits.

Cyber-attacks remain an issue as school districts have become vulnerable targets. MIST has been a leader in providing cyber coverage to members and getting ahead of this trend. We expect pricing for educational clients' cyber coverage to remain relatively flat this coming renewal cycle.

Pollution liability remains relatively stable and is still competitive in most markets.

For 2019, AJG extensively marketed your package, excess property, excess liability, and boiler coverages. We believed it necessary to determine where the market is heading especially on property. In addition to the incumbents, we approached two new carriers on the package, 5 property and boiler carriers, and one excess liability market. As a result of these marketing efforts we are recommending a change to the excess property carrier this year. Despite our marketing efforts, the overall recommended renewal is up 28% year-over year, driven most notably by market-based increases in excess property/auto and the Brit package program which hit or nearly hit the aggregate stop loss attachment points in several recent years.

We again would like to thank each of you for your support during the 2019-2020 renewal. We value each of you and look forward to being of service to you and your staff. We are extremely proud of our service team that is dedicated to the MIST membership. We not only have our local MIST team, but also have our national scholastic team throughout the United States.



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

PROPERTY/CASUALTY
Effective July 1, 2019 to July 1, 2020

District: White Bear Lake Area Schools ISD#624

Fixed Costs	2018-2019 Expiring Costs	2019-2020 Renewal Costs	% Of Change
Package (includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse) [*]	[5.38%] \$59,188.71	[-9.67%] \$58,527.19	-1.12%
Excess Property	\$54,428.00	\$81,287.00	49.35%
Boiler & Machinery	\$8,453.00	\$8,781.00	3.88%
Cyber Liability	\$14,624.47	\$14,941.83	2.17%
Pollution Liability	\$7,675.45	\$7,608.47	-0.87%
Arthur J. Gallagher Risk Management Services Fee	\$30,940.00	\$31,868.00	3.00%
Gallagher Bassett Services Claims Administration Fee	\$8,977.00	\$9,706.00	8.12%
Gallagher Bassett Services Loss Control Fee	\$1,000.00	\$1,000.00	0.0%
Operations Cost	\$7,558.00	\$9,194.00	21.65%
Total Fixed Costs	\$192,844.63	\$222,913.49	15.59%

Variable Costs	2018-2019 Expiring Costs	2019-2020 Renewal Costs	% Of Change
Loss Fund – Package [*]	[-0.27%] \$96,296.00	[-11.45%] \$103,607.00	7.59%
Total Program Contribution on a Maximum Cost Basis	\$289,140.63	\$326,520.49	12.93%

Total Program Costs 2019-2020	\$326,520.49
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Statistical Information	2018-2019 Expiring	2019-2020Renewal	% of Change
Total Insurable Values (includes Auto Physical Damage)	\$398,198,867	\$405,462,260	1.82%
Students	9326	9472	1.57%
All Vehicles	77	77	0.00%

[*] Please note the actuarial debit/credit system for the 2019/2020 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).

AGENDA ITEM: **Action on Workers Compensation Insurance for 2019-20**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

A renewal quote for 2019-2020 was received from the District's existing workers compensation provider, Dakota Truck Underwriters. The renewal premium for 2019-2020 is \$597,003, an increase of approximately 4% compared to the current year's premium of \$573,885.

RECOMMENDED ACTION: Move to accept the quote of \$597,003 from Dakota Truck Underwriters for workers compensation insurance effective July 1, 2019 through June 30, 2020.

Workers Comp Insurance



	2017-18	% Change	2018-19	2019-20	% Change
Total WC Costs	\$612,908	6.4%	\$573,885	\$597,003	4%

- White Bear Lake Area School District is a members of the **Minnesota Insurance Scholastic Trust (MIST)**, an insurance cooperative for Minnesota schools.
- Cost calculation is partly based on payroll value. The 4% increase largely is a result of increased payroll expenses.

Program Details

Coverage: Workers' Compensation
Carrier: Dakota Truck Underwriters
Policy Period: 7/1/2019 to 7/1/2020

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Coverage A - Workers' Compensation		Statutory	
Employers' Liability Limits: Bodily Injury by Accident	Limit	\$1,000,000	Each Accident
Employers' Liability Limits: Bodily Injury by Disease	Limit	\$1,000,000	Each Employee
Employers' Liability Limits: Bodily Injury by Disease	Limit	\$1,000,000	Policy Limit

Deductibles / Self Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Workers' Compensation	None

Experience Modification Factor(s):

DESCRIPTION	FACTOR
MN	1.1

States:

DESCRIPTION	STATE
States Covered:	MN
States Excluded:	OH, ND, WA, WY
Extraterritorial Jurisdictions:	All Other States except those designated in item 3A or monopolistic states

Exclusions include, but are not limited to:

DESCRIPTION
Volunteers
Longshore & Harbor Workers' Act
Bodily Injury to an Employee While Employed in Violation of Law
Bodily Injury Intentionally Caused by Insured
Federal Employers' Liability Act
Assumptions under Contract

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Total Premium includes Terrorism Premium: \$7,672
If an installment payment plan is offered, a \$5 service charge per invoice will apply.

Premium **\$574,802.00**

Surcharges & Assessments

SCF Assessment \$22,201.00

Total Surcharges & Assessments **\$22,201.00**

ESTIMATED PROGRAM COST **\$597,003.00**

TRIA/TRIPRA PREMIUM **INCLUDED**
 (+ Additional Surcharges, Taxes and Fees as applicable)

Subject to Audit: Annually

Auditable Exposures:

STATE	CLASS CODE	DESCRIPTION	Annual Remuneration	RATE PER \$100
MN	7380	Chauffeurs & Helpers	\$92,308	6.93
MN	7382	Bus CO.:all Other Employees & Drivers	\$1,484,288	5.17
MN	8385	Bus Company - Garage Employees	\$105,178	3.92
MN	8868	College: Professional Employees and Clerical	\$70,518,350	0.52
MN	9101	College - all Other Employees	\$4,523,587	4.9

Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
Workers' Compensation	Premium	Dakota Truck Underwriters	\$547,651.00	Dakota Truck Underwriters	\$574,802.00
	Srchrg & Asmnt		\$26,234.00		\$22,201.00
	Estimated Cost		\$573,885.00		\$597,003.00
	Annualized Cost		-		-
		TRIA Premium	Included		Included
Total Estimated Program Cost			\$573,885.00		\$597,003.00

Quote from Dakota Truck Underwriters is valid until 7/1/2019

Gallagher is responsible for the placement of the following lines of coverage:

Workers' Compensation

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

AGENDA ITEM: **Northeast Metropolitan Intermediate School District 916's
Long Term Facility Maintenance Budget and
Proportionate Share**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Intermediate school districts became eligible for Long Term Facility Maintenance (LTFM) revenue beginning with the 2016-2017 school year. This revenue program replaces the Intermediate Health and Safety levy. The School Board of Northeast Metropolitan Intermediate School District 916 approved its LTFM budget of \$144,700, and each member district must also pass a resolution approving the budget in order for member districts to levy for these costs. The approved budget includes the 2020-2021 school year.

Attached please find information related to Northeast Metro 916's LTFM budget. White Bear Lake Area Schools' proportionate share of project costs for fiscal year 2021 was \$12,796.41. Also attached, please find a document titled *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*.

RECOMMENDED ACTION: Move to 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.

Northeast Metro 916 LTFM Resolution



Long Term Facilities Maintenance

	2019-20 LTFM Levy Total	2020-21 LTFM Levy Total	ISD 624 Share
916 LTFM	\$105,895	\$144,700	\$12,796.41

- All member districts pay a proportionate share of intermediate districts LTFM bond using a combination of enrollment and total net tax capacity to calculate the member district's share.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #624
(White Bear Lake)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of School Board of Independent School District No. 624, State of Minnesota, was held on _____, 2019, at _____-o'clock __.m., for the purpose, in part, of approving the Northeast Metropolitan Intermediate School District No. 916's long term facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long term facility maintenance projects in the district's application for long term facility maintenance revenue.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING NORTHEAST METROPOLITAN
INTERMEDIATE SCHOOL DISTRICT NO. 916'S LONG TERM
FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING
THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE
PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM
FACILITY MAINTENANCE REVENUE**

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

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long term facility maintenance budget for its facilities for the 2020-2021 school year (pay 2020 levy) in the amount of \$144,700. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.595, Subdivision 3, as amended, provides that if an intermediate school district's budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization.

The inclusion of this proportionate share in the district's long term facility maintenance revenue application for fiscal year 2021 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of long term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF _____

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 624 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metropolitan Intermediate School District No. 916's long term facility maintenance budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2019.

Clerk

Independent School District No. 624

Division of School Finance 800 University Ave Roseville, MN 55114-4286		Long-Term Facility Maintenance Ten-Year Expenditure Application										ED - 02478-04
Northeast Metropolitan Intermediate School District 916		District # 0916-06 Date: May 1, 2019 Email: jwood@916schools.org Phone #: (651) 415-5650										
Fiscal Year Ending June 30th -->		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Estimated Expenditures: This section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Category												
Physical Hazards	\$6,750	\$16,650	\$11,650	\$16,650	\$14,150	\$19,150	\$14,150	\$14,150	\$19,150	\$14,150	\$19,150	\$14,150
Other Hazardous Materials	\$2,010	\$11,500	\$17,500	\$8,500	\$8,500	\$8,500	\$8,500	\$10,050	\$17,500	\$8,500	\$8,500	\$8,500
Environmental Health and Safety Management	\$33,630	\$60,800	\$60,800	\$60,800	\$60,800	\$60,800	\$60,800	\$62,800	\$62,800	\$62,800	\$62,800	\$62,800
Asbestos Removal and Encapsulation	\$50,000	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0
Fire Safety	\$13,505	\$17,750	\$18,950	\$20,450	\$17,750	\$20,150	\$20,150	\$16,550	\$17,750	\$22,850	\$16,550	\$18,950
Indoor Air Quality	\$0	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Health and Safety Capital Projects	\$105,895	\$114,200	\$116,400	\$115,900	\$108,700	\$116,100	\$115,550	\$115,550	\$127,200	\$118,300	\$119,000	\$114,400
Health and Safety - Projects Costing \$100,000 or more per Site/Year												
Category												
Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Approved Voluntary Pre-K under Minnesota Statutes, section 124D.131												
Category												
Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Category												
Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Category												
Building Envelope	\$0	\$10,500	\$10,500	\$10,500	\$10,500	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$164,000	\$14,000
Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interior Surfaces	\$0	\$5,500	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$44,800	\$4,800	\$4,800	\$79,800	\$79,800
Mechanical Systems	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$15,000	\$15,000
Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Roof Systems	\$0	\$9,000	\$9,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$612,000
Site Projects	\$0	\$4,000	\$4,000	\$6,000	\$6,000	\$6,000	\$6,000	\$43,000	\$6,000	\$6,000	\$56,000	\$41,000
Total Deferred Capital Expense and Maintenance	\$0	\$29,000	\$28,300	\$33,300	\$33,300	\$66,800	\$66,800	\$113,800	\$36,800	\$36,800	\$326,800	\$761,800
Total Annual 10 Year Plan Expenditures												
	\$105,895	\$143,200	\$144,700	\$149,200	\$142,000	\$182,900	\$182,900	\$229,350	\$164,000	\$155,100	\$445,800	\$876,200

Northeast Metropolitan Intermediate School District No. 916, Minnesota

										Residential	200,000
ISD #	District	Pay 2019 TNTC	County	Percent	Portion of 916 Levy to Members Spread on TC	ADM (Utilization)	Levy to Members Spread on ADM	Weighted Ave Alloc.	\$200,000 EMV Residential Tax Capacity	Tax Rate	Tax Impact
12	Centennial	38,536,228	Anoka	4.41%	6,381.16	47.94	6,232.07	6,306.61	1,808	0.01637%	\$ 0.30
13	Columbia Heights	24,553,696	Anoka	2.81%	4,065.81	107.74	14,005.91	9,035.86	1,808	0.03680%	\$ 0.67
831	Forest Lake	62,678,454	Washington	7.17%	10,378.83	32.72	4,253.51	7,316.17	1,808	0.01167%	\$ 0.21
14	Fridley	16,896,335	Anoka	1.93%	2,797.84	31.76	4,128.71	3,463.28	1,808	0.02050%	\$ 0.37
832	Mahtomedi	25,546,642	Washington	2.92%	4,230.23	39.89	5,185.59	4,707.91	1,808	0.01843%	\$ 0.33
621	Mounds View	110,865,152	Ramsey	12.69%	18,358.00	81.91	10,648.08	14,503.04	1,808	0.01308%	\$ 0.24
622	North St. Paul	100,917,118	Ramsey	11.55%	16,710.72	256.44	33,336.51	25,023.61	1,808	0.02480%	\$ 0.45
623	Roseville	75,512,179	Ramsey	8.64%	12,503.95	83.93	10,910.67	11,707.31	1,808	0.01550%	\$ 0.28
833	South Washington County	127,621,132	Washington	14.60%	21,132.59	142.93	18,580.51	19,856.55	1,808	0.01556%	\$ 0.28
16	Spring Lake Park	44,818,673	Anoka	5.13%	7,421.46	112.91	14,678.00	11,049.73	1,808	0.02465%	\$ 0.45
282	St. Anthony	12,149,350	Hennepin	1.39%	2,011.79	15.88	2,064.36	2,038.08	1,808	0.01678%	\$ 0.30
15	St. Francis	35,243,921	Anoka	4.03%	5,835.99	20.16	2,620.75	4,228.37	1,808	0.01200%	\$ 0.22
834	Stillwater	108,002,684	Washington	12.36%	17,884.00	57.31	7,450.15	12,667.08	1,808	0.01173%	\$ 0.21
624	White Bear Lake	90,511,287	Ramsey	10.36%	14,987.63	81.58	10,605.18	12,796.41	1,808	0.01414%	\$ 0.26
	Total	873,852,851		100.00%	144,700.00	1113.10	144,700.00	144,700.00			

LTFM Allocation (Based on 50% ADM and 50% NTC)

Annual LTFM Revenue Requested **144,700.00**

** Utilization ADMs provided by ISD 916 based on 5/2/19 SpEd, ALC and CTC ADMs

** NTC #s are updated using May, 2019 School Tax Reports for all member districts.

AGENDA ITEM: **Action on Resolution for Bond Referendum Parameters**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

At its September 10, 2018 regular meeting, the School Board of White Bear Lake Area Schools commissioned a facilities committee with the following charge statement:

OVERVIEW:

A Facility Planning Committee is being formed to study the White Bear Lake Area Schools' facilities and develop a comprehensive, long-range Facilities Master Plan for recommendation to the School Board. The facilities study and resulting recommendation will be based on capacity, current enrollment, projected enrollment, educational needs of the School District, alignment with the District's Strategic Vision, community recreation, special programs, school security, and financial stewardship.

FACILITY PLANNING COMMITTEE CHARGE:

- *Develop a comprehensive long-range Facilities Master Plan with one or more scenarios for recommendation to the School Board that will:*
 - *Best serve the School District's educational goals;*
 - *be financially attainable and sustainable;*
 - *reflect the values and priorities of the communities of White Bear Lake Area Schools;*
 - *accommodate the District's PreK-12 enrollment and other programs;*
 - *cover anticipated needs for the next 10 years, as well as recognize major issues beyond 10 years;*
 - *be consistent with the School District's Strategic Vision;*

- *recommend optimal use of facilities, accommodate projected enrollment and support educational delivery along with the rationale for the recommendations.*
- *To do this, the Committee will analyze data in order to:*
 - *Understand and quantify building capacity for Early Childhood, K-12, and Community Education programming;*
 - *understand facility maintenance needs and recommend priorities to the District;*
 - *address both capital costs and operational costs.*
- *The Committee recommendation should reflect optimal use of the District's facilities and cover anticipated future needs, as well as any topics requiring further study.*

This committee, with more than 90 parents, staff and community members, worked diligently for several months to carry out this charge. After much consideration and careful study of the District's Strategic Plan, enrollment projections, deferred maintenance needs, capacity analyses, and the future of educational programs, representatives of the Facilities Planning Committee presented its recommendation to the School Board on April 22, 2019. The following is a summary of key components of the recommendation:

- Projects to accommodate projected enrollment growth;
- completion of deferred maintenance projects at all school district facilities;
- construction, acquisition and installation of safety and security improvements at all school district facilities;
- construction and equipping of a new grades K-5 elementary school facility in Hugo;
- additions and renovations at district elementary schools;
- construction of additions and renovations to the North Campus to convert that facility for use as a grades 9-12 single site high school facility;
- construction and renovations to South Campus to convert it for use as a middle school facility;
- construction and renovations to Sunrise Park Middle School to convert it for uses to include a senior citizen center, an early childhood center, the Transition Education Center, and the district office;
- renovations to the current District Center building to allow for the expansion of Central Middle School; and
- district-wide classroom and building updates to create flexible learning spaces.

The plan is comprehensive in nature, creating a domino-effect of solutions to meet the broad needs identified by the committee. Additionally, the plan demonstrates a commitment to manage costs by maximizing the use of our existing square footage.

Results from a survey conducted in April 2019 and summarized at the April 22, 2019 work-study meeting show strong community support White Bear Lake Area Schools, the financial management of District resources, and the quality of education provided. Additionally, survey results indicate strong support for key aspects of the recommended comprehensive facilities plan.

School districts have broad authority, with the approval of their voters, to issue general obligation bonds to finance school construction projects such as what has been proposed. General obligations bonds result in lower interest rates than most other forms of borrowing. Building bonds are commonly used for new schools and additions, and they may also be used to finance equipment and all types of facility renovations and improvements.

Upon School Board approval, the District will look to secure funds that would provide for the acquisition and betterment of school sites and facilities as previously described. This resolution directs administration to finalize the parameters for a bond referendum to be considered by District voters on November 5, 2019.

RECOMMENDATION:

Suggested Action: Move to authorize District administration to develop parameters for a bond referendum to be discussed at the June 27, 2019 work-study meeting and acted upon at the July 15, 2019 regular school board meeting.

AGENDA ITEM: **Action on Scheduling Work-Study Meeting**
MEETING DATE: **June 10, 2019**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

A work-study meeting will be held on June 27 at 5:30 p.m. at the District Center in Community Room 112 for the purpose to review the facilities plan prior to the July 15 School Board meeting. Representatives from Wold Engineers and Architects, Kraus-Anderson Construction Company, and Ehlers, Inc. will be in attendance to review the plan with us. Also, draft bond referendum ballot language will be presented.

RECOMMENDED ACTION:

Approve work-study meeting on Thursday, June 27 at 5:30 p.m. at District Center in Community Room 112.

AGENDA ITEM: **Nutrition Services Grants**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Nutrition Services applied for and received the following grants:

- 2019 Agricultural Growth, Research and Innovation Program (AGRI) Dairy Cooler Grant. The grant awards Lakeaires Elementary, Matoska Elementary and WBLAHS-North Campus each \$1,500 toward the purchase of new milk coolers for a total of \$4,500.
- Share Our Strength and the Minnesota No Kid Hungry Campaign awarded \$3,500 to increase the number of meals served in our current Summer Meals Program. The funds will be used to purchase a heated display merchandiser for South Campus.

RECOMMENDED ACTION:

Approve the acceptance of the AGRI Dairy Cooler Grant for \$4,500 and the Share Our Strength/No Kid Hungry Grant for \$3,500.

AGENDA ITEM: **Policy 212, School Board Member Development**
MEETING DATE: **June 10, 2019**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 212, School Board Member Development, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May, and is being recommended for a second reading. An additional sentence was added to section II. General Statement of Policy in A.

Purpose - In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the School Board to participate in professional development activities designed for them so that they may perform their responsibilities.

RECOMMENDED ACTION:

Approve School Board Policy 212, School Board Member Development, as recommended by the School Board Policy Committee and Cabinet.

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the School Board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New School Board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association. School Board members will be provided the opportunity to receive training in school finance and management developed in consultation with MSBA.
- B. All School Board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. School Board members are expected to report back to the School Board with materials of interest gathered at the various meetings and workshops.
- D. The School Board will reimburse the necessary expenses of all School Board members who attend meetings and conventions pertaining to school activities and the objectives of the School Board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: WBLASB Policy 214 (Out-of-State Travel by School Board Members)
WBLASB Policy 412 (Expense Reimbursement)

AGENDA ITEM: **Policy 701.1, Modification of School District Budget**

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 701.1, Modification of School District Budget, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May, and is being recommended for a second reading. There are no changes to this policy.

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

RECOMMENDED ACTION:

Approve School Board Policy 701.1, Modification of School District Budget, as recommended by the School Board Policy Committee and Cabinet.

Adopted: December 10, 2012

Revised:

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the School Board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the School Board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the School Board to make an informed decision. A School Board member may also propose modifications on that board member's own motion, provided, however, the School Board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the School Board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the School Board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the School Board for appropriate revisions. If necessary, the School Board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed

revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

Cross References: WBLASD Policy 701 (Establishment and Adoption of School District Budget)
MSBA Service Manual, Chapter 7, Education Funding

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

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 709, Student Transportation Safety Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May, and is being recommended for a second reading. There are changes in section III. Conduct on School Buses and Consequences for Misbehavior in #2; section IV. Parent and Guardian Involvement in A. #5; section V. School Bus Driver Duties and Responsibilities in A. #6 and #9, C, and E #3; section VI. Operating Rules and Procedures in #12; section VII. School Bus Driver Training in #3, B #5; section VIII. Emergency Procedures in B, and section IX Vehicle Maintenance Standards in C.

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

RECOMMENDED ACTION:

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

Adopted: December 9, 1996

*White Bear Lake Area
School Board Policy 709*

Revised: September 9, 2013

Revised: May 8, 2017

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

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

B. Student Training.

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

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

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the building administrator. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Coordinator. Serious misconduct will be reported to the Department of Public Safety and, if appropriate, reported to local law enforcement.

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

2. Consequences of rule violation(s).

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

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

- | | |
|-------------|---|
| 1st report: | Warning with a copy of report sent home to parent/guardian. |
| 2nd report: | Student will be placed on probation and the parent/guardian will be notified that further behavior infractions will result in loss of ridership privileges. |
| 3rd report: | Student will be suspended from the bus for 3 days <u>or longer</u> . |
| 4th report: | Student will be suspended from the bus for 5 days <u>or longer</u> . |
| 5th report: | Student will be suspended from the bus for 10 days <u>or loss of privileges for remainder of school year</u> . |
| 6th report: | Meeting with parent/guardian. Possible loss of bus ridership privileges for the remainder of the school year. |

- (1) Other Discipline.

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

- (2) Records.

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

Safety Director.

(3) Vandalism/Bus Damage

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

(4) Notice.

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

(5) Criminal Conduct.

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety:

1. Provide the school office with proper student information including the home address, home telephone number, and telephone number at which the parent/guardian may be reached in the event of an emergency.
2. Provide the school office and the transportation office with accurate information regarding student name, address, phone number, emergency information and day care information. Immediately notify the school office of any changes.
3. Instruct children to be at the school bus stop at least five minutes before the scheduled pick-up time. Under no circumstances should students arrive at the bus stop more than ten minutes prior to the scheduled pick-up time.
4. Remain alert to impending weather patterns and have children properly clothed for the current weather conditions.
5. **Discuss in advance with child** ~~Consider in advance~~ how long the child should wait at pick-up locations during conditions of extreme cold or extreme wind-chill conditions.

6. Know the school name and the route number of the bus. Students in K-2 should have a "bus pass" fastened to their book bag or backpack.
7. Provide the child with a book bag or backpack for books and loose papers, pencils, etc.

B. Parent and Guardian Notification:

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

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

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

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

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
3. Driving Adjustments. Winter and wet weather conditions require adjusting speed and normal driving practices to compensate for road conditions.
4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed. This limit cannot be exceeded. A driver ~~should~~ **is required to** call the dispatch office for instructions should a vehicle become overloaded.
7. Railroad Crossings. All vehicles must stop at railroad crossings, using required procedures, whether they are loaded or empty. Drivers shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.

8. Speeding and Other Moving Violations. No district vehicle will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
 9. Smoking Prohibited. Smoking or vaping by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.
- B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
1. Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
 2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. ~~Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.~~
 3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
 4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. It is against the law to fuel with passengers aboard.
- C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus.
1. Drivers of vehicles for disabled students will have access to all student health information in hard copy or immediately accessible through a two-way communication system or by phone at all times a disabled student is on the bus.
 2. See Section II – Plan for Student Transportation Safety Training.
- ~~D. Meeting emergency situations in accordance with operating procedures.~~
- E. Communicating effectively with school staff, students, parents/guardians, law enforcement officials and the motoring public.

1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in a driver's best interest to work together with school officials to ensure that proper student behavior is maintained on the bus. Therefore, it is very important that drivers have good relationships with the school officials and give them full cooperation.
3. Relations with the Public. To the general public, the driver represents the school district. Buses are among the most visible vehicles on the road. Drivers must deal with students, parents/guardians, pedestrians and other motorists in a polite, professional and considerate manner.
4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are governed by school district policy. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at any location other than the designated stop. Denial of bus-riding privileges can come only from the school authorities.
5. Route Changes. Drivers may not make changes in the pick-up or drop-off schedule for his or her route without prior authorization. Bus stops may not be added, deleted or moved without approval. Drivers may not deviate from the established route without prior permission except as required by an emergency or temporary road conditions.
6. Route Problems. All problems encountered by a driver on the routes or trips should be brought to the attention of the Dispatch Specialist or the Transportation Supervisor as soon as possible.
7. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Transportation Supervisor.
8. Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports.

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

G. Completing required training programs successfully.

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

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

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

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

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. All routes shall be on file with the school district's transportation office. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.

5. Students who misbehave may be returned to the school immediately and reported to the building principal or designee.
6. Safety evacuation drills for the student passengers shall be conducted in compliance with state law.
7. There shall be no students in the bus while the fuel tank is being filled.
8. Upon leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
9. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
10. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
11. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
12. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio **or mobile phone** contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.
13. The district may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

B. Use of Signals, Loading or Unloading

The driver shall follow the following procedures:

1. Activate the flashing 8-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.

3. Prior to discharging students, open the door, activate the red flashing lights, and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep the door open and eight-light system operating until all students have been loaded or unloaded safely.
5. Avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
6. Do not allow students to stand or get on or off the bus while it is in motion.
7. Bring the bus to a full stop and disengage gears by shifting the gear shift lever into the neutral position or selector into neutral or park position before loading or unloading students.
8. The driver shall visually ascertain that students getting off the bus are out of the school bus danger zones and at safe distance before moving the vehicle.
9. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets

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

D. Type III Vehicles

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus. Any Type III vehicle used to transport students must carry all emergency equipment including: fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the school district. If school district owned, the school district name will be clearly marked on the side of the vehicle. All school-owned Type III vehicles will be properly licensed, insured, and inspected.
2. Students will not be regularly transported in private vehicles. Emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III

vehicle. The school district has no system of inspection for private vehicles.

3. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

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

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

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

1. Pre-Trip Inspection

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

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

- p. Emergency equipment — first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two-way radio

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

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

3. Special Education Transportation

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

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

4. Emergency Procedures

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

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

5. First Aid

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

6. Private or Confidential Student Information

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

7. Student Discipline

All drivers are expected to know district policies/procedures on:

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

8. Human Relations

All drivers are expected to know district policies/procedures on:

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

9. Chemical Abuse

All drivers are expected to know district policies/procedures on:

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

B. Evaluation.

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

1. Safely operate the type of school bus the driver will be driving
2. Understand student behavior, including issues relating to students with disabilities
3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately
4. Know and understand relevant laws, rules of the road and local school bus safety policies
5. ~~Handle~~ Handling emergency situations
6. Safely load and unload students, and;
7. Demonstrate proficiency in first aid and CPR procedures.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School bus Driver Training Manual.

VIII. EMERGENCY PROCEDURES

A. Fire.

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

B. Injuries/Medical Emergencies.

1. Drivers will be familiar with first aid and CPR procedures.
2. ~~Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.~~ If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency followed by contacting the dispatcher. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, the driver is to record the student's name and the name of the hospital where the student is sent.

C. Tornado.

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

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

D. Evacuation.

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

E. Accident.

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

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

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

Before leaving for the day, the driver shall fill out an accident report. All bus accidents resulting in death, personal injury, or apparent property damage of more than \$1,000 will be reported to the Department of Public Safety. A school bus involved in such an accident may not transport pupils until it has been inspected by or has received a waiver from the State Patrol.

F. Cold Weather Stop.

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

G. Dangerous Weapons

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

H. Lights.

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

I. Getting Assistance.

The driver should use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot contact the dispatcher by radio or mobile phone he/she should ask a passerby or other motorist to attempt contact with the dispatcher. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

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

X. SCHOOL TRANSPORTATION COORDINATOR

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

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

Cross References: WBLASB Policy 416 (Drug and Alcohol Testing)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 707 (Transportation of Public Students)
WBLASB Policy 708 (Transportation of Nonpublic Students)
WBLASB Policy 710 (Extracurricular Transportation)

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

MEETING DATE: **June 10, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 713, Student Activity Accounting, is a new policy. This policy had a first reading in May and recommended for a second reading.

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

RECOMMENDED ACTION:

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

Adopted: _____

MSBA/MASA Model Policy 713
Orig. 2004

Revised: _____

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

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

B. Extracurricular Activities

The School Board shall review all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

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

III. DEFINITIONS

A. Co-curricular Activity

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

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

B. Curricular Activity

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

C. Extracurricular (Noncurricular/Supplementary) Activity

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

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

D. Public Purpose Expenditure

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

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

A. Curricular and Co-curricular Activities

1. All money received on account of co-curricular activities shall be turned over to the Director of Finance, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the School Board upon properly allowed itemized claims.

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

B. Extracurricular Activities

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

V. **DEMONSTRATION OF ACCOUNTABILITY**

A. Annual External Audit

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

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)

Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

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