

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

August 13, 2018

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: Dr. Wayne Kazmierczak
Superintendent of Schools

Date: August 7, 2018

A meeting of the White Bear Lake Area School Board will be held on **Monday, August 13, 2018** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Comprehensive Facilities Planning Update
2. District of Distinction Award: Race to Reduce Partnership
3. Summer Career Pathway Success
4. Superintendent's Report

D. DISCUSSION ITEMS

1. Update on Partnership with MacPhail Center for Music
2. Update on Partnership with White Bear Center for the Arts
3. Report on District-Wide Radon Test Results

E. OPERATIONAL ITEMS

1. Action on Partnership with MacPhail Center for Music for 2018-19
2. Action on Partnership with White Bear Center for the Arts for 2018-19
3. Action on Approving Cabinet Contracts for 2018-19
4. Action on School Board Policy:
 - a. Policy 730, Use of Electronic Signatures to Conduct Official Business

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **August 13, 2018**
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

RECOMMENDATION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **August 13, 2018**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDATION: Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, July 16, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:01 p.m.
2. Roll Call – Present: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Absent: Beloyed
Ex-Officio: Kazmierczak
Cabinet: Maurer, Wald
3. Pledge of Allegiance
4. Chapman moved and Newmaster seconded to approve the agenda as presented. ***Voice vote, all ayes. Motion carried.***
5. Chapman moved and Wilson seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of June 11;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips; and
 - Passage of resolution to approve personnel issues to include:
 - **Resignation/Termination – Classified Staff**
 - Melinda Boe – Instructional Assistant, Lakeaires Elementary
Employed by District 624 since 11/07/2017
Effective Date: 06/07/2018
 - Roberta Hummel – Billing Clerk – Extended Day, District Center
Employed by District 624 since 06/26/2017
Effective Date: 07/16/2018
 - Abby Maas – Instructional Assistant, Lakeaires Elementary
Employed by District 624 since 11/07/2017
Effective Date: 06/07/2018
 - Leigh Mills – Instructional Assistant, Hugo Elementary
Employed by District 624 since 01/03/2018
Effective Date: 06/07/2018
 - **Resignation/Termination – Certified Staff**
 - Kristi Mahn – Social Studies Teacher, WBLAHS – North Campus
Employed by District 624 since 08/21/2008
Effective Date: 06/26/2018
 - Melanie Tlusty – Choir Teacher, Central Middle School
Employed by District 624 since 08/20/2014
Effective Date: 06/08/2018
 - Jenna Vorhies – Phy/Ed/DAPE Teacher, Several Elementary Schools
Employed by District 624 since 08/21/2017
Effective Date: 06/29/2018
 - **Retirement – Classified**
 - Luann Bailey – Admin. Assistant to Principal, Hugo Elementary
Employed by District 624 since 10/25/1993
Effective Date: 06/15/2018
 - Jacqueline Edberg – Behavior Management Assistant, Oneka Elementary.
Employed by District 624 since 08/28/1991
Effective Date: 08/02/2018

➤ **Change of Assignment – Certified Staff**

Susan Furtney – Mathematics/Computer Science Teacher, WBLAHS – North & South Campus

From .3 FTE to .8 FTE

Effective Date: 2018-2019 School Year

➤ **Change of Classification – Classified Staff**

Michelle Hubbard – From Admin. Asst. – Cabinet Member, Secretarial and Clerical Unit

To Adult Programs Programmer, Non-Affiliated

Step 1, \$46,098, 240 days (Prorated on \$49,939.20)

Effective Date: 07/30/2018

➤ **New Personnel – Classified Staff**

Janelle Anderson – Instructional Assistant, Vadnais Heights Elementary

\$18.33/hr., 18.75 hrs. per week, \$12,372.75

Effective Date: 09/04/2018

Kari Bristol – Pupil Support Assistant, Vadnais Heights Elementary

\$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90

Effective Date: 09/04/2018

Wendy Cole – Pupil Support Assistant, Otter Lake Elementary

\$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90

Effective Date: 09/04/2018

Olivia Coen – Pupil Support Assistant, Transition Education Center

\$18.77/hr., 6.0 hrs. per day/ 180 days, \$20,158.98

Effective Date: 09/04/2018

Risa Knoche – Program Assistant, Otter Lake Elementary

\$13.71/hr., 2.5 hrs. per day/ 60 days, \$2,125.05

Effective Date: 04/05/2018

Sarah Magnuson – Pupil Support Assistant, Transition Education Center

\$18.77/hr., 6.0 hrs. per day/ 180 days, \$20,271.60

Effective Date: 09/04/2018

Emily Paradise – Pupil Support Assistant, Lincoln Elementary

\$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90

Effective Date: 09/04/2018

Camela Raeburn – Admin. Asst. to Principal, Willow Lane Elementary

\$19.26/hr., 8.0 hrs. per day/ 206 days, \$31,740.48

Effective Date: 08/13/2018

Rachael Starfki – Early Childhood Billing Clerk, Normandy Park

\$18.18/hr., 5.48 hrs. per day/ 195 days, \$17,725.50

Effective Date: 07/16/2018

Stephanie Thorstad – Student Information System Registrar, District Center

\$19.26/hr., 8.0 hrs. per day/ 255 days, \$39,290.40

Effective Date: 07/09/2018

➤ **New Personnel – Certified Staff**

Joshua Bilskemper – Science Teacher, Central Middle School

BA, Step 5, \$48,051.00

Effective Date: 2018-2019 School Year

Colleen Dunnigan – .5 FTE Business Ed. Teacher, WBLAHS – North

Campus

BA, Step 1, \$21,655.00

Effective Date: 2018-2019 School Year

Susan Kersey – Grade 3 Teacher, Birch Lake Elementary

MA, Step 1, \$48,023.00

Effective Date: 2018-2019 School Year

Emily Langer – .6 FTE French Teacher, WBLAHS – North Campus

BA, Step 4, \$27,912.00

Effective Date: 2018-2019 School Year

Maria Leeson – .8 FTE Mathematics Teacher, WBLAHS – North Campus

BA, Step 1, \$34,648.00

Effective Date: 2018-2019 School Year

Katie Letourneau – Grade 2 Teacher, Lakeaires Elementary

BA, Step 2, \$44,984.00

Effective Date: 2018-2019 School Year

Alyssa Malmer – Phy ED/DAPE Teacher, WBLAHS – North Campus

MA, Step 4, \$52,434.00

Effective Date: 2018-2019 School Year

Alissa Nelson – Speech Language Pathologist, Otter Lake and Willow Lane Elementary

MA, Step 13, \$76,306.00

Effective Date: 2018-2019 School Year

Bobbie Ostergren – Preschool Teacher, Normandy Park

\$27.32 per hour, 521 hrs. per year

Effective Date: 2018-2019 School Year

Andrea Schulte – Grade 4 Teacher, Oneka Elementary

MA, Step 8, \$61,025.00

Effective Date: 2018-2019 School Year

➤ **Long Term Substitute – Certified Staff**

LEIGH MILLS – Grade 1 Teacher, Hugo Elementary

BA, Step 13, \$19,461.92

Effective Date: 08/27/2018 through 11/23/2018

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

B. PUBLIC FORM - No one spoke.

C. INFORMATION ITEMS

1. Superintendent's Report -We've had terrific conversations at the district's Marketfest booth this summer. Be sure to stop by the district's Marketfest booth from Thursdays through July 26 in Downtown White Bear Lake to receive a free pencil and Bear Paw temporary tattoo! While school is out for the summer, our district is still busy with programs this summer, from Extended Day child care to summer school to activities camps - and everything in between. Thank you to our students, parents and staff members who keep our buildings hopping year-round! The musical "Big Fish" will be performed at the Community Auditorium July 27 - Aug. 4. The production is described as "a show for all ages". The show is hosted by White Bear Community Players Theater. Thank you to the sponsors, organizers and participants - more than 130 golfers - of the recent White Bear Lake Area Educational Foundation Golf Outing. We recently heard word that we received national-level awards for six of our district publications. We received Awards of Excellence for the 2017 Annual Update to the Community, 2017-18 Activities Calendar and 10 Facts Local Operating Levy Renewal mailer; an Award of Merit for the "What's in a

Name?" Video and Honorable Mention accolades for our Bear's Bulletin publication and FLEX Afternoon Programming for Middle School Video. **Additional information can be found at the District website, www.isd624.org.**

D. DISCUSSION ITEMS

1. Review of Minnesota State High School League "Why We Play" Training Video - Activities Director Brian Peloquin introduced this video which defines the purpose of education-based athletic and activity programs prior to approving the 2018-19 Membership Resolution.
2. First Reading of School Board Policies:
 - a. Policy 902, Addendum A
 - b. Policy 730, Use of Electronic Signatures to Conduct Official Business

Policy 902, Addendum A, and Policy 730, Use of Electronic Signatures to Conduct Official Business, have been reviewed by the Policy Committee and Cabinet. Policy 730, Use of Electronic Signatures to Conduct Official Business, will be on the August 13 Board meeting for action. Procedures are not approved by the School Board, but we want the School Board to be informed of changes in the procedure and prices. Policy 902, Addendum A was placed on our website.

E. OPERATIONAL ITEMS

1. Wilson moved and Ellison seconded to approve the 10-year Long-Term Facility Maintenance Plan as presented. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
2. Chapman moved and Wilson seconded to approve the extended contracts with First Student, Twin City Transportation, and Treasured Transportation to provide student transportation services commencing August 1, 2018 and ending July 31, 2019, with an option to extend the contracts for an additional year, consistent with Minnesota Statutes 2017, Section 123B.52. Action on Transportation Contract. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
3. Newmaster moved and Fahey seconded to approve Wayne Kazmierczak, Superintendent, and Jody Reber, Executive Assistant to the Superintendent (to add and remove names only), as White Bear Lake Area Schools' Identified Official with Authority as required by the Minnesota Department of Education. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
4. Ellison moved and Wilson seconded to approve membership in the Minnesota State High School League for 2018-19. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
5. Wilson moved and Fahey seconded to approve official depositories for the School District's funds and authorized bank accounts and signatures. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**

6. Ellison moved and Newmaster seconded to approve the proposed salaries and/or salary rates, and benefits for the District's non-affiliated contracts for 2018-19. **Roll call vote: ayes: Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
7. Chapman moved and Mullin seconded to approve the recommended liaison assignments for July 2018 to June 2020. **Voice vote: All ayes. Motion carried.**
8. Ellison moved and Newmaster seconded to approve the recommended committee assignments for 2018-19 and 2019-20. **Voice vote: All ayes. Motion carried.**
9. Wilson moved and Fahey seconded to confirm the School Board's understanding that the Superintendent and Assistant superintendent for Finance and Operations have been duly authorized to lease, purchase, and contract for goods and services within the budget as approved by the Board to Amounts up to \$100,000 and restatement of authorization for the same pursuant to Minnesota Statutes section 123B.52, subdivision 2. **Roll call vote: ayes: Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
10. Chapman moved and Mullin seconded to approve the following Board policies as recommended by the Policy Committee and Cabinet.
 - a. 404, Employee background Checks
404.1, Form - Volunteers Criminal Background Checks
 - b. 420, Students and Employees with Communicable or Infectious Diseases
420, Procedures for policy 420
 - c. 507, Corporal Punishment
 - d. 513, Student Promotions, Retention
 - e. 703, Annual Audit
 - f. 706, Acceptance of Gifts
 - g. 905, Advertising**Voice vote: All ayes. Motion carried.**

F. BOARD FORUM - Ellison reported that a Sunrise Park student received third place in the Individual Project category at National History Day. The project was Tinker vs. Des Moines and the student met Mary Beth Tinker. Wilson commented that it has been another great year for the District.

G. ADJOURNMENT - Wilson moved and Mullin seconded to adjourn at 7:53 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDATION:

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

White Bear Lake Area Schools

Electronic Transfers - July

		<u>7/13/2018</u>	<u>7/31/2018</u>
Direct Deposit	524687-525286	517,223.89	
Direct Deposit	525287-525917		527,411.91

Checks Processed 07/01/2018-07/31/2018

<u>CHECK</u>				<u>CHECK</u>
<u>NUMBER</u>	<u>AMOUNT</u>	<u>VENDOR</u>		<u>DATE</u>
94563	\$ 120.00	FRIENDS OF WILLOW AND KINNI		7/3/2018
94566	\$ 205.95	DONAHUE, BETH		7/12/2018
94567	\$ 5,970.00	RAMSEY COUNTY PARKS/REC DEPT		7/12/2018
94660	\$ 295.00	4 ACE PRODUCTIONS		7/12/2018
94661	\$ 319.02	ALLSTREAM		7/12/2018
94662	\$ 100.00	ANOKA COUNTY PARKS & RECREATION		7/12/2018
94663	\$ 2,131.18	ARNSDORFF, DANIEL		7/12/2018
94664	\$ 27.56	BEAR, DELORES		7/12/2018
94665	\$ 269.27	BEHLOW, DAVID		7/12/2018
94666	\$ 385.00	BIG THRILL FACTORY		7/12/2018
94667	\$ 950.00	BOND TRUST SERVICES CORP		7/12/2018
94668	\$ 6,054.16	BRIGHTBYTES		7/12/2018
94669	\$ 8,260.00	CATALYST SOURCING SOLUTIONS		7/12/2018
94670	\$ 23,000.00	CLASSLINK		7/12/2018
94671	\$ 952.00	CRESS, ROMAN		7/12/2018
94672	\$ 277,095.00	HALDEMAN-HOMME INC		7/12/2018
94673	\$ 1,074.22	HOGLUND BUS AND TRUCK CO		7/12/2018
94674	\$ 210,069.59	HOGLUND BUS & TRUCK CO		7/12/2018
94675	\$ 1,599.00	HUDL		7/12/2018
94676	\$ 445.00	INSTANT REQUEST DJ ENTERTAINMENT		7/12/2018
94677	\$ 51,843.99	MADISON NATIONAL LIFE		7/12/2018
94678	\$ 198.00	MN AMER ASSOC		7/12/2018
94679	\$ 3,395.00	MASA		7/12/2018
94680	\$ 1,820.00	MASE		7/12/2018
94681	\$ 11,439.00	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS		7/12/2018
94682	\$ 4,585.00	MN ELEMENTARY SCH PRIN ASSOC		7/12/2018
94683	\$ 8,569.60	METRO ECSU		7/12/2018
94684	\$ 289,140.63	MN INSURANCE SCHOLASTIC TRUST		7/12/2018
94685	\$ 100.00	MN ASSOC OF STUDENT COUNCILS		7/12/2018

94686	\$	104.86	MURRAY, DANIEL	7/12/2018
94687	\$	16,787.12	NAVIANCE	7/12/2018
94688	\$	128.00	NCPERS MINNESOTA	7/12/2018
94689	\$	97,514.34	NORTHEAST METRO INTERMEDIATE DISTRICT 916	7/12/2018
94690	\$	1,000.00	PALMA, LEAH	7/12/2018
94691	\$	6,424.55	PCS REVENUE CONTROL SYSTEMS INC	7/12/2018
94692	\$	68.40	PIONEER PRESS	7/12/2018
94693	\$	2,500.00	POSTMASTER	7/12/2018
94694	\$	1,768.00	RITTENHOUSE, SARAH	7/12/2018
94695	\$	900.00	SKY ZONE INDOOR TRAMPOLINE PARK	7/12/2018
94696	\$	139,592.00	SKYWARD INC	7/12/2018
94697	\$	185.00	SCHOOL NUTRITION ASSOC (SNA)	7/12/2018
94698	\$	513.00	STAR TRIBUNE NIE	7/12/2018
94699	\$	320.00	TR ENVIRONMENTAL CONSULTING, LLC	7/12/2018
94701	\$	11,228.75	ZIROMEDIA	7/12/2018
94843	\$	1,500.00	AUGSBURG UNIV - FINANCIAL AID	7/19/2018
94843	\$	(1,500.00)	AUGSBURG UNIV - FINANCIAL AID	7/19/2018
94844	\$	500.00	BETHEL UNIVERSITY FINANCIAL AID OFFICE	7/19/2018
94845	\$	5,750.00	BETHEL UNIVERSITY FINANCIAL AID OFFICE	7/19/2018
94845	\$	(5,750.00)	BETHEL UNIVERSITY FINANCIAL AID OFFICE	7/19/2018
94846	\$	1,000.00	CARROLL UNIVERSITY WI	7/19/2018
94847	\$	1,000.00	CENTURY COLLEGE	7/19/2018
94848	\$	750.00	CONCORDIA COLLEGE - MOORHEAD	7/19/2018
94849	\$	1,000.00	CONCORDIA UNIVERSITY - FINANCIAL AID	7/19/2018
94850	\$	1,000.00	GEORGETOWN FINANCIAL SERVICES	7/19/2018
94851	\$	1,000.00	GEORGETOWN FINANCIAL SERVICES	7/19/2018
94852	\$	1,750.00	IOWA STATE UNIV - FINANCIAL AID	7/19/2018
94852	\$	(1,750.00)	IOWA STATE UNIV - FINANCIAL AID	7/19/2018
94853	\$	1,000.00	KANSAS STATE FINANCIAL ASSIST OFFICE	7/19/2018
94854	\$	1,250.00	MARIAN UNIVERSITY - FINANCIAL AID	7/19/2018
94855	\$	1,250.00	MN STATE UNIV MANKATO	7/19/2018
94855	\$	(1,250.00)	MN STATE UNIV MANKATO	7/19/2018
94856	\$	1,000.00	MN STATE UNIV MANKATO	7/19/2018
94857	\$	1,750.00	MONTANA STATE FINANCIAL AID	7/19/2018

94857	\$	(1,750.00)	MONTANA STATE FINANCIAL AID	7/19/2018
94858	\$	2,500.00	NDSU FINANCIAL AID	7/19/2018
94858	\$	(2,500.00)	NDSU FINANCIAL AID	7/19/2018
94859	\$	500.00	REED COLLEGE FINANCIAL AID	7/19/2018
94860	\$	1,000.00	SAN DIEGO STATE UNIVERSITY FINANCIAL AID	7/19/2018
94861	\$	2,000.00	ST CLOUD STATE UNIVERSITY	7/19/2018
94861	\$	(2,000.00)	ST CLOUD STATE UNIVERSITY	7/19/2018
94862	\$	500.00	UNIVERSITY OF WI RIVER FALLS	7/19/2018
94863	\$	8,000.00	UNIVERSITY OF WI MADISON	7/19/2018
94863	\$	(8,000.00)	UNIVERSITY OF WI MADISON	7/19/2018
94864	\$	250.00	UNIVERSITY OF NORTHWESTERN	7/19/2018
94865	\$	500.00	UNIVERSITY OF MINNESOTA - DULUTH	7/19/2018
94866	\$	500.00	UNIVERSITY OF MINNESOTA - DULUTH	7/19/2018
94867	\$	500.00	UNIVERSITY OF WI - STEVENS POINT FINANCIAL AI	7/19/2018
94868	\$	1,000.00	UNIVERSITY OF WI - STEVENS POINT FINANCIAL AI	7/19/2018
94870	\$	6,000.00	UNIVERSITY OF ST THOMAS UNDERGRAD FINANCIAL A	7/19/2018
94871	\$	1,000.00	UNIVERSITY OF ST THOMAS UNDERGRAD FINANCIAL A	7/19/2018
94872	\$	1,000.00	UNIVERSITY OF ST THOMAS UNDERGRAD FINANCIAL A	7/19/2018
94877	\$	21,000.00	UNIVERSITY OF MN TWIN CITIES	7/19/2018
94877	\$	(21,000.00)	UNIVERSITY OF MN TWIN CITIES	7/19/2018
94878	\$	1,000.00	UNIVERSITY OF MN TWIN CITIES	7/19/2018
94879	\$	500.00	UNIVERSITY OF MN TWIN CITIES	7/19/2018
94880	\$	1,000.00	UNIVERSITY OF MN TWIN CITIES	7/19/2018
94881	\$	990.00	UNIVERSITY OF ND - STUDENT SERVICES	7/19/2018
94882	\$	1,000.00	UNIVERSITY OF SIOUX FALLS FINANCIAL AID	7/19/2018
94883	\$	1,000.00	UW - EAU CLAIRE FINANCIAL AID	7/19/2018
94884	\$	6,000.00	UW - EAU CLAIRE FINANCIAL AID	7/19/2018
94884	\$	(6,000.00)	UW - EAU CLAIRE FINANCIAL AID	7/19/2018
94885	\$	750.00	WESLYAN UNIVERSITY CT - FINANCIAL AID	7/19/2018
94889	\$	4,264.00	NATL CHEERLEADERS ASSOC	7/20/2018
94890	\$	500.00	AUGSBURG UNIV - FINANCIAL AID	7/20/2018
94891	\$	1,000.00	AUGSBURG UNIV - FINANCIAL AID	7/20/2018
94892	\$	750.00	BETHEL UNIVERSITY FINANCIAL AID OFFICE	7/20/2018
94893	\$	2,000.00	BETHEL UNIVERSITY FINANCIAL AID OFFICE	7/20/2018

94894	\$	3,000.00	BETHEL UNIVERSITY FINANCIAL AID OFFICE	7/20/2018
94895	\$	750.00	IOWA STATE UNIV - FINANCIAL AID	7/20/2018
94896	\$	500.00	IOWA STATE UNIV - FINANCIAL AID	7/20/2018
94897	\$	500.00	IOWA STATE UNIV - FINANCIAL AID	7/20/2018
94898	\$	500.00	MN STATE UNIV MANKATO	7/20/2018
94899	\$	750.00	MN STATE UNIV MANKATO	7/20/2018
94900	\$	500.00	MONTANA STATE FINANCIAL AID	7/20/2018
94901	\$	750.00	MONTANA STATE FINANCIAL AID	7/20/2018
94902	\$	500.00	MONTANA STATE FINANCIAL AID	7/20/2018
94903	\$	500.00	NDSU FINANCIAL AID	7/20/2018
94904	\$	500.00	NDSU FINANCIAL AID	7/20/2018
94905	\$	1,500.00	NDSU FINANCIAL AID	7/20/2018
94906	\$	500.00	ST CLOUD STATE UNIVERSITY	7/20/2018
94907	\$	500.00	ST CLOUD STATE UNIVERSITY	7/20/2018
94908	\$	1,000.00	ST CLOUD STATE UNIVERSITY	7/20/2018
94909	\$	1,000.00	UNIVERSITY OF WI MADISON	7/20/2018
94910	\$	6,000.00	UNIVERSITY OF WI MADISON	7/20/2018
94911	\$	1,000.00	UNIVERSITY OF WI MADISON	7/20/2018
94912	\$	500.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94913	\$	750.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94914	\$	750.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94915	\$	1,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94916	\$	750.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94917	\$	5,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94918	\$	1,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94919	\$	500.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94920	\$	500.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94921	\$	1,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94922	\$	1,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94923	\$	500.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94924	\$	1,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94925	\$	1,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94926	\$	500.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94927	\$	500.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018

94928	\$	250.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94929	\$	500.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94930	\$	2,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94931	\$	2,000.00	UNIVERSITY OF MN TWIN CITIES	7/20/2018
94932	\$	5,000.00	UW - EAU CLAIRE FINANCIAL AID	7/20/2018
94933	\$	1,000.00	UW - EAU CLAIRE FINANCIAL AID	7/20/2018
94934	\$	1,386.36	GREATAMERICA FINANCIAL SERVICES	7/27/2018
94935	\$	8,147.05	PCS REVENUE CONTROL SYSTEMS INC	7/27/2018
94936	\$	95,655.50	PETERSON BROS ROOFING & CONST	7/27/2018
94937	\$	100,196.97	XCEL ENERGY	7/27/2018
94984	\$	535,358.45	WELLS FARGO - COMML OPERATIONS	7/30/2018
94985	\$	3,000.00	POSTMASTER	7/31/2018
94986	\$	47,829.00	DAKOTA TRUCK UNDERWRITERS	7/31/2018
9990629	\$	1,357.00	AIG	7/13/2018
9990630	\$	14,901.32	AMERICAN FUNDS	7/13/2018
9990631	\$	5,518.38	AMERICAN UNITED LIFE	7/13/2018
9990632	\$	2,001.99	AMERIPRISE FINANCIAL SERVICES	7/13/2018
9990633	\$	3,724.66	AXA EQUITABLE	7/13/2018
9990634	\$	4,828.57	EDUCATION MN ESI BILLING TRUST	7/13/2018
9990640	\$	171,745.17	INTERNAL REVENUE SERVICE	7/13/2018
9990641	\$	350.43	METROPOLITAN LIFE	7/13/2018
9990642	\$	803.00	MN DEPT OF HUMAN SERVICES	7/13/2018
9990644	\$	27,842.53	MN DEPT OF REVENUE	7/13/2018
9990645	\$	1,891.70	MN STATE RETIREMENT	7/13/2018
9990648	\$	52,714.05	PUBLIC EMP RETIREMENT ASSOC	7/13/2018
9990650	\$	49,134.30	TEACHERS RETIREMENT ASSOC	7/13/2018
9990651	\$	4,173.24	VANGUARD SMALL BUSINESS SERVICES	7/13/2018
171801457	\$	323.79	ACCIARI, NICOLE	7/12/2018
171801458	\$	342.99	ANDERSON, CHRISTINA	7/12/2018
171801459	\$	170.73	ANDERSON, JON	7/12/2018
171801460	\$	92.38	ANDERSON, MARGARET	7/12/2018
171801461	\$	273.04	BABCOCK, ARIANA	7/12/2018
171801462	\$	576.97	BAHE, CONNETTE	7/12/2018
171801463	\$	65.12	BAHNEMANN, MADELINE	7/12/2018

171801464	\$	362.87	BARKLEY, DANIELLE	7/12/2018
171801465	\$	266.66	BARTH, CARRIE	7/12/2018
171801466	\$	677.45	BATENHORST, LYNSEY	7/12/2018
171801467	\$	48.98	BISKE, EMILY	7/12/2018
171801468	\$	101.72	BRADLEY, LYDIA	7/12/2018
171801469	\$	300.48	CARLINSCHAUER, KYLE	7/12/2018
171801470	\$	506.91	DEEN, DENISE	7/12/2018
171801471	\$	117.71	DERBY, SARA	7/12/2018
171801472	\$	160.23	EDGELL, JANE	7/12/2018
171801473	\$	159.69	GALYON, AMY	7/12/2018
171801474	\$	108.14	GARRISON, MARK	7/12/2018
171801475	\$	625.81	GILLESPIE, ALISON	7/12/2018
171801476	\$	215.89	GRAY, DONALD	7/12/2018
171801477	\$	283.48	GREENE, VICTORIA	7/12/2018
171801478	\$	317.63	GUTHRIE, ASHLEY	7/12/2018
171801479	\$	497.90	HARRIMAN, DION	7/12/2018
171801480	\$	66.16	HIGGINS, SHEILA	7/12/2018
171801481	\$	73.85	IMMEL, COLLEEN	7/12/2018
171801482	\$	390.00	JEBENS-SINGH, TARA	7/12/2018
171801483	\$	97.29	KANCANS, ANDREW	7/12/2018
171801484	\$	621.20	KANE-BURBACK, STEPHANIE	7/12/2018
171801485	\$	444.17	KAZMIERCZAK, WAYNE	7/12/2018
171801486	\$	685.64	KEESE, MATTHEW	7/12/2018
171801487	\$	145.24	KNUTSON, CASSANDRA	7/12/2018
171801488	\$	62.29	KUBOW, MONICA	7/12/2018
171801489	\$	28.89	LEHN, BRIDGET	7/12/2018
171801490	\$	1,993.26	LEININGER, JOHN	7/12/2018
171801491	\$	34.34	LEMIEUX, TAMARA	7/12/2018
171801492	\$	417.00	LEONARD, BRIAN	7/12/2018
171801493	\$	36.52	LOCKWOOD, ANDREW	7/12/2018
171801494	\$	543.00	LUKNIC, JONATHAN	7/12/2018
171801495	\$	393.30	MAURER, TIMOTHY	7/12/2018
171801496	\$	950.81	MENIER, MATTHEW	7/12/2018
171801497	\$	53.14	MOORE, JENNIFER	7/12/2018

171801498	\$	306.60	MUNDELL, GERALD	7/12/2018
171801499	\$	79.32	MUNDELL, KARLA	7/12/2018
171801500	\$	630.89	NELSON, ANGELA	7/12/2018
171801501	\$	40.00	OLSON, ELIZABETH	7/12/2018
171801502	\$	733.74	OUREN, LISA	7/12/2018
171801503	\$	572.83	PELOQUIN, BRIAN	7/12/2018
171801504	\$	180.95	PHETTEPLACE, WANDA	7/12/2018
171801505	\$	569.06	PIERRE, CHRISTINA	7/12/2018
171801506	\$	115.57	RITTENHOUSE, PAULA	7/12/2018
171801507	\$	489.71	ROESER, DANIEL	7/12/2018
171801508	\$	59.41	ROUSH, ROBIN	7/12/2018
171801509	\$	98.10	SALENGER, SETH	7/12/2018
171801510	\$	266.61	SAMPOANG, DESSERAY	7/12/2018
171801511	\$	389.07	SANTOSCOY, BRIANA	7/12/2018
171801512	\$	952.15	STARUCK, DONNA	7/12/2018
171801513	\$	300.00	SUOJA, WENDY	7/12/2018
171801514	\$	1,009.12	SVIR, SARA	7/12/2018
171801515	\$	251.00	TROSKE, CARRIE	7/12/2018
171801516	\$	460.61	TUTTLE, JANE	7/12/2018
171801517	\$	183.40	VAIL, ANNE	7/12/2018
171801518	\$	262.69	VETTE, MARISA	7/12/2018
171801519	\$	15.11	VICHICH, JOHN	7/12/2018
171801520	\$	774.64	WALD, TIMOTHY	7/12/2018
171801521	\$	32.81	WIECZOREK, THOMAS	7/12/2018
171801522	\$	1,078.05	WILLIAMS, LAURA	7/12/2018
171801523	\$	1,305.30	ZICKERMANN, JORDAN	7/12/2018
181900002	\$	30.30	ANDERSON, JON	7/27/2018
181900003	\$	91.95	BATAGLIA, DAVID	7/27/2018
181900004	\$	65.00	ENGSTRAN, PAUL	7/27/2018
181900005	\$	96.13	HARDING, KARLA	7/27/2018
181900006	\$	129.12	MAAS, ERIN	7/27/2018
181900007	\$	456.90	MACK, JEANNE	7/27/2018
181900008	\$	1,189.00	NELSON, ANGELA	7/27/2018
181900009	\$	1,229.84	SCHOCHENMAIER, TIMOTHY	7/27/2018

181900010	\$	80.31	STEFFENS, CORINNE	7/27/2018
181900011	\$	255.00	STORHAUG, JENNIFER	7/27/2018
Total	\$	2,434,673.82		

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: **August 13, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
Miscellaneous school supplies, toothbrushes, and a few cloth bags	First Presbyterian Church of White Bear Lake	White Bear Lake Area School District
\$500	White Bear Lake Rotary Foundation	White Bear Lake Area High School – South Campus Ambassadors Program
\$150	City of Vadnais Heights	White Bear Lake Area High School – South Campus National Honor Society
25 backpacks	St. John in the Wilderness Episcopal Church	Vadnais Heights Elementary School
190 backpacks and miscellaneous school supplies	Community of Grace Lutheran Church	White Bear Lake Area School District

RECOMMENDATION: 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 – CLASSIFIED STAFF

JASON ALMAN – Custodian, WBLAHS – North Campus

Employed by District 624 since 02/20/2018

Effective Date: 07/23/2018

ALAN GRUND – Instructional Assistant – Otter Lake Elementary

Employed by District 624 since 02/20/2018

Effective Date: 08/07/2018

SAID HIRSI – Program Assistant Leader – Central Middle School

Employed by District 624 since 01/04/2016

Effective Date: 07/31/18

EMMA WORTHLEY – Pupil Support Assistant – Otter Lake Elementary

Employed by District 624 since 11/07/2016

Effective Date: 08/08/2018

RESIGNATION/TERMINATION – NON-AFFILIATED

CONNETTE BAHE – Activity Leader, Lincoln Elementary

Employed by District 624 since 03/03/2003

Effective Date: 08/15/2018

JILL JENDERNY – Teaching and Learning Coordinator, District Center

Employed by District 624 since 07/01/2012

Effective Date: 08/02/2018

MALIA YANG-XIONG – Cultural Liaison, District Wide

Employed by District 624 since 01/03/2000

Effective Date: 09/07/2018

RESIGNATION – CABINET

MITCHELL COOPER – Director of Human Resources, District Center

Employed by District 624 since 06/20/2017

Effective Date: 09/30/2018

RESIGNATION/TERMINATION – CERTIFIED
--

HEATHER KAY– Special Education Teacher, WBLAHS – North Campus

Employed by District 624 since 08/24/2015

Effective Date: 08/01/2018

MONICA KUBOW – .7 FTE School Nurse, WBLAHS – South Campus and ALC

Employed by District 624 since 12/17/2015

Effective Date: 08/10/2018

AMANDA WEINKAUF– School Social Worker, Matoska and Lakeaires Elementary

Employed by District 624 since 08/21/2017

Effective Date: 08/07/2018

RETIRMENT – CERTIFIED

LORI MARIANI – Special Education Teacher, Central Middle School

Employed by District 624 since 09/26/1988

Effective Date: 08/31/2018

CHANGE OF ASSIGNMENT – CERTIFIED STAFF

JACQUELINE BARKER – PLTW & Science Teacher, Central Middle School

From .9 FTE To 1.0 FTE

Effective Date: 2018-2019 School Year

CLARE KAZMIERCZAK – .5 EL and Intervention Teacher, Willow Elementary

From .6875 FTE To .5 FTE

Effective Date: 2018-2019 School Year

CHANGE OF CLASSIFICATION – CLASSIFIED STAFF
--

ALEXANDER HENNESSEY – From Student Supervisor, Paraprofessional Unit

To Out of School Time Site Supervisor, Non-Affiliated

Step 1, 8.0 hrs. per day, \$45,713.57, 238 days (Prorated on \$49,939.20)

Effective Date: 08/01/2018

NEW PERSONNEL – CLASSIFIED STAFF

TRE AUSTIN – Pupil Support Assistant, Sunrise Park Middle School

\$18.77/hr., 32.5 hrs. per week, \$21,960.90

Effective Date: 09/04/2018

KYLEEN BEDELL – Part-Time Cook, WBLAHS – South Campus
\$15.09/hr., 3 hrs. per day, 181 days, \$8,193.87
Effective Date: 09/04/2018

JEAN BENDEL – Health Assistant, Birch Lake Elementary
\$18.72/hr., 7.5 hrs. per day, 185 days, \$25,974.00
Effective Date: 06/11/2018

PAMELA BROWN – Program Assistant Leader, Birch Lake Elementary
\$14.55/hr., 4.5 hrs. per day, 259 days, \$16,958.02
Effective Date: 06/11/2018

ALEXANDRA DAHL – Pupil Support Assistant, Transition Education Center
\$18.77/hr., 30.0 hrs. per week, \$20,271.60
Effective Date: 09/04/2018

KRISTINE DUGGER – Nurse Para, Central Middle School
\$21.31/hr., 19.5 hrs. per week, \$14,959.62
Effective Date: 09/04/2018

SANDRA HANNAH – Instructional Assistant, Birch Lake Elementary
\$18.33/hr., 35.5 hrs. per week, 180 days, \$21,446.10
Effective Date: 09/04/2018

ANGELA JOHNSON – Pupil Support Assistant, Lincoln Elementary
\$18.77/hr., 32.5 hrs. per week, \$21,960.90
Effective Date: 09/04/2018

JESSE KELLEY – Campus Security, Central Middle School
\$15.56/hr., 5.25 hrs. per day, 180 days, \$14,622.51
Effective Date: 09/04/2018

JODI KAISER – Nurse Paraprofessional, Transition Education Center
\$21.32/hr., 32.5 hrs. per week, \$24,944.40
Effective Date: 09/04/2018

RENEE MCCABE – Media Clerk, Otter Lake Elementary
\$17.63/hr., 6 hrs. per day, 185 days, \$19,569.30
Effective Date: 08/24/2018

CLAUDIA MEDIN – Pupil Support Assistant, Oneka Elementary
\$18.77/hr., 32.5 hrs. per week, \$21,960.90
Effective Date: 09/04/2018

AMANDA PAGEL – Instructional & Pupil Support Assistant, Vadnais Heights Elem and Normandy
\$18.33/hr., 17.5 hrs. per week, and \$18.77/hr., 10 hrs. per week
Effective Date: 09/04/2018

JOELLE SATHER – Administrative Assistant - Principal, Hugo Elementary
\$19.26/hr., 8 hrs. per day, 206 days, \$31,740.48
Effective Date: 08/13/2018

JACOB SKERLETTS – Pupil Support Assistant, Sunrise Park Middle School
\$18.77/hr., 32.5 hrs. per week, \$21,960.90
Effective Date: 09/04/2018

CHRISTOPHER SWENSON – Pupil Support Assistant, Central Middle School
\$18.77/hr., 32.5 hrs. per week, \$21,960.90
Effective Date: 09/04/2018

ANA WHITE – Instructional Assistant, Oneka Elementary
\$18.33/hr., 5.5 hrs. per day, 132 days, \$13,307.58
Effective Date: 09/04/2018

NEW PERSONNEL – NON-AFFILIATED

KEVIN KLECKER – Safety and Emergency Supervisor, District Center
68,692.30 (Prorated on \$76,000.00)
Effective Date: August 6, 2018

NEW PERSONNEL – CERTIFIED STAFF
--

FRANKLIN AXELL – Science Teacher, Central Middle School
BA+60, Step 1, \$46,937.00
Effective Date: 2018-2019 School Year

JESSE BENNIG – Special Education Teacher, WBLAHS – North Campus
BA+45, Step 1, \$51,539.00
Effective Date: 2018-2019 School Year

GRACE BROWN – Spanish Teacher, Lakeaires and Matoska Elementary
BA, Step 5, \$48,051.00
Effective Date: 2018-2019 School Year

AMY CANNIFF – .4 FTE Work Coordinator Teacher, Area Learning Center
MA, Step 13, \$30,522.40
Effective Date: 2018-2019 School Year

DAVID CAULEY – Explorations Teacher, Lincoln Elementary
BA+60, Step 11, \$63,420.00
Effective Date: 2018-2019 School Year

TAMARA DOBBINS – Literacy Coach, Otter Lake Elementary
MA, Step 7, \$58,094.00
Effective Date: 2018-2019 School Year

MARK DOMSCHOT – Social Studies Teacher, WBLAHS – North and South Campus
MA+60, Step 13, \$85,982.00
Effective Date: 2018-2019 School Year

LISA MCBRIDE – Special Education Teacher, Central Middle School
MA, Step 3, \$50,606.00
Effective Date: 2018-2019 School Year

AMANDA MEYER – .8 FTE Spanish Teacher, Sunrise and Central Middle School
BA, Step 6, \$39,583.20
Effective Date: 2018-2019 School Year

ANN MYERS – .8 FTE Art Teacher, WBLAHS – North Campus and ALC
MA, Step 12, \$56,825.60
Effective Date: 2018-2019 School Year

JANEL TOUSSAINT – .4 FTE French Teacher, WBLAHS – South
MA+30, Step 13, \$31,894.80
Effective Date: 2018-2019 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: **Comprehensive Facilities Planning Update**

DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

At the April 23rd work-study session administration provided an update to the Board regarding comprehensive facilities planning. At that time, it was indicated that we were selecting the planning team to guide the community engagement process and that the planning team would be comprised of a design team (architect) and construction manager (owner representative). Through an interview process we selected Wold Architects and Engineers as the design firm and Kraus-Anderson as construction manager.

Tonight, Paul Aplikowski, partner, and Sal Bagley, associate, from Wold Architects and Engineers as well as Kraus-Anderson Vice President and Director of Education John Huenink will provide an overview of the services they provide and their roles as we continue our work toward comprehensive facilities review and planning.



PARTNERING TOGETHER ON GREAT PROJECTS

Wold + KA:

Totaling over:

25+
YEARS

\$700
MILLION

FOR E-12 CLIENTS



WOLD TEAM INTRODUCTIONS



Paul Aplikowski
Partner-In-Charge



Ben Beery
Project Manager



Sal Bagley
*Project Architect &
Educational Planner*



Kevin Marshall
Mechanical Engineer



Lynae Schoen
Interior Designer



Brad Johannsen
Electrical Engineer

Our team has been carefully chosen for your District. They each have a passion for educational design with experience that is well aligned with your challenges to help you be successful.



KRAUS-ANDERSON TEAM INTRODUCTIONS



John Huenink
*Vice President, Director of
Education*



Gary Benson
*Director of Project Planning
& Development*



Tony Sjolander
Referendum Manager



Brian Hook
Director of Field Operations



Jason Rentmeester
Senior Project Manager

Our team has been carefully chosen for your District. They bring a depth of educational experience and a passion for working with the project team throughout construction. Our expertise and proven processes will help align cost expectations with needs and constructability - delivering a quality project for the best value, safely, and on time.



WOLD TEAM OUR PHILOSOPHY

We value the uniqueness of each community and work to incorporate and honor your defining qualities. We strive to understand your objectives and to deliver an exceptional experience — not just a project or a building.



MISSION:

We believe in *meaningful collaboration* with our clients and partners, listening to their voices, adding an emphasis beyond the end product, and *together* with them bringing their vision forward to create outstanding buildings, environments and outcomes.

VISION:

MAKE A DIFFERENCE ...
... IN EVERYTHING WE DO. WE
WANT TO MAKE OUR CLIENTS, OUR
ENVIRONMENTS, OUR WORK AND
OURSELVES BETTER FOR TODAY,
TOMORROW AND THE LONG TERM.

CORE BELIEFS:

- collaborative partnerships
- honest conversations
- service without limits
- accountable actions
- innovative approaches
- continuous growth



PROVEN TRACK RECORD
PRE-REFERENDUM

In the last

15
YEARS

Wold has helped

62
CLIENTS

pass over

\$3.5
BILLION
in bond referendums!

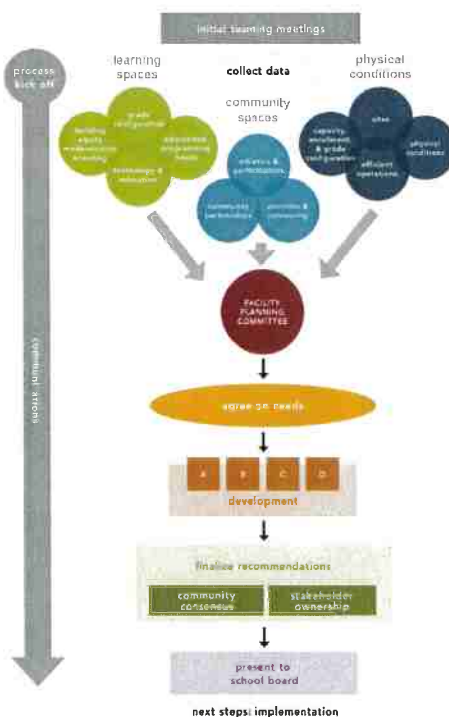




PRE-REFERENDUM OUR PROCESS



PLANNING PROCESS





PLANNING PROCESS GETTING STARTED



- Space Utilization
- Capacity vs. Enrollment
- Safety & Security
- Facility Analysis
- High School Analysis
- Activities and Athletics
- Alignment with Strategic Vision
- History of District



PLANNING PROCESS DATA COLLECTION

Visited	Met with	Building Analysis Walkthroughs
15	8	9
BUILDINGS	DEPARTMENTS	DAYS



PLANNING PROCESS CAPACITY AND UTILIZATION

Birch Lake Elementary	Jonathan Luknic	Monday, July 2, 2018 / 2:00 p.m.-3:15 p.m.
Hugo Elementary	Jason Healy	Monday, June 18, 2018 / 11:30 a.m.-12:45 p.m.
Lakeaires Elementary	Cary Krusemark	Friday, July 13, 2018 / 2:15 p.m.-3:30 p.m.
Lincoln Elementary	Dan Schmidt	Monday, June 18, 2018 / 4:30 p.m.-5:30 p.m.
Matoska International	John Leininger	Monday, June 18, 2018 / 3:00 p.m.-4:15 p.m.
Oneka Elementary	Terry Dahlem	Monday, July 30, 2018 / 11:00 a.m.-12:00 p.m.
Otter Lake Elementary	Cynthia Mueller	Monday, July 16, 2018 / 3:30 p.m.-4:45 p.m.
Vadnais Heights Elementary	Sara Svir	Friday, July 13, 2018 / 12:45 p.m.-2:00 p.m.
Willow Lane Elementary	Chris Streiff	Tuesday, July 3, 2018 / 9:00 a.m.-10:15 a.m.
Central Middle School	Tim Schochenmaier	Friday, June 15, 2018 / 7:30 a.m.-8:45 a.m.
Sunrise Middle School	Christina Pierre	Monday, June 18, 2018 / 1:00 p.m.-2:45 p.m.
High School, North Campus	Alison Gillespie	Friday, June 15, 2018 / 9:00 a.m.-10:45 a.m.
High School, South Campus	Don Bosch	Monday, July 16, 2018 / 12:15 p.m.-2:00 p.m.
Area Learning Center	Gretchen Harriman	Tuesday, July 3, 2018 / 12:45 p.m.-2:00 p.m.
Transition Education Center	Sara Derby	Friday, July 13, 2018 / 3:45 p.m.-4:30 p.m.
Activities and Athletics	Brian Peloguin, Jon Anderson	Monday, July 16, 2018 / 11:30 a.m.-12:15 p.m.
Extended Day – Multiple Sites	Christina Thayer Anderson	Friday, July 13, 2018 / 9:00 a.m.-10:00 a.m.
Normandy Park (EC / ABE)	Kate Anderson, Tara Jebens-Singh, Danielle Barkley	Monday, July 16, 2018 / 2:15 p.m.-3:15 p.m.
Nutrition Services	Bridget Lehn	Friday, July 13, 2018 / 7:45 a.m.-8:45 a.m.
Intervention	Sara Paul, Mariel Culhane, Brian Morris	Monday, July 30, 2018 / 1:30 p.m.-2:15 p.m.
Technology	Mark Garrison, Chris Hautman, Pat Suko, Steve Asper	Monday, July 30, 2018 / 2:15 p.m.-3:00 p.m.
Student Support Services	Lisa Ouren	Monday, July 30, 2018 / 1:00 p.m.-1:30 p.m.
Transportation	Mike Turitto	Friday, June 15, 2018 / 11:00 a.m.-12:00 p.m.



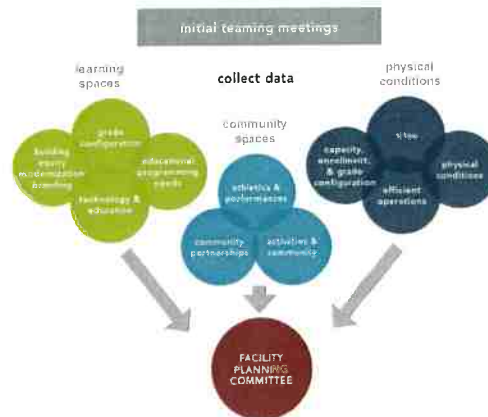
PLANNING PROCESS FACILITY ANALYSIS WALKTHROUGHS

Birch Lake Elementary	July 18, 2018
Hugo Elementary	July 20, 2018
Lakeaires Elementary	July 26, 2018
Lincoln Elementary	July 19, 2018
Matoska International	August 10, 2018
Oneka Elementary	July 20, 2018
Otter Lake Elementary	July 18, 2018
Vadnais Heights Elementary	August 14, 2018 (scheduled)
Willow Lane Elementary	August 14, 2018 (scheduled)
Central Middle School	July 24, 2018
Sunrise Middle School	July 25, 2018
High School, North Campus	August 7, 2018
High School, South Campus	August 8, 2018
Area Learning Center	July 20, 2018
District Office	July 24, 2018
Hippodrome Ice	July 24, 2018
Normandy Park	July 26, 2018



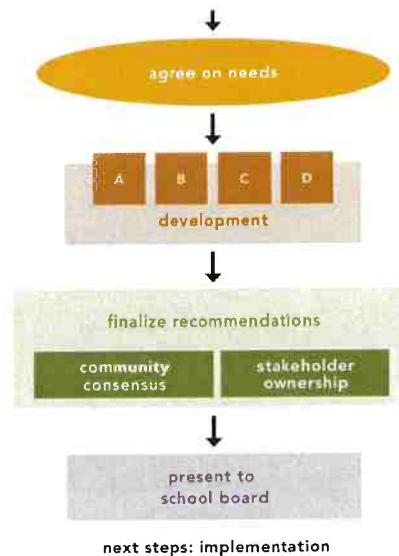
ROBUST PROCESS COMMUNITY INVOLVEMENT

- Inclusive
- Fits your sensibilities
- Solution is unique to you
- Fact-based decision making
– our history and data to support you



ROBUST PROCESS DEVELOPMENT & FINALIZATION

- Criteria defines solutions
- Consensus based decision making
- Clear communication to your community





EXPERIENCE TO SUPPORT YOU ABOUT KRAUS-ANDERSON®

- Community Commitment & Community Ties
- Referendum Support
- Proven Project Team
- Accurate Schedule/Budget Management
- Extension of Your Staff (Collaborative Team Environment)
- Ranked #6 Nationally in K-12 Educational Facilities and #1 in Minnesota by *Building Design & Construction*



EXPERIENCE TO SUPPORT YOU STUDY PHASE

DEFINE	DEVELOP	COLLECT	ARTICULATE	PREPARE
• Kickoff meeting with Steering Committee team • Recruitment of Facilities Planning Task Force members • Retrieval of site surveys, building floor plan backgrounds • Retrieval of previous building studies, assessments, etc. • Scheduling of site tours, meetings • Definition of goals, parameters • Review and approval of study template	• Review and share preliminary findings, building floor plan backgrounds, etc. • Develop additional goals for the study and identify potential alternatives to be researched • Community presentation of current conditions: enrollment trends, program considerations, deferred maintenance concerns, etc. • Additional data gathered, observations made of existing practices to help in the ongoing development of an overall strategic plan and education vision	• Detailed building tours for physical assessments • Needs are prioritized and phased based on educational adequacy, physical facility assessment, and life safety studies • Building tours, observations, and surveys to review current educational systems • Interviews with faculty, staff, and administrators - build input • Evaluate quality of interior space, compare to regional and national standards, create analysis • Review and determine code compliance and deficiencies	• Evaluate the data to understand the micro and macro levels of facility issues at each building • Develop conceptual alternatives with demographic and project cost phasing criteria • Develop site and floor plan concept drawings, as applicable • Develop phasing diagrams • Develop project budgets and cost estimates • Develop supporting narratives • Review options with study team, administrators, committees, etc.	• Final document will include: » Executive summary » General District information (vision, projections, etc.) » Existing site and building plans » Photographs and analyses of all spaces and systems » Information about the community engagement process including alternatives considered and recommendations made » Space and site program spreadsheets (existing and proposed) » Short and long-term site and building plans for recommended master plan » Phasing plans for recommended master plan » 10-15 year spreadsheets for anticipated expenditures



- Assist with Review & Comment Submittal Upon Board Approval
- Facilitate District Informational Campaign Process
- Develop Timeline of Activities & Tasks for Referendum
- Organize & Assist Community Support Group (Vote Yes!)
- Suggest Strategies for Successful GOTV Effort
- Create Referendum Communication Information (Brochures, Fliers, etc.)
- Assist District with Social Media Messaging
- Attend Public Meetings as Resource to District

EXPERIENCE TO SUPPORT YOU REFERENDUM PHASE

SERVICES WE PROVIDE



EXPERIENCE TO SUPPORT YOU DUAL PATH CAMPAIGN

Focus on communicating factual information about the needs, solutions, and cost

District Campaign

- Kick-off meeting
- Establish committee assignments
- Define roles and strategies
- Develop timeline and identify tasks
- Provide clear understanding of project
- Hold open house events
- Create kiosk board, brochures, and other "Focused Fact Sheets"
- Leverage media outlets and District website
- Conduct community stakeholder meetings
- Strategies for responding to negative campaigns
- Typically 10-12 weeks
- Detailed activity schedule provided

Focus on communicating factual information about the needs, solutions, and cost

Community Support

- Kick-off meeting
- Establish committees and leadership
- Develop and implement strategies
- Small group/coffee meetings
- Letters to the editor
- Phone banks
- Social media updates
- Community event attendance
- Attending District open house events
- Alumni and targeted outreach
- Develop and distribute support materials
- Typically 8-10 weeks
- Detailed activity schedule provided



EXPERIENCE TO SUPPORT YOU PROJECT APPROACH

Preconstruction

- Communication of Project Goals/Success Factors
- Master Project Schedule
- Pre-Plan Project Phasing/Sequencing
- Budgeting/Design Phase Estimating
- Bid Packaging/Bidding
- Local Contractor Participation
- Long Lead Equipment Procurement
- Constructability Review
- Value Management/
- Life Cycle Cost
- Tax Exempt Accounting
- Manage Contracts and Bonds
- Manage All Tax Exempt Material
- Site Specific Disruption Avoidance Plan
- Site Specific Safety Plan

Construction

Construction Services

- Full-Time, On-Site Supervision
- Produce/Monitor and Update Detailed Project Schedule
- Coordination with Code Officials
- Quality - Project Specific Quality Plan by KA and each Prime Contractor
- Coordination of Prime Contractors
- Safety Program Implementation and Enforcement
- Indoor Air Quality Monitoring (Positive and Negative Air Exchange)

Project Communications

- Weekly meetings
- Daily reports
- 10-week phase scheduling
- 3-week look-ahead schedule
- Safety - OSHA Consultations
- Labor and prime contractor workflow
- Submittal logs
- Equipment coordination
- Technical communication and information sharing electronically
- PlanGrid, Submittal Exchange, and iAuditor

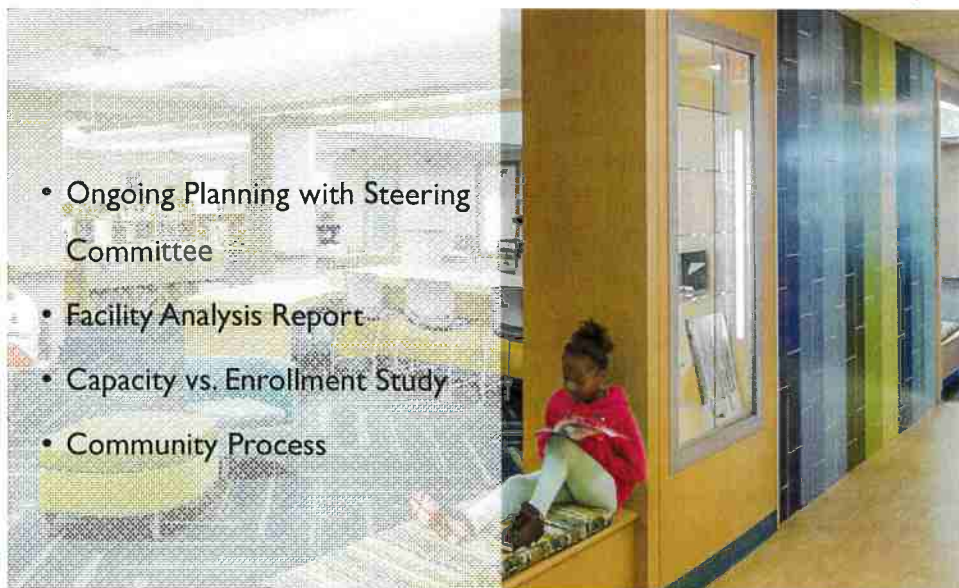
Post Construction

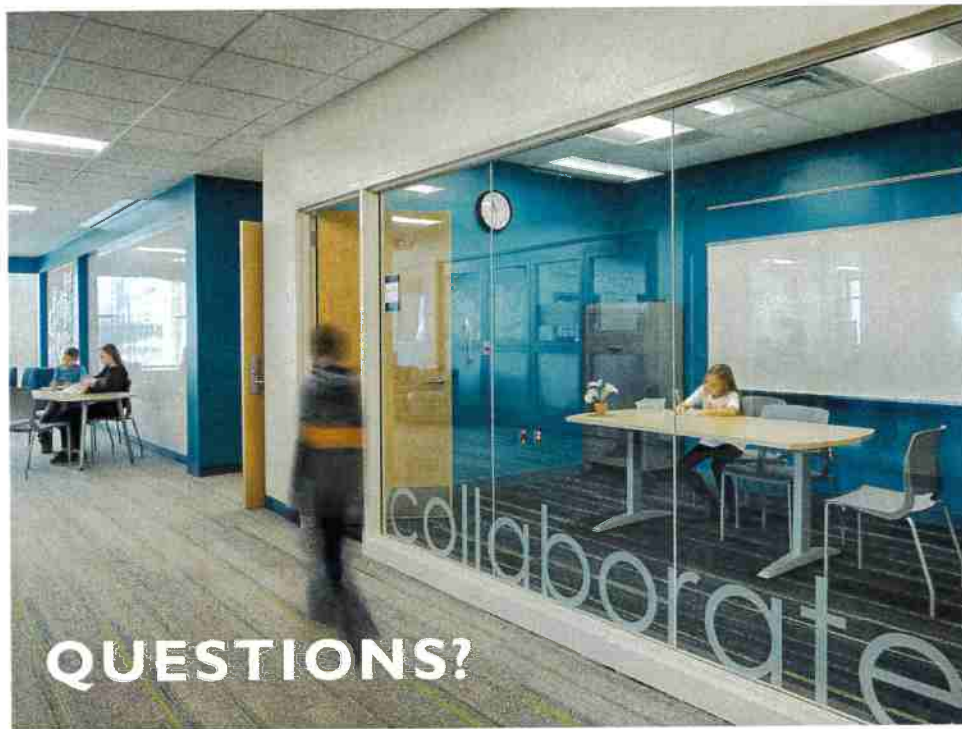
- Certificate of Occupancy
- Complete Punchlist
- Closeout Documentations/As-Built Documents/Warranties/O&Ms
- Owner Equipment Training
- Follow Through on Pre-Identified Completion and Closeout Tasks
- Commissioning
- 11-Month Walk-Through
- Follow-Up and Verification of Compliance with Project Goals and Success Factors
- Commitment to the Long Term Relationship after Project is Completed



PLANNING PROCESS NEXT STEPS

- Ongoing Planning with Steering Committee
- Facility Analysis Report
- Capacity vs. Enrollment Study
- Community Process





AGENDA ITEM: **District of Distinction Award: Race to Reduce Partnership**

DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

Water resource quality, protection and conservation are recognized issues in White Bear Lake and many other cities and communities throughout the state of Minnesota. While efforts to address these issues have been put forth by government agencies and organizations, we strongly believe that the most powerful agents of change in our future is our youth. H2O for Life is a nonprofit organization focused on empowering youth with knowledge and advocacy skills to be the agents of change in communities throughout our state.

White Bear Lake Area Schools and H2O for Life, through the support of the MN Legislature, partnered to create the Race 2 Reduce Initiative to create a water resource education curriculum that integrates academic standards to engage students civically through authentic connections within their community, state and world. The Race 2 Reduce curriculum is interdisciplinary and thematic to build knowledge in the realms of awareness, impact and advocacy. The aim of Race 2 Reduce is to develop students' skills to think critically, be creative with possible solutions, collaborate and communicate for water resource protection now and in the future. The goals of developing and implementing the Race 2 Reduce curriculum is achieved through design teams and staff development that focus on increasing instructional capacity to ensure sustainability.

In addition to partnering to develop the K-8 Race 2 Reduce Curriculum, the WBLAS Extended Day program has partnered with H2O for Life to offer a "Water Warrior" day during our Spring Break programming, as well as weeklong "April Showers & Such" sessions after school. These experiences are educational, interactive, touch on important topics, and fun! Highlights include painting rain barrels, games that teach about the water cycle, water conservation, testing lake water from our community, storm sewer stenciling, planting seeds in pots that students can bring home, the list goes on! Our students have benefited greatly from the passionate and experienced staff (and resources) they bring to our extended day programming.

In July, WBLAS received national recognition as a District of Distinction for our Race to Reduce Partnership.

Assistant Superintendent Sara Paul will be joined by Patty Hall and Judy Onufer, leaders of the H2O For Life organization to celebrate the national District of Distinction recognition. Special thanks goes to the Minnesota Legislature, through the leadership of Senator Wiger and Representative Fisher, for funding support for the Race to Reduce Initiative.



District Administration®

DistrictAdministration.com

July 2018



**DISTRICTS OF
DISTINCTION**

Solving problems

Model programs support students
in and outside school

24



Race2Reduce Water Resource Education Initiative

White Bear Lake Area Schools
White Bear Lake, Minnesota

CHALLENGE: The water level of White Bear Lake was at a record low in 2013, affecting recreational use and sapping the underlying aquifer that supplies water to the community.

INITIATIVE: The Race2Reduce water initiative is a multifaceted approach to conservation that includes partnerships with community stakeholders and development of a fully embedded, standards-aligned K8 curriculum. Units and lessons focus on local water resources and conservation, and empower students to engage in actions that lead to behavior changes. An annual spring water symposium provides an opportunity for students to showcase their learning and teach others about conservation.

IMPACT: "Students at all age levels have gained a greater awareness of local water issues, and have learned how to advocate for change," says Judy Onufer, education project manager. The water level of White Bear Lake has improved over the last few years as Race2Reduce has inspired communitywide conservation activities.

ADVICE: "When students are given a voice, they can be the most powerful agents of change," says Onufer. Partnerships with local nonprofits and watershed management organizations have played a vital role in the initiative's success, and has helped students to connect with community as well.

AGENDA ITEM: **Summer Career Pathway Success**

DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

WBLAS continues to be recognized as a leader for developing career pathways aligned to workforce needs with four established pathways: Construction, Information Technology, Manufacturing and Healthcare. There is a significant labor shortage predicted in the seven county metro area in these four pathways. Job opportunities for students to thrive will be available right out of high school, with a two-year degree, and four-year degree. We are designing our program to ensure White Bear graduates are aware of these opportunities and prepared with the skills and abilities to succeed after graduation.

Summer 2018 was eventful for the WBLAS Career Pathways Program.

- **Career Exposure Opportunities**

We were also able to partner with many organizations to offer career exposure opportunities.

- o Twenty-seven middle school students experienced Kids at Work by learning about the Construction Skilled Trades.
- o Six student attended career camps hosted by St. Paul College camps.
 - 6 students completed Scrubs Camp. HealthForce MN provide scholarship support to several students.
 - Six students completed the Manufacturing Camp. The Vadnais Height Economic Development Corporation and Mold Craft provided scholarships.
- o TLC Veterinary partnered to provide a job shadow experience to a rising senior.
- o The Minnesota IT Center of Excellence offered a job shadow opportunity to a student who was also recognized as a distinctive honoree from the MN State IT Center of Excellence.
- o Summit Orthopedics offered Physical Therapy and Occupational Therapy job shadow opportunities to an interested rising senior.
- o Twelve students completed the Health Partners Career Academy which included experiences with: HealthPartners, Regions Hospital, HealthPartners Pharmacy Distribution Center, Stillwater Medical Group, Lakeview Hospital, and HealthPartners Neuroscience Research Center.

- o The Community Education Department offered a Career Camp that provided hands-on experiences and exposure to a variety of career fields.
- o Vinco hired a full-time White Bear graduate that is working to become a licensed journeyman Electrician.
- o The Minnesota Mold and Engineering Group (MME Group) hired a White Bear graduate full-time.

- **Internships**

We had 64 students who completed internships. 63 of these internships were paid opportunities.

- o MN Trades Academy hired twelve students from South Campus and Area Learning Center. Partners included: The Construction Careers Foundation, McGough Construction, Kraus-Anderson Construction, M.A. Mortenson Co., PCL Construction, Mpls and St. Paul Building and Construction Trades, Minnesota Science Museum, Boilermakers Local 647, Bricklayers Local 1, Carpenters Local 322, Cement Layers / Plasterers and Shophands Local 633, Elevator Constructors Local 9, Finishing Trades / Painters IUPAT 82, Heat and Frost Insulators Local 34, Electricians Local 292, Ironworkers Local 512, Laborers Local 512, Operator Engineers IUOE Local 49, Plumbers Local 34, Pipefitters Local 455, Roofers Local 96, Sheet Metal Local 10, and Sprinkler Fitters Local 417.
- o Firefly Computers hired sixteen students.
- o Technology Repair Store hired three students. One student will continue to work once the school year begins.
- o The WBLAS Technology Department continued their successful Summer Tech Depot program. This year they hired twenty-three North and South students.
- o We completed our second year of Gen Z Connections, in partnership with the Vadnais Heights Economic Development Corporation. This year we expanded to eight students and all students completed OSHA safety training, a widely recognized workplace safety program designed to help reduce jobsite hazards. The eight companies that participated were: PACE Industries, Mold Craft, Lasix, Schwing America Inc., Superior Machine, The Speciality Mfg. Co, Teamvantage, and Renstrom Dental Studio Inc.
- o One student completed MNDOT's Phoenix Program. The program focuses on getting students into the office setting to help them think about STEM Careers with MNDOT.
- o Mummy Switch provided an intern with exposure to how their online company operates including product inventory, search engine operations, website management, and social media marketing.

- **Employer Engagement**

On August 1, WBLAS hosted an employer breakfast to celebrate and further engage industry partners in our career pathway program. Over 75 people were in attendance. The conversation and shared learning has positioned us for a strong start to the 2018-19 school year.

Assistant Superintendent Sara Paul will be joined by Career Navigators Jenny Moore and Jeremy Kerg, students and community partners to share information and outcomes from expanded career exploration and internship opportunities.

Below you will find our Career Pathways brochure.



What is Career Pathways?

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

Which Pathways are currently offered in White Bear Lake Area Schools?

- Construction
- Healthcare
- Information Technology
- Manufacturing

Additional pathways continue to emerge based on workforce needs.

SFAQs

STUDENT FREQUENTLY ASKED QUESTIONS

WHAT if I can't take all the classes?

That's OK! We understand students have a packed schedule and are engaged in a variety of other school activities. We encourage you to take as many classes as you can to help you make informed decisions about your future. And don't worry, you can still participate in all the fun opportunities just by signing up!

WHO is Pathways for?

Career Pathways are for everyone! Whether you plan to start your career after high school or pursue a post-secondary degree, there is something for everyone!

CAN I be in more than one Pathway?

Of course! In fact, you can be in all 4 if you want to. We encourage students to explore a variety of options for their future.

HOW do I get involved?

There is an abundance of exposure opportunities. Look for what grabs your attention! Once you find a pathway that sparks your interest, you can work your way toward paid internships.

HAVE more questions? Ask away!

Career Pathways

at ISD 624



SERVING THE COMMUNITY by aligning educational opportunities with workforce needs.
HELPING STUDENTS make informed decisions about their future college and career paths.

Career Pathways CONTACTS

Jenny Moore
jmoore@isd624.org
651.773.6213
South Campus Office
Room 108

Jeremy Kerg
jkerg@isd624.org
651.773.6239
South Campus College & Career Center

Career PATHWAYS at ISD 624

Why Career Pathways?

WHAT THE FUTURE WORKFORCE NEEDS...

- Minnesota's 7-County Metro Area estimates the 2020 labor shortage to be nearing 62,350 workers.
- Approximately 606,000 positions will open up across identified pathways by 2020, with about 24,150 roles opening in the Construction Trades.
- Minnesota's 7-County Metro Area is poised to see a shortage of more than 4,000 healthcare professionals by 2020. Job vacancies continue to be the highest among entry-level workers and registered nurses.
- Information technology continues to be a growing and high-wage sector of great importance to the finance, healthcare, and high tech industries. 96% of online job postings required a relevant certificate or some form of post-secondary education.
- Multiple career pathways exist in manufacturing. More than 25% of workers are expected to retire within the next 5 to 10 years. The end of 2017 saw a record number of vacancies at 6,871. With roughly 63,000 manufacturing positions to be filled by 2020 in the 7-County Metro Area, employers will need to continue training, retaining, and increasing.

Source: www.retailmeatinc.com

In addition to industry-specific skills, Career Pathways equip students with valuable employability skills, including:

- Effective communication
- Critical thinking
- Project management
- Teamwork
- Time management
- Problem-solving
- Decision-making
- Listening



Pathways Currently Offered

CONSTRUCTION

Classes:
Woodworking is an introduction to the Construction Industry (9-12); Introduction to Construction, Blueprint Reading, Carpentry, and Hand Tools (9-12); Architectural Design (9-10); Project Lead the Way Courses

Opportunities:
Kids at Work; Construct Tomorrow; MN Trades Academy; OSHA Certification

HEALTHCARE

Classes:
Introduction to Healthcare Careers (9-12); Biomedical Engineering (11-12); Kinesiology (11-12); Certified Nursing Assistant (11-12); American Heart Association First Aid/CPR Certification in Health

Opportunities:
HealthPartners Career Academy; Scrubs Camp

INFORMATION TECHNOLOGY (IT)

Classes:
IT Explorations (9-12); Programming Fundamentals (9-12); AP Computer Science Principles (11-12); Web Page Design (11-12)

Opportunities:
Tech Clubs; Tech Depot; Makers Space @ North & South Campus

MANUFACTURING

Classes:
Manufacturing & Applied Engineering I (9-12); Manufacturing & Applied Engineering II (9-12); Precision Machining I (11-12); Precision Machining II (11-12); Project Lead the Way Courses

Opportunities:
OSHA Certification; Gen Z Connections

Talk to your school counselor about which classes offer college credit options.

OTHER OPPORTUNITIES FOR ALL PATHWAYS
Lunch & Learn, advisory sessions, field trips, scholarships, job shadow, paid internships, and much more!

Save THE DATES!

2018-2019 Upcoming Events

FRIDAY, OCTOBER 5, 2018
National Manufacturing Day

THURSDAY-FRIDAY, OCTOBER 18-19, 2018
MEA Career Sampler with VHEDC

THURSDAY, NOVEMBER 15, 2018
Career Pathways Expo

MONDAY, DECEMBER 3, 2018
South Campus Career Day

2018-2019 SPRING SEMESTER

- CNA Class Begins
- St. Paul College Career Sampler

2019 SUMMER OPPORTUNITIES

- Gen Z Connections
- MN Trades Academy
- Kids at Work
- HealthPartners Career Academy
- Summer Tech Depot

Follow www.isd624.org under Teaching and Learning for more information and updates.





Summer Career Pathways Success



The Community at the Forefront of Educational Excellence

DELIVERING ON OUR MISSION

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
-



SERVING THE COMMUNITY by
aligning educational opportunities
with workforce needs. HELPING
STUDENTS make informed decisions
about their future college and
career paths.

Expanding Opportunities

WB
624

Fostering Partnerships



The Community at the Forefront of Educational Excellence

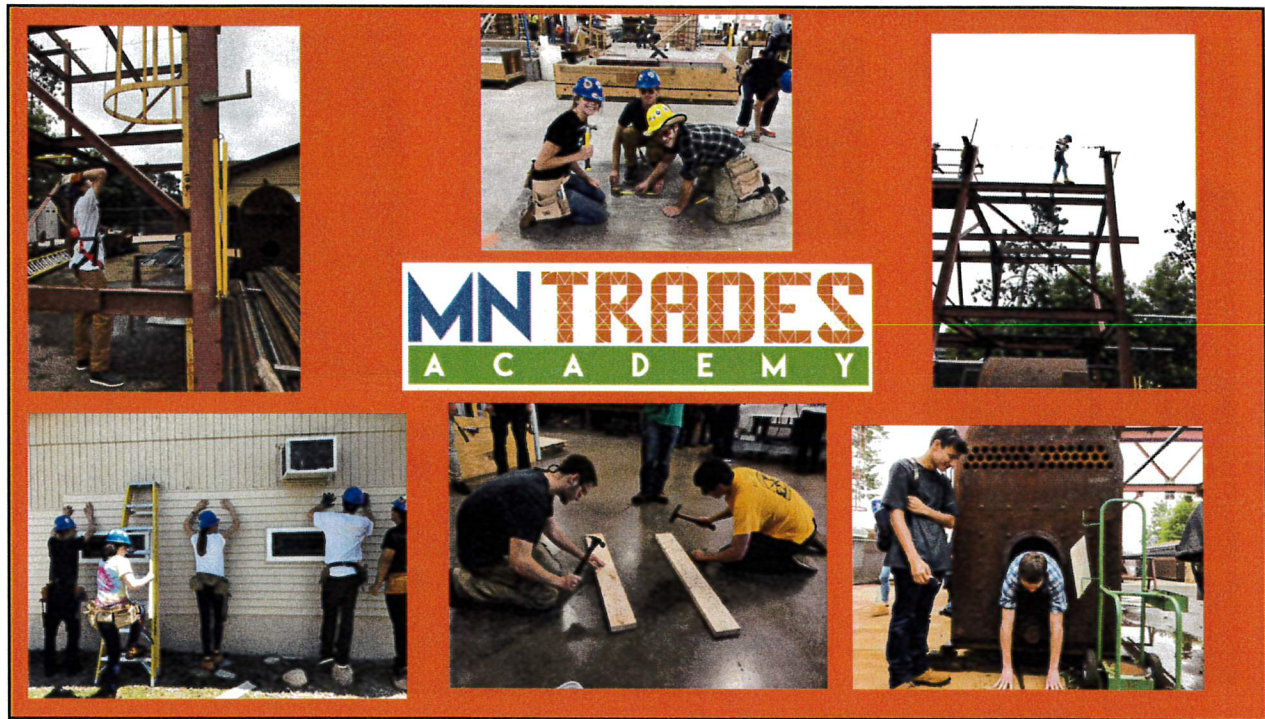


Giving Student Voice and Choice

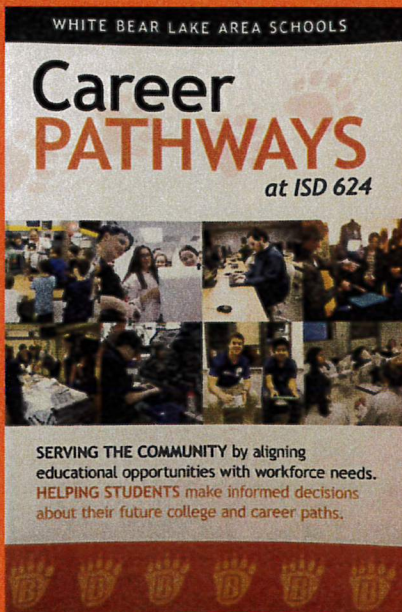


HealthPartners









What the Future Workforce Needs...

OPPORTUNITIES *for*
Students



GO BEARS!

"Working Together to Shape the Future"

Sara Paul- Assistant Superintendent for Teaching and Learning
Jenny Moore- Career Navigator
Jeremy Kerg- Career Navigator

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **August 13, 2018**

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: **MacPhail Center for Music Partnership**

DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

In 2006 the School Board first approved a contract which began the partnership between the MacPhail Center for Music and the District. The program is located at Birch Lake Elementary School.

This partnership provides students of Birch Lake with a significant music experience during their years of attendance at the school. It also provides the opportunity for students and families of our District, as well as surrounding districts, to take lessons and participate in other programs that are offered by MacPhail.

Beginning with the 2008-09 school year, the partnership expanded to provide group piano lessons during the school day to students in grades 2-5. By 2009-10 nearly 40% of Birch Lake Elementary students participated in the piano lessons. A specialized music program is also provided weekly to students in grades K and 1.

In 2010-11 we added violin lessons as an option for students in grades 3; in 2011-12 we added grade 4; and in 2012-13 we added grade 5. In 2015-16 when we added a strings program at grade 5, for 2015-16 Birch students had an opportunity to choose piano (grades 2-5) or violin (grades 2-4).

Student Participation in 2017-18:

Piano: 75 (gr 2-5)

Violin: 30 (gr 2-4)

K/1: 88 (gr K-1)

Cluster: 16 (early childhood)

Evening: 32

Total: 241

We also want to acknowledge the other benefits that come to our community and students as a result of this partnership. MacPhail has been generous in providing resources and expertise to our secondary music program at no cost, as well as offering student lesson scholarships.

We will take action on the contract in agenda Item E-1.

AGENDA ITEM: **Partnership with White Bear Center for the Arts**

MEETING DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

The White Bear Lake Area Schools and the White Bear Center for the Arts have engaged in an innovative partnership which provides art experiences to all elementary students K-5. Students in grades K-5 will experience a total of six art lessons from White Bear Center for the Arts artists. These include three watercolor lessons, two drawing lessons, and a fabric-based art lesson that draws from the many rich cultural traditions within our community.

The Center for the Arts continues to be a valued community partner. In addition to the elementary program which was honored by the University of Minnesota Humphrey Institute's Innovation Award, the Center for the Arts works with students and staff in our middle schools and high schools.

At the August 28, 2017 work-study session the Board asked administration to review art instruction in the elementary schools and consider how to provide art instruction via licensed educators. During the 2017–2018 school year the district adopted a new strategic plan which included "providing expanding access to a broad range of opportunities for all students", and specifically noted "comprehensive Elementary visual arts programming in all school" (Strategy 2.3). This has been identified as a phase 1 study for future implementation.

Administration reported back to the Board at the March 26, 2018 work-study session and at the April 9, regular meeting, recommending continuing with our agreement with the WBCA for the 2018-2019 school year. The cost to the District is \$85,200 and was included in the 2018-2019 budget.

This evening we will provide an overview of this program, with action on this year's contract in Agenda Item E-2.

AGENDA ITEM: **Report on District-Wide Radon Test Results**

DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

According to Minnesota Statute 123B.571, school districts that receive health and safety revenue that conduct radon testing must conduct the testing according to this 'Radon Testing Plan'.

- If short term testing is chosen, conduct testing on school days only (not holidays, vacations or weekends), between November 1 and March 31
- If long term testing is chosen, conduct testing in a manner where at least half the test duration includes days between November 1 and March 31
- Use certified radon testing devices, as listed by either the: National Radon Proficiency Program (NRPP) National Radon Safety Board (NRSB)
- Test all frequently-occupied rooms, including rooms with ground contact and rooms immediately above unoccupied spaces that are in contact with the ground, such as crawl spaces and tunnels.
- Conduct follow-up testing in all frequently-occupied rooms that have radon ≥ 4 pCi/L
- Take corrective measures in frequently-occupied rooms that have radon ≥ 4 pCi/L following Environmental Protection Agency (EPA) guidelines described in "Reducing Radon in Schools: A Team Approach."
- Re-test after corrective measures that reduce radon levels.
- Report radon test results to the Minnesota Department of Health (MDH), using the MDH 'School Radon Testing Form' on the MDH school radon website.
- Report radon test results at a school board meeting.

E. OPERATIONAL ITEMS

AGENDA ITEM: **MacPhail Center for Music Partnership**

DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

White Bear Lake Area Schools and the MacPhail Center for Music have worked in partnership since 2006 with a program located at Birch Lake Elementary School. This partnership provides students of Birch Lake with a significant music experience during their years of attendance at the school. It also provides the opportunity for students and families of our District, as well as surrounding districts, to take lessons and participate in other programs that are offered by MacPhail.

A specialized music program provided weekly to students in grades K and 1, and;

The partnership includes the following: Group piano lessons during the school day for students in grades 2-5; Violin lessons for students in grades 2-4, a specialized music program provided weekly to students in grades K and 1, and a weekly session for the DCD cluster program. Additionally, MacPhail has been generous in providing resources and expertise to our secondary music program at no cost, as well as offering student lesson scholarships. MacPhail Center for Music pays rent to the District to use space at Birch Lake Elementary during the evening.

The net cost to the District is \$32,861 and was included in the 2018-19 budget.

RECOMMENDED ACTION:

Administration recommends approval of the partnership with MacPhail Center for Music for 2018-19 consistent with the attached contract.

MACPHAIL CENTER FOR MUSIC- INDEPENDENT SCHOOL DISTRICT #624
LETTER OF AGREEMENT

1. Parties.

This agreement, entered into this 13 August 2018, is between MACPHAIL CENTER FOR MUSIC (hereinafter MACPHAIL) and INDEPENDENT SCHOOL DISTRICT #624 (hereinafter WBL SCHOOLS).

2. Term.

The term of this agreement begins September 1, 2018 and runs through August 31, 2019, unless extended by mutual agreement of the parties or terminated pursuant to paragraph 8.

3. Program Elements. There are two essential programming elements to this agreement:

- a. MACPHAIL music program (hereinafter SCHOOL PROGRAM) for the WBL Schools school curriculum.
- b. Utilization of Birch Lake Elementary School facilities by MACPHAIL for the delivery of MACPHAIL registration-based offerings (hereinafter REGISTRATION-BASED PROGRAM)

4. SCHOOL PROGRAM

MACPHAIL will provide the following music program components for the students at Birch Lake Elementary School, to take place at Birch Lake Elementary School, unless otherwise specified:

- a. **DCD Music Program** Sessions will take place on Thursdays; a total of .5 hours per week for 34 weeks.
 - i. DCD Group. Thursdays, 1- 30 minute session, to meet at Birch Lake, *time tbd* (17 hours); Note a second session may be added with the additional cost of \$1,975.00.
- b. **Primary Grade Music**
Instruction for two sections of Kindergarten & two sections of First Grade. Classes will meet on Fridays; a total of 2.5 hours per week for 27 weeks (67.50 hours); Note: an additional First Grade session may be added with the additional cost of \$2,360 and an additional Kindergarten session may be added with the additional cost of \$1,612.
 - i. Kindergarten. Two - 30 minute classes, 27 weeks (27 hours)
 - ii. First Grade. Two - 45 minute classes, 27 weeks (40.5 hours)
- c. **Group Piano or Violin**
Optional instrumental group instruction for grades 2 – 5. Classes will meet Monday-Thursday between 1:00 – 3:15 pm; a total of approx. 12 hours per week for 28 weeks (336 hours). Note: Schedule/Calendar must be mutually agreed upon by both parties. Any changes in the calendar or schedule will result in adjustment in program cost.
 - i. Group Piano, Grades 2-5. Three - 40 minute classes per day, 4 days a week, 28 weeks (224 hours)
 - ii. Group Violin, Grades 2-4. Three - 40 minute classes per day, 2 days a week, 28 weeks (112 hours)

The following provisions are in consideration of the SCHOOL PROGRAM for the 2018-2019 academic year. Programming elements will be planned and determined in spring 2018 for the 2018-2019 academic year.

(1) **SCHEDULE** – The SCHOOL PROGRAM will be delivered by MACPHAIL during operating hours of Birch Lake Elementary school day and will be scheduled in cooperation with Birch Lake Elementary staff and MACPHAIL staff.

(2) **CURRICULUM** - The curriculum for this program will be designed by MACPHAIL teaching artists to be integrated with the curriculum of WBL SCHOOLS.

(3) **SUPPLIES AND MATERIALS** – MACPHAIL will purchase and retain as property curriculum materials in the nature of planning textbooks, CDs and related items used in developing and delivery the SCHOOL PROGRAM curriculum. WBL SCHOOLS will provide day-to-day supplies such as paper, makers, staplers and similar office supplies.

(4) **INSTRUMENTS** – WBL SCHOOLS will provide limited access to musical instruments already on site. Such instruments include pianos, violins and classroom music instruments stored in the Birch Lake Elementary music room.

(5) **SPACE** – WBL SCHOOLS will provide appropriate space for the delivery of the SCHOOL PROGRAM.

(6) **MUSICIAN-ARTIST FACULTY** – MACPHAIL will provide all supervision and oversight of the musician-artist faculty assigned to deliver the SCHOOL PROGRAM. MACPHAIL will retain musician-artist faculty as employees of MACPHAIL complete with all associated benefits.

(7) **ABSENCES** – MACPHAIL will provide substitute teaching in the case of absence on the part of the assigned faculty member. If no MACPHAIL substitute is available, WBL SCHOOLS will find substitute for the given day. In such instance, MACPHAIL will reimburse WBL SCHOOLS for the cost of the substitute.

(8) **FEE** – The fee for the SCHOOL PROGRAM is \$50,481 (DCD Music Program: \$1,975.00; Early Childhood Music: \$8,586.00; Piano and Violin: \$39,920.00). See section 7 for payment calculation and schedule.

5. REGISTRATION-BASED PROGRAM.

WBL SCHOOLS will provide MACPHAIL with space in Birch Lake Elementary School to offer MACPHAIL program offerings for which the general public may enroll.

The following provisions are in consideration of the REGISTRATION-BASED PROGRAM:

(1) **SPACE** – WBL SCHOOLS will allow MACPHAIL access to appropriate classroom space for the delivery MACPHAIL's REGISTRATION-BASED PROGRAM. The quantity and type of spaces mutually agreed upon between WBL SCHOOLS' administration and MACPHAIL administration. Space in common area will be provided to accommodate MACPHAIL registration activities and student waiting.

(2) **SCHEDULE** – REGISTRATION-BASED PROGRAM programs will be scheduled only during times when WBL SCHOOLS is not using those spaces for school purposes. A mutually agreed upon schedule will be drawn up and approved by both parties. MACPHAIL will have access to rooms 128 and 130 in Birch Lake Elementary School at all times.

(3) **EQUIPMENT** – WBL SCHOOLS will provide access to MACPHAIL for use of the pianos on-site at Birch Lake Elementary School. MACPHAIL will provide all other musical equipment and related furniture required for delivering REGISTRATION-BASED PROGRAM. Damage related to abuse of these instruments will be the responsibility of MACPHAIL if damage occurs when instruments are being used in the REGISTRATION-BASED PROGRAM programming. MACPHAIL will provide computer and office equipment for MACPHAIL staff person at WBL SCHOOLS.

(4) **SIGNAGE** – WBL SCHOOLS will allow MACPHAIL to post MACPHAIL signage on the exterior of the building. This will be done so at MACPHAIL's expense. All signage must meet all code restrictions and be approved by WBL SCHOOLS.

(5) **PROMOTIONAL MATERIALS** – Both parties agree to permit the other in promotional materials including use of logos, links to web sites and contact information. Both parties have the right to approve all promotional materials prior to the printing.

- (6) **BUILDING ACCESS** – MACPHAIL is a tenant under this agreement and will not have independent access to the WBL SCHOOLS building. WBL SCHOOLS will provide services to open and close the facilities as needed according to the approved schedule. The main entrance to Birch Lake Elementary will be open for MACPHAIL faculty and student access to the building during MACPHAIL's hours of operation.
- (7) **MACPHAIL STAFF** – MACPHAIL will provide the teaching artists to deliver the registration-based program. In addition, MacPhail will provide administrative staff during after school and weekend hours. The responsibilities of this staff person will be to handle student registration, monitor all activities of the REGISTRATION-BASED PROGRAM and help move equipment as needed.
- (8) **STORAGE** – WBL SCHOOLS will work with MACPHAIL to determine appropriate and secure areas for storage of musical instruments and office equipment during hours when REGISTRATION-BASED PROGRAM are not in operation.
- (9) **FEE** – MACPHAIL will pay an annual building usage fee (including pro-rated facility improvements) for utilization of WBL SCHOOL facilities of \$9,250.

6. General Provisions.

This agreement is entered into with the intent to be mutually beneficial to both parties. The agreement will be revisited and modified as necessary to ensure the partnership is operating to meet both parties' needs.

7. Payment.

Based on the fee sections listed above in Section 5.I. and 4.H. WBL SCHOOLS will pay MACPHAIL \$41,231 (SCHOOL PROGRAM - \$50,481 less building usage fee for REGISTRATION-BASED PROGRAM - \$9250). Payments will be made to MACPHAIL in 2 equal installments of \$20,615.50 on December 1, 2018 and March 1, 2019.

8. Impossibility of Performance.

Both the WBL SCHOOLS and MACPHAIL shall use its best efforts to perform all of the requirements of this contract. MACPHAIL will have no liability for failure to appear or perform in the event that such failure is caused by acts or regulations of public authorities, strike, epidemic or any other cause beyond MACPHAIL's control.

9. Termination.

This Agreement may be terminated prior to the end of the Term by the written mutual consent of the Parties; or, in the event of a breach of this agreement, upon ten days' written notice by the non-breaching party to the breaching party, if the breach is not cured within ten days after such notice. In the event MACPHAIL is unable to perform, or this Agreement is terminated prior to the end of any course, MACPHAIL will refund to the WBL SCHOOLS all unearned amounts, if any, previously paid to MACPHAIL as set forth in Paragraph 4 herein.

10. Insurance.

WBL SCHOOLS shall provide MACPHAIL with certificate of general liability and property damage insurance naming MACPHAIL as an additional insured and reflecting coverage to \$1,000,000 per occurrence for any claim arising out of or relating to the activities described in this letter of agreement, and a minimum of \$2,000,000 in the aggregate for multiple claims arising out of a single occurrence. WBL SCHOOLS shall maintain this coverage at its sole expense during the extent of this program. This coverage shall be primary over any other insurance maintained by MACPHAIL. MACPHAIL agrees to include WBL SCHOOLS as an additional insured under MacPhail's commercial general liability insurance.

By signing this agreement, the parties agree to the terms herein.

MACPHAIL CENTER FOR MUSIC

INDEPENDENT SCHOOL DISTRICT #624

By: _____

By: _____

Paul Babcock
President and Chief Operating Officer
MacPhail Center for Music
501 South Second Street
Minneapolis, MN 55401
612.767.5314

Dr. Wayne A. Kazmierczak
Superintendent
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110
651.407.7563

p.c. Kath Sharp, Sarah Drebelbis

AGENDA ITEM: **Partnership with White Bear Center for the Arts**

MEETING DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

For the past ten years, the White Bear Lake Area Schools and the White Bear Center for the Arts have engaged in an innovative partnership which provides professionally taught art lessons to all elementary students K-12.

For the first three years, all students received three watercolor lessons through this partnership. Beginning in 2011-12 we added two drawing lessons. In 2013-14 we added one professionally taught lesson which would draw from the traditions of fabric-based art. These draw on rich cultural traditions within our community, including Hmong culture. We embed this additional professionally taught art class into each grade K-5 to meet either a social studies or language arts state curriculum standard.

In addition to this successful elementary program which has been honored with the University of Minnesota Humphrey Institute Innovation Award, the Center for the Arts has increased our partnership with middle and high school art teachers.

RECOMMENDED ACTION:

The administration is recommending the School Board to approve the contract for the 2018-19 school year in the amount of \$85,200.

AGREEMENT

This Agreement is entered into by and between Independent School District No. 624 ("District") and White Bear Center for the Arts ("WBCA").

WHEREAS, WBCA is in the business of utilizing qualified local artists to provide art experiences to elementary school students; and

WHEREAS, the District would like to contract with WBCA to have local community artists provide art experiences to elementary school students in the District;

NOW, THEREFORE, IN CONSIDERATION OF the promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, WBCA and the District agree as follows:

1. **Term.** This Agreement takes effect on September 1, 2018 and terminates on June 30, 2019. However, either party may terminate the Agreement early by providing written notice of termination to the other party thirty (30) calendar days before the effective date of termination. This Agreement will not automatically renew. If early termination has not occurred and the parties have not entered into a new written agreement by June 30, 2019, this Agreement will automatically terminate at 5:00 p.m. on June 30, 2019.
2. **Services to Be Provided.** WBCA will assign qualified local community artists to provide art lessons to students who attend elementary school in the District. During the 2018-2019 school year, the local community artists will provide a total of SIX (6) lessons to each elementary school classroom, kindergarten through fifth grade, in the District. Three the lessons will focus on watercolor, two lessons will focus on drawing, and one lesson will focus on multicultural paper arts and simple 3D art. All lessons will be approximately FORTY-FIVE (45) minutes in length, with the exception of the multicultural lesson which will be SIXTY (60) minutes in length. Students will not receive a grade and will not receive or lose credit based on the lessons that are provided. The District will require that a licensed classroom teacher be in the classroom when the local community artists are providing the art lessons.
3. **Payment.** Within thirty (30) calendar days after receiving the required invoice, the District will pay WBCA at the rate four hundred dollars per day (\$400 per day) for 1062 lessons over 213 school days. The District will pay WBCA eighty-five thousand two hundred dollars and zero cents (\$85,200.00) for all services provided under this Agreement. The schedule will be mutually agreed upon by both parties and changes in the number of elementary sections may result in changes to the program cost.
 - a. Neither WBCA nor any of its employees, agents, or representatives will receive compensation for any services provided outside of this Agreement.
 - b. The District will not pay or reimburse WBCA or any of its employees for any art supplies and materials, mileage costs, or other costs or expenses incurred by WBCA or its employees.
 - c. If early termination occurs pursuant to this Agreement, the District will not be obligated to pay for any instruction that is provided after the effective date of termination.
4. **Billing.** Within ten (10) business days after the end of each month that WBCA assigns a local

artist to provide instruction pursuant to this Agreement, WBCA must submit an invoice to the District's Director of Finance and Operations. The invoice must document the hours of instruction by date, the names of the local artists who provided the instruction and the school and classroom in which the instruction was provided. Absent a good faith dispute over an invoice, the District will make payment within thirty (30) calendar days.

5. **Criminal Background Checks.** At its own expense, WBCA must obtain criminal background checks on all local artists and other employees who will have any contact with students in the District. The background check must be completed before the individual begins providing services to the Student. Upon request, the results of all criminal background checks must be provided to the District. If a local artist has committed a crime involving children or dishonesty, WBCA may not assign the local artist to provide instruction in the District's schools.
6. **Nature of Relationship.** Each party to this Agreement is considered an independent contractor relative to the other party. Nothing in this Agreement may be construed to create a partnership, joint venture, joint enterprise, agency relationship, or employment relationship between WBCA and the District or between the District and any local artists who is assigned to provide instruction under this Agreement. Aside from enforcing the terms of this Agreement, WBCA and the District have no power to take any action that could legally bind the other.
7. **Employment Status.** Local artists who provide art lessons pursuant to this Agreement may be considered to be an official, employee, loaned employee, or agent of the District for any purpose, and no local artist may make any representation to the contrary. At all times and for all purposes, WBCA will be the sole and exclusive employer of every local artist who is assigned to provide art lessons pursuant to this Agreement. WBCA maintains full control over its employees, including all local artists it assigns to provide lessons to students in the District. Accordingly, WBCA is solely responsible for any and all employment and administrative functions related to any assigned local artists, including, but not limited to, the following: paying wages; maintaining payroll records; withholding and remitting payroll taxes and social security payments; providing employment benefits; and maintaining workers' compensation insurance, unemployment compensation insurance, general liability insurance, and professional liability insurance; and resolving all employment-related disputes or grievances. This Agreement is between the District and WBCA and does not create an express or implied contract between the District and any local artist that WBCA assigned by WBCA.
8. **Data Practices.** Neither WBCA nor any local artist who is assigned to provide instruction in the District's schools may collect data on any students in the District. In the event that WBCA or its local artists violations this provision, WBCA will be solely responsible for claims and damages that arise under the Minnesota Government Data Practices Act, or under any other law related to the privacy of records. This provision survives the termination of this Agreement.
9. **Insurance.** At its own expense, WBCA must maintain general liability and professional liability insurance covering its operations and all local artists who perform services under this Agreement. Each policy of insurance must provide coverage in an amount not less than one million five hundred thousand dollars (\$1,500,000) for any number of claims arising out of a single occurrence. Within ten (10) business days after receiving a fully executed copy of this Agreement,

WBCA must provide the District with proof that the insurance required under this paragraph is in effect. At its own expense, WBCA must also maintain all other forms of required insurance for local artists who perform services under this Agreement, including, but not limited to, workers' compensation insurance, unemployment compensation insurance, and health insurance to the extent required under the Affordable Care Act.

10. **Notices.** WBCA must provide all notices under this Agreement to the District's Director of Finance and Operations at Independent School District No. 624, 4855 Bloom Avenue, Room 306, White Bear Lake, MN 55110. The District must provide all notices under this Agreement to White Bear Center for the Arts at 4971 Long Avenue, White Bear Lake, Minnesota 55110.
11. **Compliance with All Applicable Laws.** All local artists who are assigned by WBCA to provide services under this Agreement must comply with: (a) the Family Educational Rights Privacy Act and the Minnesota Government Data Practices Act; (b) all laws governing the mandatory reporting of maltreatment of minors and vulnerable adults; (c) all anti-discrimination, harassment, bullying, and hazing laws that apply to a public school district; (e) all Minnesota laws governing corporal punishment of students; and (d) all laws governing a public school district's search of a student or seizure of an item from a student. This provision survives expiration or termination of this Agreement.
12. **Indemnification for Injury to Property or Persons.** WBCA agrees to defend, indemnify, and hold harmless the District, its employees, officers, directors, insurers, attorneys, and agents against any and all claims, demands, suits, costs, judgments, or other forms of liability, actual or claimed, including attorneys' fees and punitive damages, for injury to property or persons, arising out of any actions or omissions by WBCA or WBCA's employees, officers, directors, agents, or independent contractors. The District shall have the right to choose its own legal counsel and seek reimbursement from WBCA or its insurer for the cost of defending itself in any legal action or administrative proceeding identified in this paragraph. WBCA's duties to defend, indemnify, and hold the District harmless survives the expiration and termination of this Agreement. The District will be legally or financially responsible for any and all liability arising out of any actions or omissions by the District's employees.
13. **Equal Employment Opportunity.** WBCA agrees to provide equal opportunities to all employees and applicants for employment in accordance with applicable laws, directives and regulations of federal, State, and/or local governing bodies. No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any or all applicable Federal and state law including, but not limited to, the Civil Rights Act of 1964 and Minnesota Statutes Chapter 363A.
14. **Choice of Law and Forum.** This Agreement shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach of this Agreement, must be in Minnesota state or federal court.
15. **Equal Drafting and Severability.** In the event that either Party asserts that a provision of this

Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties. If any provision of this Agreement is held unenforceable by a court of law, the remaining portions of the Agreement will remain in full force and effect unless the remaining portions would not serve the original purpose of the Agreement.

16. **Entire Agreement.** The terms of this Agreement constitute the entire agreement of the parties. Except as stated in this Agreement, no party has relied on any statement, promise, inducement, or representation. This Agreement supersedes any and all prior statements and agreements between the Parties relating to the subject matter of this Agreement. No variation, modification, or waiver of any provision of this Agreement will be valid unless both parties agree to the change in writing, as evidenced by a duly signed addendum to this Agreement. A copy of this Agreement will have the same legal effect as the original.

BY SIGNING BELOW, EACH PARTY SPECIFICALLY ACKNOWLEDGES THAT IT HAS REVIEWED THIS AGREEMENT, THAT IT FULLY UNDERSTANDS AND AGREES TO ALL THE TERMS SET FORTH IN THIS AGREEMENT, AND THAT IT IS AUTHORIZED TO ENTER INTO THIS AGREEMENT. THIS AGREEMENT WILL NOT TAKE EFFECT UNLESS AND UNTIL IT IS APPROVED BY THE DISTRICT'S SCHOOL BOARD.

White Bear Center for the Arts

Independent School District No. 624

By: Sara Nephew
Interim Executive Director - Sara Nephew

By: _____
School Board Chair - Don Mullin

Date: 8/2/2018

Date: _____

By: _____
School Board Clerk - Ellen Fahey

Date: _____

RASW: 93829

AGENDA ITEM: **Action on 2018-19 Contracts with Members of Cabinet**

MEETING DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Cabinet members consist of the following positions: Assistant Superintendent for Finance and Operations, Assistant Superintendent for Teaching and Learning, Director of Human Resources, Director of Student Support Services, Director of Community Services and Recreation, Director of Communications and Community Relations and Director of Technology and Innovation.

The positions of Director of Student Support Services is not included in this resolution for the approval of 2018-19 cabinet contracts because this contract was approved at the School Board meeting on May 14, 2018. The individual in this position was hired to replace a retiring cabinet member.

The superintendent's cabinet members are not an organized group recognized by the Bureau of Mediation.

RECOMMENDATION:

Approve the proposed one year 2018-19 contracts with the individual members of the Superintendent's Cabinet.

RESOLUTION:

That the School Board approve the one year 2018-2019 individual contracts for Cabinet positions to include: Assistant Superintendent for Finance and Operations, Assistant Superintendent for Teaching and Learning, Director of Community Services and Recreation, Director of Communications and Community Relations and Director of Technology and Innovation.

AGENDA ITEM: **Policy 730, Use of Electronic Signatures to Conduct Official Business**

MEETING DATE: **August 13, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Mark Garrison, Director of Technology and Innovation**

BACKGROUND:

School Board Policy 730, Use of Electronic Signature to Conduct Official Business. This is a new policy, which has been reviewed by the Policy Committee and Cabinet, had a first reading in July, and is being recommended for action.

The purpose of this policy is to document the school board's desire to allow school district representatives to send and accept electronic signatures for the purpose of conducting official business to the extent permitted by law and to outline the extent to which the school district will send, accept, and rely on electronic signatures.

RECOMMENDED ACTION:

Approve School Board Policy 730, Use of Electronic Signature to Conduct Official Business, as recommended by the Policy Committee and Cabinet.

Adopted: _____

White Bear Lake Area School Board Policy 730

NEW POLICY

730 Use of Electronic Signatures to Conduct Official Business

I. PURPOSE

The purpose of this policy is to document the School Board's desire to allow school district representatives to send and accept electronic signatures for the purpose of conducting official business to the extent permitted by law and to outline the extent to which the school district will send, accept, and rely on electronic signatures.

II. GENERAL STATEMENT OF POLICY

The School Board delegates to the Superintendent the authority to determine the extent to which the school district will send, accept, and otherwise create, generate, communicate, store, process, use, and rely upon electronic signatures to and from other persons. For an electronic transaction to be valid, each party must agree to conduct the transaction electronically. If a law prohibits a transaction from occurring electronically, the transaction must occur in the manner specified by law.

III. DEFINITIONS

- A. **Authentication.** Authentication means the process used to ascertain the identity of a person or the integrity of specific information. Authentication ensures that the user applying an electronic signature is in fact who they say they are and is authorized to sign.
- B. **Electronic signature.** Electronic signature means a digital or digitized signature made by electronic sound, symbol or process that is attached to or logically associated with a record and that is executed or adopted with the intent to sign the record.
- C. **Transaction.** Transaction means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

IV. GENERAL STANDARDS

- A. This policy shall only apply to transactions between the District and parties that have consented to conduct transactions by electronic means. Consent to conduct transactions by electronic means is determined from the context of the transaction and surrounding circumstances, including the parties' conduct.
- B. An electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a

showing of the efficacy of any authentication or other security procedure the District applies to determine the person to whom the electronic signature was attributable. The effect of an electronic signature shall be determined from the context and surrounding circumstances at the time of its creation, execution, or adoption, including the parties' agreement to engage in an electronic transaction, if any.

- C. Electronic signatures shall be retained with their associated records according to the school district's regular records retention schedule.

V. AUTHORITY AND RESPONSIBILITIES

- A. The Superintendent is delegated authority to determine the extent to which the school district will accept and use electronic signatures to facilitate transactions involving official school district business.
- B. The Superintendent shall adopt and implement all system procedures necessary to accept and use electronic signatures to the extent determined by the Superintendent. The district's system procedures shall be developed in consultation with other appropriate district personnel and shall ensure that all legal requirements are met. Any potential operational risk associated with the use of an electronic signature must be offset by the anticipated benefit of receiving electronic signatures. Consistent with Minnesota law, these system procedures shall specify:
 - 1. The manner and format in which the electronic records attached to the electronic signatures will be created, generated, sent, communicated, received, and stored and the systems established for those purposes;
 - 2. The type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate a transaction;
 - 3. Control processes and procedures that will ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and
 - 4. Any other required attributes for electronic records which are specified for corresponding nonelectric records or reasonably necessary under the circumstances.
- C. Nothing in this policy is intended to authorize any individual to provide an electronic signature on behalf of the School Board or school district, unless he or she has been granted such authority pursuant to a delegation of authority by the School Board, a specific School Board policy, or a law.

- D. The district may maintain official records in an electronic format provided that the relevant record retention schedule is updated to reflect electronic record management and the electronic records are trustworthy, complete, accessible, and durable.

Legal References: Minn. Stat. § 325L.01 *et seq.* (Uniform Electronic Transactions Act)
Minn. Stat. § 123B.09, Subd. 1 (School Boards Powers)
Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 15.17 (Official Records)
SN4, LLC v. Anchor Bank, fsb, 848 N.W.2d 559, 562 (Minn. App. 2014).

Cross References: White Bear Lake Area Schools Policy 208 (Development, Adoption, and Implementation of Policies)
White Bear Lake Area Schools Policy 305 (Policy Implementation)