

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

December 10, 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: December 4, 2018

A student recognition will be held on Monday, December 10, 2018 at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 10, 2018 at 7:00 p.m.** in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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. Legislative Priorities
2. Superintendent's Report

D. DISCUSSION ITEMS

1. 2017-18 Combined World's Best Workforce and Achievement and Integration Summary Report
2. Presentation and Public Hearing Related to the Proposed 2018 Payable 2019 Property Tax Levy
3. Presentation of Audit Report
4. First Reading of School Board Policies:
 - a. Policy 419, Tobacco-Free Environment
 - b. Policy 421, Gifts to Employees and School Board Members
 - c. Policy 511, Student Fundraising
 - d. Policy 530, Immunization Requirements
 - e. Policy 707, Transportation of Public School Students
 - f. Policy 708, Transportation of Nonpublic School Students
 - g. Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources

E. OPERATIONAL ITEMS

1. Action on 2017-18 Audit Report
2. Action on Certification of 2018 Payable 2019 Property Tax Levy
3. Action on Accepting Brosious Grants
4. Action on Accepting Greater White Bear Lake Community Foundation Grant
5. Approval of 2019-20 Calendar
6. Action on School Board Policies:
 - a. Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School
 - b. Policy 427, Workload Limits for Certain Special Education Teachers

- c. Policy 510, School Activities
- d. Policy 712, Video Surveillance Other Than On Buses
- e. Policy 720, Vending Machines
- f. Policy 903, Visitors to School District Property and Facilities

7. *Action on Approval of Land Purchase Agreements

F. BOARD FORUM

G. ADJOURNMENT

*Closed session pursuant to Minn. Stat. 13D.05, subd. 3(c) to consider an offer to purchase property identified as PID #18.031.21.43.0002 located in the City of Hugo, County of Washington, State of Minnesota; and PID # 18.031.21.43.0001 and 19.031.21.12.0001 located in the City of Hugo, County of Washington, State of Minnesota.

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **December 10, 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

RECOMMENDED ACTION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **December 10, 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.

RECOMMENDED ACTION:

Approve minutes.

INDEPENDENT SCHOOL DISTRICT NO. 624

WHITE BEAR LAKE, MN 55110

A meeting of the White Bear Lake Area School Board was held on **Monday, November 12, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call: Present: Fahey, Mullin, Newmaster, Wilson, Beloyed, Chapman, Ellison
Ex-officio: Kazmierczak
Student Liaison: Makena Pratt
Cabinet: Garrison, Maurer, Mons, Ouren, Paul, Vette, Wald
3. Pledge of Allegiance
4. Chapman moved and Wilson seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Newmaster moved and Chapman seconded to approve the Consent Agenda consisting of:
 - Approval of minutes for regular meeting of October 8, and work-study meeting of October 22;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors; and
 - Passage of resolution to approve Human Resources items to include:
 - **Resignation/Termination – Classified Staff**
Kendrick Livers – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 02/26/2018
Effective Date: 10/31/2018
Chad Lowell – Custodian, Matoska Elementary
Employed by District 624 since 10/17/2016
Effective Date: 09/06/2018
Eileen Mcconkie – Program Assistant Leader, Lincoln Elementary
Employed by District 624 since 03/27/2017
Effective Date: 09/14/2018
Daryl Mortek – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 02/26/2018
Effective Date: 10/08/2018
Jennifer Oseth – Instructional Assistant, Birch Lake Elementary
Employed by District 624 since 10/01/2018
Effective Date: 10/08/2018
 - **Resignation/Termination – Certified Staff**
Judy Petersen – Special Education Teacher, Otter Lake Elementary
Employed by District 624 since 01/28/2013
Effective Date: 12/01/2018
 - **Retirement – Classified Staff**
Lori Frost – Assistant Head Cook, WBLAHS – South Campus
Employed by District 624 since 04/04/1994
Effective Date: 01/25/2019
Susan Sundeen – Building Assistant, Vadnais Heights Elementary
Employed by District 624 since 08/24/2001
Effective Date: 12/31/2018

- **Change Of Position – Classified Staff**
Roxanne Knops – From Regular Part-Time Cook, Area Learning Center
 To Administrative Assistant - Operations, District Center
 \$19.26 per hour, 6.0 hrs. per day, 260 days
 Effective Date: 10/22/2018
- **Part Time Leave Request – Certified Staff**
Kristi Joesting – 1st Grade Teacher, Hugo Elementary
 Employed by District 624 since 08/21/2013
 Effective Date: 01/13/2020 through 03/27/2020
- **New Personnel – Classified Staff**
Paige Gregoire – Program AIDE, Vadnais Heights Elementary
 \$13.04/hr., 13.75 hrs. per week, \$6,418.94
 Effective Date: 10/22/2018
Gary Lofquist – Assistant Head Custodial Engineer “A” Building, WBLAHS –
 South Campus
 \$21.18/hr., + \$.25 SD, 40 hrs. per week, \$30,859.19
 Effective Date: 10/22/2018
Sandra Long – Program Assistant, Hugo Elementary
 \$13.98/hr., 12.5 hrs. per week, \$6,256.05
 Effective Date: 10/22/2018
Savanna Matthews – Program Aide, Birch Lake Elementary
 \$13.04/hr., 13.75 hrs. per week, \$7,100.27
 Effective Date: 09/25/2018
Rebecca Melde – Part Time Cook, WBLAHS – North Campus
 \$15.09/hr., 18.75 hrs. per week, \$8,657.88
 Effective Date: 10/11/2018
Heidi Newpower – Part Time Cook, WBLAHS – North Campus
 \$16.18/hr., 15.0 hrs. per week, \$7,183.92
 Effective Date: 10/22/2018
Laura Weaver – Instructional Assistant, Birch Lake Elementary
 \$18.33/hr., 32.50 hrs. per week, \$16,561.15
 Effective Date: 11/01/2018
- **New Personnel – Cabinet**
Matthew Mons – Director of Human Resources and General Counsel, District
 Center
 \$79,707.11 and \$7,442.30 (Pro-Rated on annual salary of \$160,650.00 &
 \$15,000.00)
 Effective Date: 01/01/2019
- **New Personnel – Non-Affiliated**
John Ficcadenti – Campus Security, WBLAHS – South Campus
 \$16.32 per hr., 27.5 hrs. per week, \$15,997.28
 Effective Date: 09/04/2018
Nirvana Yang – Cultural Liaison, District Wide
 \$39,317.18 (Pro-rated on \$52,500.00)
 Effective Date: 10/23/2018

➤ **New Certified – Certified Staff**

Cheryl Ek – .5 FTE Special Education Teacher, Willow Elementary
Ma+15, Step 13, \$29,557.22
Effective Date: 11/05/2018

➤ **Long Term Substitute – Certified Staff**

Ryan Puncoschar – 1.0 FTE Social Studies Teacher, Sunrise Park Middle School
BA, Step 6, \$14,792.69
Effective Date: 10/01/2018 through 12/21/2018

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

B. PUBLIC FORUM - No speakers.

C. INFORMATION ITEMS

1. Presentation from the White Bear Center for the Arts “*What Do You See?*” - White Bear Center for the Arts Board members, Bon Sommerville and Kim Ford, presented the book ***What Do You See?*** that was made from student work that photographer Wing Young Huie did with over 1500 North and South Campus students in Spring 2017. Wing Young Huie has received a \$50,000 grant from the McKnight foundation to develop the curriculum, first done at North and South Campus, and take this nationwide.
2. Superintendent’s Report - Students who represented the district in All-State Soccer and at the Boys’ and Girls’ State Cross Country Meets were recognized before the meeting. Thursday November 15th 11:30 - 12:30 will be Coffee with Dr. K at the downtown White Bear Lake Caribou Coffee. November Recognitions include Native American Heritage Month, National Community Education Day, Veterans Day, Geography Awareness Week, American Education Week, School Psychology Awareness Week, Education Support Professionals Day, National Parental Involvement Day, Thanksgiving. November 21 - 23 is Thanksgiving Break. Emergency School Closing alerts will be sent by phone and email. Message will also be posted on the district homepage, Facebook and Twitter pages. If you know of a family that is in need of winter clothing please contact “The Closet” at closetwblaef@gmail.com Thank you to the community members who have participated in our Facilities Planning and site-based Strategic Planning processes. Information is available on the district website www.isd624.org Student Report - Fall sports have concluded and winter sports are beginning. Congratulations to the Girls’ Cross Country team for their participation in the State Meet. Mamma Mia tickets are available on the district website. Career Expo will be held November 15 from 5:00 - 8:00 p.m. at South Campus. North and South students conducted the Halloween food drive.

D. DISCUSSION ITEMS

1. Review 2019-20 Draft Calendar - Assistant Superintendent Sara Paul presented the 2019-20 calendar which will be on the December 10 Board Agenda for approval. The proposed calendar is available on the district website.
2. First Reading of School Board Policies
 - a. Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School
 - b. Policy 421, Gifts to Employees, Classrooms, and School Board Members
 - c. Policy 427, Workload Limits for Certain Special Education Teachers
 - d. Policy 510, School Activities

- e. Policy 712, Video Surveillance Other Than On Buses
- f. Policy 720, Vending Machines
- g. Policy 903, Visitors to School District Property and Facilities

The policies were discussed and are being recommended for action at the December 10 meeting **NOTE:** Policy 421 - It was suggested that there be established a consistent procedure for gifts to employees and school board members. In Section II D. the term insignificant value is used and in Section II B., C., G., and Section III C. the term used is nominal value.

E. OPERATIONAL ITEMS

1. Ellison moved and Wilson seconded to approve the proposal for administrative services of our self-insured health and hospitalization plans to Preferred One for the 2019 calendar year. **Roll call vote: ayes: Fahey, Mullin, Newmaster, Wilson, Beloyed, Ellison. Abstention: Chapman. Nays: none. Motion carried.**
2. Wilson moved and Beloyed seconded to approve the District's health insurance premium rates effective January 1, 2019 as presented. **Roll call vote: ayes: Fahey, Mullin, Newmaster, Wilson, Beloyed, Chapman, Ellison. Nays: none. Motion carried.**
3. Ellison moved and Fahey seconded to approve the 6-12 Course Proposals as recommended by the Teaching and Learning Department. **Voice vote: all ayes. Nays: none. Motion carried.**
4. Wilson moved and Chapman seconded to approve the proposed 2017-2019 Master Agreement with the International Union of Operating Engineer Local 70 representing the employees in the custodial unit of White Bear Lake Area Schools by passing the following resolution.
RESOLUTION:
 WHEREAS, the parties have reached a tentative agreement on the 2017-2019 Contract;
 WHEREAS, the group has ratified the Contract;
 THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2019 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board
Roll call vote: ayes: Fahey, Mullin, Newmaster, Wilson, Beloyed, Chapman, Ellison. Nays: none. Motion carried.
5. Newmaster moved and Wilson seconded to approve the proposed 2017-2019 Master Agreement with the International Union of Operating Engineer Local 70 representing the Bus Drivers and Bus Aides unit of White Bear Lake Area Schools by passing the following resolution.
RESOLUTION:
 WHEREAS, the parties have reached a tentative agreement on the 2017-2019 Contract;
 WHEREAS, the group has ratified the Contract;
 THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2019 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board
Roll call vote: ayes: Fahey, Mullin, Newmaster, Wilson, Beloyed, Chapman, Ellison. Nays: none. Motion carried.
6. Beloyed moved and Wilson seconded accept the Ryan Art Grants totaling \$4,650 from the White Bear Lake Area Education Foundation.

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

7. Chapman moved and Wilson seconded to approve the School Board Policies as recommended by the Policy Committee and Cabinet.
- a. Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - b. Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student
 - c. Policy 423, Employee-Student Relationships
 - d. Policy 424, License Status
 - e. Policy 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees
 - f. Policy 509, Enrollment of Nonresident Students

Voice vote: all ayes. Nays: none. Motion carried.

F. BOARD FORUM - Mullin thanked veterans for their service and encouraged people to attend the high school production *Mamma Mia*. Ellison thanked military spouses and families.

G. ADJOURNMENT - Wilson moved and Mullin seconded to adjourn at 8:10 p.m.

Submitted by: Ellen Fahey, clerk

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

A work study session of the White Bear Lake Area School Board was held on **Monday, November 26, 2018** at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Mullin called the meeting to order at 5:31 p.m.
Roll Call - Present: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson (5:35 p.m.)
Ex-officio: Kazmierczak
Student Representative: Carroll
Cabinet: Garrison, Maurer, Ouren, Paul, Vette, Wald

B. DISCUSSION ITEMS

1. **Elementary Specialists Discussion of Scope and Timeline** - Assistant Superintendent Sara Paul, Elementary Teaching and Learning Coordinator Ann Malwitz, Elementary Principals, and Oneka teacher Julia Stonehouse provided a brief program description of Physical Education, Art, World Language, Media/Gifted & Talented specialist areas and highlighted our continuous improvement efforts for the 2018-19 school year.
2. **Discussion on 2019-20 Calendar** -Assistant Superintendent Sara Paul presented the 2019-20 calendar for discussion prior to approval at the December 10, 2018 meeting. One change was noted since the last discussion, November 5, 2019 election day will be a professional development day and therefore a non-student day. The proposed calendar is available on the district website.
3. **Achievement and Integration Discussion** - Assessment Coordinator Brian Morris shared 2017-18 data related to our Achievement and Integration (AI) goals. Cultural Liaisons Jordan Zickermann, Michael Jett, Nirvana Yang, and Briana Santoscoy provided insights regarding progress towards AI goals.
4. **Big Sleuth Idea Champions** - Director of Technology and Innovation Mark Garrison reported on the six ideas chosen through staff voting to advance to the design workshop in January with the goal of having working prototypes in place this school year. The ideas selected are: one Big Idea Mentally Healthy Bears; two

Medium Ideas Everyone Deserves to Feel Clean! and Delaying Secondary School Start Times To Align With Research; three Small Ideas The Power of Play - Recess Makes Kids Smarter, Flexible PD Opportunities, and Teachers Don't Need Pictures - Families Do!. The presentation is available on the district website.

- C. ADJOURNMENT** - Mullin moved and Wilson seconded to adjourn the meeting at 7:38 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **December 10, 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.

RECOMMENDED ACTION:

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

White Bear Lake Area Schools

Electronic Transfers - November

		<u>11/15/2018</u>	<u>11/30/2018</u>
Direct Deposit	533075-534601	1,942,064.74	
Direct Deposit	534602-536117		2,046,781.83

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
95184	IFD	\$ (4,131.70)	11/1/2018	V
95701	MADISON NATIONAL LIFE	\$ (34,018.98)	11/19/2018	V
95853	BOWMAN, DON	\$ (50.00)	11/1/2018	V
96474	INFORMATION & TECH EDUC OF MN	\$ (210.00)	11/12/2018	V
96572	SCHLEY, CALEB	\$ (146.00)	11/20/2018	V
96797	THE LAMPO GROUP LLC	\$ (2,089.44)	11/12/2018	V
96837	MN COUNCIL FOR THE GIFTED AND TALENTED	\$ (95.00)	11/12/2018	V
96988	AARP DRIVER SAFETY PROGRAM	\$ 275.00	11/1/2018	S
96989	AARP DRIVER SAFETY PROGRAM	\$ 310.00	11/1/2018	S
96990	AFTON APPLE ORCHARD	\$ 384.25	11/1/2018	R
96991	ALBIN, ROBERT	\$ 26.00	11/1/2018	R
96992	AMERICAN TIME	\$ 1,009.71	11/1/2018	R
96993	APPLE COMPUTER INC	\$ 2,839.95	11/1/2018	R
96994	ATC GROUP SERVICES LLC	\$ 5,544.06	11/1/2018	R
96995	BARKLEY, DANIELLE	\$ 81.00	11/1/2018	R
96996	BARNES, MIKE	\$ 67.00	11/1/2018	R
96997	BARNETT WB CHRYSLER JEEP DODGE	\$ 384.16	11/1/2018	R
96998	BATTERIES PLUS BULBS	\$ 213.45	11/1/2018	R
96999	BEAULIEU, NATHAN	\$ 58.00	11/1/2018	R
97000	BELL MUSEUM	\$ 612.00	11/1/2018	R
97001	BLAINE HIGH SCHOOL	\$ 110.00	11/1/2018	R
97002	BLICK ART MATERIALS	\$ 158.30	11/1/2018	R
97003	BOOKBINS	\$ 300.00	11/1/2018	R
97004	BOOKSOURCE	\$ 5.99	11/1/2018	R
97005	BOYER TRUCKS	\$ 212.43	11/1/2018	R
97006	BRYAN ROCK PRODUCTS	\$ 799.31	11/1/2018	R
97008	BSN SPORTS	\$ 9,746.38	11/1/2018	R
97009	CAMP ST CROIX	\$ 275.00	11/1/2018	R
97010	CAPITAL ONE COMMERCIAL	\$ 687.24	11/1/2018	R
97011	CARDWELL, EMILY	\$ 330.00	11/1/2018	R
97012	CDW GOVERNMENT INC	\$ 628.83	11/1/2018	R
97013	CHAMPIONSHIP PRODUCTS UNLTD	\$ 1,482.00	11/1/2018	R
97014	CHANNING BETE CO INC	\$ 164.87	11/1/2018	R
97015	CHILDREN'S THEATER COMPANY	\$ 1,672.00	11/1/2018	R
97016	CINTAS CORP #470	\$ 199.72	11/1/2018	R
97017	THE COLLEGE BOARD-MRO	\$ 285.00	11/1/2018	R
97018	COMMERCIAL KITCHEN SERVICES	\$ 1,129.29	11/1/2018	R
97019	COMPUTER EXPLORERS	\$ 264.00	11/1/2018	R
97020	CONNEY SAFETY	\$ 300.36	11/1/2018	R
97021	CONTINENTAL RESEARCH CORP	\$ 408.27	11/1/2018	R
97022	CRISIS PREVENTION INSTITUTE INC	\$ 960.00	11/1/2018	R
97023	CRICKET MEDIA	\$ 241.45	11/1/2018	R
97024	CTB INC	\$ 6,348.80	11/1/2018	R
97025	CUMMINS NPOWER LLC	\$ 1,383.49	11/1/2018	R
97026	D ERVASTI SALES CO LLC	\$ 453.70	11/1/2018	R

97027 DAKOTA TRUCK UNDERWRITERS	\$ 36,947.00	11/1/2018 R
97028 DEEP PORTAGE	\$ 11,400.00	11/1/2018 R
97029 DEGARDNER, DEREK	\$ 60.00	11/1/2018 R
97030 DIVERSIFIED SNACK DISTRIBUTION	\$ 926.44	11/1/2018 R
97031 DLT SOLUTIONS LLC	\$ 793.80	11/1/2018 R
97032 DOMINOS PIZZA	\$ 396.20	11/1/2018 R
97033 DONATELLI'S	\$ 170.18	11/1/2018 R
97034 DOOR SERVICE COMPANY	\$ 332.00	11/1/2018 R
97035 DREAMBOX LEARNING	\$ 450.00	11/1/2018 R
97036 DEFINITIVE TECHNOLOGY SOLUTION	\$ 12,516.90	11/1/2018 R
97037 EBSCO INFORMATION SERV	\$ 5.50	11/1/2018 R
97039 ECKROTH MUSIC	\$ 859.26	11/1/2018 R
97040 EDITORIAL PROJECTS IN EDUCATION INC	\$ 2,950.00	11/1/2018 R
97041 ENGSTRAN, STEVE	\$ 180.00	11/1/2018 R
97042 ENGSTRAN, TOM	\$ 180.00	11/1/2018 R
97043 EDUC PUBLISHING SERVICE	\$ 338.02	11/1/2018 R
97044 EQUITY ALLIANCE MN	\$ 20,292.50	11/1/2018 R
97045 ERHARDT, GARY	\$ 140.00	11/1/2018 R
97046 ERHARDT, SCOTT	\$ 140.00	11/1/2018 R
97047 FASTENAL COMPANY	\$ 6.78	11/1/2018 R
97048 FESTIVAL FOODS-KNOWLAN'S	\$ 599.47	11/1/2018 R
97049 FOREST LAKE HIGH SCHOOL	\$ 705.00	11/1/2018 R
97050 FUN EXPRESS LLC	\$ 112.16	11/1/2018 R
97051 THE GOOD ACRE	\$ 390.00	11/1/2018 R
97052 GOPHER	\$ 105.06	11/1/2018 R
97053 GRAINGER	\$ 73.40	11/1/2018 R
97054 GRIZZLY INDUSTRIAL, INC.	\$ 794.00	11/1/2018 R
97055 HALL, SUZANNE	\$ 55.25	11/1/2018 R
97056 HEINEMANN	\$ 5,455.50	11/1/2018 R
97057 HENNEPIN THEATRE TRUST	\$ 125.00	11/1/2018 R
97058 HERC-U-LIFT	\$ 146.36	11/1/2018 R
97059 HISDAHL INC	\$ 343.05	11/1/2018 R
97060 HOBART SERVICE	\$ 26.08	11/1/2018 R
97061 HOFFBECK, DENNIS	\$ 73.00	11/1/2018 R
97062 HOGLUND BUS AND TRUCK CO	\$ 4,469.94	11/1/2018 R
97063 HOME DEPOT CREDIT SERVICES	\$ 301.67	11/1/2018 R
97064 IMAGINE LEARNING	\$ 2,500.00	11/1/2018 R
97074 INNOVATIVE OFFICE SOLUTIONS	\$ 109,841.75	11/1/2018 R
97075 INFORMATION & TECH EDUC OF MN	\$ 250.00	11/1/2018 R
97076 JAYTECH INC	\$ 575.50	11/1/2018 R
97077 JOHNSON CONTROLS FIRE PROTECTION LP	\$ 797.50	11/1/2018 R
97078 JOHNSON, TAMI	\$ 20.65	11/1/2018 R
97079 JW PEPPER & SON INC	\$ 376.39	11/1/2018 R
97080 JWOOD SPORTS FLOORING LLC	\$ 2,790.00	11/1/2018 R
97081 KATH FUEL OIL SERVICE CO	\$ 6,800.54	11/1/2018 R
97082 KENDALL HUNT PUBLISHING	\$ 11,000.00	11/1/2018 R
97083 KHALLOUK, MOHAMMED	\$ 146.00	11/1/2018 R

97084 KIDCREATE STUDIO	\$	658.00	11/1/2018 R
97085 KNIGHT, MARTIN	\$	69.00	11/1/2018 R
97087 KRAFT CONTRACTING & MECHANICAL	\$	6,289.28	11/1/2018 R
97088 KROLL, STACIE	\$	113.11	11/1/2018 R
97089 KULLY SUPPLY COMPANY	\$	156.70	11/1/2018 R
97090 LAKESHORE LEARNING MATERIALS	\$	581.83	11/1/2018 R
97091 LAKEVIEW ELECTRICAL SERVICES	\$	815.00	11/1/2018 R
97092 LAMB, ELIZABETH	\$	230.00	11/1/2018 R
97093 LANGE, MICHELLE	\$	256.56	11/1/2018 R
97094 LENDTS PUMPKIN PATCH	\$	1,896.00	11/1/2018 R
97095 LENZ, KELLY	\$	69.00	11/1/2018 R
97096 LHB INC	\$	2,205.80	11/1/2018 R
97097 LINCOLN ELEMENTARY PTA	\$	200.00	11/1/2018 R
97098 M.A. APPAREL & PROMOTIONS	\$	1,936.62	11/1/2018 R
97099 MN ASSOC OF ALTERNATIVE PROGRAMS	\$	150.00	11/1/2018 R
97100 MACKIN EDUCATIONAL RESOURCES	\$	231.46	11/1/2018 R
97101 MACPHAIL CENTER FOR MUSIC	\$	20,615.50	11/1/2018 R
97102 MADISON NATIONAL LIFE	\$	40,084.45	11/1/2018 R
97103 MAHER, MATTHEW	\$	125.00	11/1/2018 R
97104 MALLOY/MONTAGUE/KARNOWSKI & CO	\$	15,500.00	11/1/2018 R
97105 METRO MEALS ON WHEELS INC	\$	5,739.75	11/1/2018 R
97106 METRO SOUND AND LIGHTING	\$	870.80	11/1/2018 R
97107 MIDAMERICA ADMIN & RETIREMENT	\$	6,511.00	11/1/2018 R
97109 MIDWEST BUS PARTS INC	\$	2,783.24	11/1/2018 R
97110 MIDWEST AUDIO VISUAL CENTER	\$	1,204.00	11/1/2018 R
97111 MINVALCO INC	\$	968.86	11/1/2018 R
97112 MN MIDDLE SCHOOL ASSOC	\$	305.00	11/1/2018 R
97113 MN COACHES INC	\$	4,780.00	11/1/2018 R
97114 MN DEPT OF HEALTH	\$	70.00	11/1/2018 R
97115 MN HISTORICAL SOCIETY	\$	216.00	11/1/2018 R
97116 MN ORCHESTRA	\$	3,131.25	11/1/2018 R
97117 MN STATE UNIVERSITY, MANKATO	\$	1,000.00	11/1/2018 R
97118 MNAEYC-MNSACA	\$	200.00	11/1/2018 R
97119 MOORHEAD MACHINERY & BOILER CO	\$	8,260.00	11/1/2018 R
97120 NASSEFF MECH CONTRACTORS	\$	5,000.00	11/1/2018 R
97121 NCS PEARSON INC	\$	5,609.00	11/1/2018 R
97122 NETCHEMIA	\$	13,744.23	11/1/2018 R
97123 NIU JAZZ STUDIES	\$	500.00	11/1/2018 R
97124 NORCENTRONIX DISTRIBUTING	\$	510.00	11/1/2018 R
97126 NORTH CENTRAL BLUE BIRD BUS SALES	\$	6,801.67	11/1/2018 R
97127 NORTH HIGH SCHOOL	\$	100.00	11/1/2018 R
97128 NORTHBOUND CREATIVE	\$	1,301.00	11/1/2018 R
97129 NORTHERN STAR SCOUTING	\$	294.00	11/1/2018 R
97131 O'REILLY AUTOMOTIVE INC	\$	945.48	11/1/2018 R
97132 OFFICE DEPOT	\$	187.60	11/1/2018 R
97133 ONENECK IT SOLUTIONS LLC	\$	525.00	11/1/2018 R
97134 OXYGEN SERVICE CO INC	\$	337.01	11/1/2018 R

97135 PETERSON BROS ROOFING & CONST	\$ 62,555.85	11/1/2018 R
97136 PICTURE THAT!	\$ 189.00	11/1/2018 R
97137 PINZ	\$ 495.00	11/1/2018 R
97138 PITNEY BOWES	\$ 108.99	11/1/2018 R
97139 PITSCO INC	\$ 70.13	11/1/2018 R
97140 POLAR CHEVROLET MAZDA	\$ 450.58	11/1/2018 R
97141 POSSEHL, KIRK	\$ 750.00	11/1/2018 R
97142 PREMIER BIOTECH	\$ 101.79	11/1/2018 R
97143 PRESS PUBLICATIONS	\$ 18.00	11/1/2018 R
97144 RAMSEY COUNTY PARKS/REC DEPT	\$ 8,900.00	11/1/2018 R
97145 READ NATURALLY INC	\$ 1,955.00	11/1/2018 R
97146 REALLY GOOD STUFF INC	\$ 66.87	11/1/2018 R
97147 RESILIENCE IMPACT LLC	\$ 249.00	11/1/2018 R
97148 ROE, ERIN	\$ 410.00	11/1/2018 R
97149 ROSEN, TERESA	\$ 600.00	11/1/2018 R
97150 RUPP, HENRY	\$ 405.00	11/1/2018 R
97151 SAFETY-KLEEN CORP	\$ 360.34	11/1/2018 R
97152 SAFETYFIRST PLAYGROUND SURFACING LLC	\$ 868.50	11/1/2018 R
97153 SCHINDLER ELEVATOR CORP	\$ 2,399.70	11/1/2018 R
97154 SCHOLASTIC INC	\$ 904.50	11/1/2018 R
97155 SCHOLASTIC MAGAZINES	\$ 1,562.01	11/1/2018 R
97156 SCHOOL SPECIALTY	\$ 1,474.60	11/1/2018 R
97157 SERENDIPITY ART AND DESIGN SERV	\$ 1,250.00	11/1/2018 R
97158 SHEA, JEFFREY	\$ 210.00	11/1/2018 R
97159 SHEPLER, LAURA	\$ 881.03	11/1/2018 R
97160 SIGHTLINE DISPLAYS LLC	\$ 127.50	11/1/2018 R
97161 SITEONE LANDSCAPE SUPPLY	\$ 1,822.41	11/1/2018 R
97162 SOLID GROUND	\$ 946.42	11/1/2018 R
97169 STAPLES ADVANTAGE	\$ 3,510.66	11/1/2018 R
97170 STATE SUPPLY CO	\$ 535.10	11/1/2018 R
97171 STAY TUNED PIANO SERVICES	\$ 196.00	11/1/2018 R
97172 STENGLEIN, PAUL	\$ 140.00	11/1/2018 R
97173 STENHOUSE PUBLISHERS	\$ 2,300.00	11/1/2018 R
97174 STONE, KATHY	\$ 120.00	11/1/2018 R
97175 SUMMIT COMPANIES	\$ 305.00	11/1/2018 R
97176 SUPER DUPER PUBLICATIONS	\$ 67.45	11/1/2018 R
97177 SURPLUS SERVICES	\$ 328.00	11/1/2018 R
97178 SWANK MOVIE LICENSING USA	\$ 551.00	11/1/2018 R
97179 SWANSON, MELISSA	\$ 35.00	11/1/2018 R
97180 TAMARACK NATURE CENTER	\$ 40.00	11/1/2018 R
97181 TEACHERS CURRICULUM INSTITUTE	\$ 1,197.00	11/1/2018 R
97182 TEACHER SYNERGY LLC	\$ 37.99	11/1/2018 R
97183 THE MUNCH BUNCH	\$ 985.00	11/1/2018 R
97184 THE NEW YORK TIMES	\$ 22.00	11/1/2018 R
97185 TIME FOR KIDS	\$ 138.60	11/1/2018 R
97186 TIN'S TAILOR	\$ 2,475.00	11/1/2018 R
97187 TRADE PRESS INC	\$ 3,338.00	11/1/2018 R

97188	TRANSPORTATION MGMT CORP	\$	55.00	11/1/2018	R
97189	T.R.F. SUPPLY CO	\$	1,063.46	11/1/2018	R
97190	TRI-STATE BOBCAT	\$	163.36	11/1/2018	R
97191	TWIN CITY JANITOR SUPPLY CO	\$	15,138.00	11/1/2018	R
97192	UDSTUEN, ROBIN	\$	270.00	11/1/2018	R
97193	UHL CO INC	\$	4,980.18	11/1/2018	R
97194	UNIVERSITY OF MINNESOTA	\$	375.00	11/1/2018	R
97195	US FOODS CULINARY EQUIP & SUPPLIES	\$	353.41	11/1/2018	R
97196	CITY OF VADNAIS HEIGHTS	\$	3,965.35	11/1/2018	R
97197	VARSITY SPIRIT FASHIONS	\$	4,464.70	11/1/2018	R
97198	VERIZON WIRELESS	\$	1,404.75	11/1/2018	R
97199	VIKING ELECTRIC SUPPLY	\$	3,544.07	11/1/2018	R
97200	VOIGT MOTORCOACH TRAVEL	\$	2,477.16	11/1/2018	R
97201	WALDOCH FARM	\$	762.50	11/1/2018	R
97202	WALKER PHD, SUSAN	\$	500.00	11/1/2018	R
97203	WHITE BEAR LOCKSMITH INC	\$	16.50	11/1/2018	R
97204	WEST MUSIC COMPANY	\$	859.75	11/1/2018	R
97205	WILCOX PAPER	\$	37.94	11/1/2018	R
97206	WOLF RIDGE ENVIRONMENTAL	\$	7,128.76	11/1/2018	R
97207	ZAPPETILLO, DAVID	\$	60.00	11/1/2018	R
97208	ZUCKER, SONYA	\$	63.29	11/1/2018	R
97209	WI SCTF	\$	824.69	11/1/2018	R
97210	IUOE LOCAL 70	\$	1,913.33	11/1/2018	R
97211	MESSERLI & KRAMER PA	\$	358.72	11/1/2018	R
97212	RAUSCH,STURM, ISRAEL & HORNIK SC	\$	205.64	11/1/2018	R
97213	THE ROSE LAW FIRM, PLLC	\$	244.83	11/1/2018	R
97214	SCHOOL SERVICE EMPLOYEES	\$	8,037.63	11/1/2018	R
97215	US DEPT OF EDUCATION	\$	632.84	11/1/2018	R
97216	BOWMAN, DON	\$	50.00	11/1/2018	R
97216	BOWMAN, DON	\$	(50.00)	11/2/2018	V
97217	AMAZON	\$	649.97	11/2/2018	R
97218	ARCON SOLUTIONS, INC.	\$	352.23	11/2/2018	R
97219	XCEL ENERGY	\$	5,537.79	11/2/2018	R
97221	STATE SUPPLY CO	\$	1,033.56	11/5/2018	R
97222	THE LAMPO GROUP LLC	\$	839.94	11/9/2018	R
97223	LAND TITLE CORP	\$	10,000.00	11/9/2018	R
97224	MN SCHOOL BOARDS ASSN	\$	13,841.00	11/9/2018	R
97225	UHL CO INC	\$	923.25	11/9/2018	R
97226	FURY RAM LAKE ELMO	\$	34,756.00	11/14/2018	R
97227	AARP DRIVER SAFETY PROGRAM	\$	205.00	11/15/2018	S
97228	AARP DRIVER SAFETY PROGRAM	\$	395.00	11/15/2018	S
97229	ABBOTT PAINT & CARPET INC	\$	120.25	11/15/2018	R
97230	ABLENET INC	\$	80.50	11/15/2018	R
97231	ACER SERVICE CORP	\$	927.40	11/15/2018	R
97233	AGROPUR INC	\$	19,010.32	11/15/2018	R
97234	ANDERSON-JOHNSON ASSOC	\$	1,055.93	11/15/2018	R
97235	ALLSTREAM	\$	3,696.77	11/15/2018	R

97236 AMERICAN MESSAGING	\$	20.89	11/15/2018 R
97237 AMERICAN TIME	\$	732.00	11/15/2018 R
97238 AMERIPRIDE SERVICES	\$	897.30	11/15/2018 R
97239 ANGELLIS, DEEDRA	\$	515.00	11/15/2018 R
97240 ANGELLIS, ELIZA	\$	500.00	11/15/2018 R
97241 ARAMARK REFRESHMENT SERVICES	\$	114.13	11/15/2018 R
97242 ARCADE ASPHALT CO	\$	30,750.00	11/15/2018 R
97243 ARCH LANGUAGE NETWORK	\$	957.50	11/15/2018 R
97244 ATC GROUP SERVICES LLC	\$	793.66	11/15/2018 R
97245 BARRIER GROUP LLC	\$	200.00	11/15/2018 R
97246 BATTERIES PLUS BULBS	\$	84.90	11/15/2018 R
97247 BEFAST SPORTGEAR	\$	94.00	11/15/2018 R
97248 BEHLOW, DAVID	\$	269.27	11/15/2018 R
97249 BENDER, CARMEN	\$	80.00	11/15/2018 R
97250 BEST BUY BUSINESS ADVANTAGE ACCT	\$	6,134.82	11/15/2018 R
97251 BLICK ART MATERIALS	\$	345.42	11/15/2018 R
97252 BOYER FORD TRUCKS	\$	2,708.00	11/15/2018 R
97253 BRAINPOP LLC	\$	175.00	11/15/2018 R
97254 BREAKOUT INC	\$	120.00	11/15/2018 R
97255 BRUESEHOFF, LAUREL	\$	500.00	11/15/2018 R
97256 BSN SPORTS	\$	4,200.00	11/15/2018 R
97257 BUREAU OF EDUCATION & RESEARCH	\$	747.00	11/15/2018 R
97258 CARLSON WAGONLIT TRAVEL	\$	15,500.00	11/15/2018 R
97259 CASEYS WOOD PRODUCTS	\$	103.50	11/15/2018 R
97260 CDW GOVERNMENT INC	\$	481.77	11/15/2018 R
97261 CENTURY POWER EQUIPMENT	\$	18.34	11/15/2018 R
97262 CERMAK, CHRISTINE	\$	108.15	11/15/2018 R
97263 CERTIFIED LABORATORIES	\$	951.37	11/15/2018 R
97264 CHILDREN'S THEATER COMPANY	\$	672.00	11/15/2018 R
97265 CINTAS CORP #470	\$	94.75	11/15/2018 R
97266 CLASSICAL ACTORS ENSEMBLE	\$	2,500.00	11/15/2018 R
97267 COMMERCIAL KITCHEN SERVICES	\$	630.16	11/15/2018 R
97268 COMMITTEE FOR CHILDREN	\$	1,866.00	11/15/2018 R
97269 CONNEY SAFETY	\$	194.90	11/15/2018 R
97270 CONQUER NINJA WARRIOR WOODBURY LLC	\$	100.00	11/15/2018 R
97271 CONTINENTAL CLAY CO	\$	143.15	11/15/2018 R
97272 CONTINENTAL RESEARCH CORP	\$	1,595.83	11/15/2018 R
97273 CRAYOLA EXPERIENCE	\$	629.58	11/15/2018 R
97274 CRIMSON CHEERLEADING	\$	1,360.00	11/15/2018 R
97275 CULINEX	\$	15,459.81	11/15/2018 R
97276 CUMMINS NPOWER LLC	\$	385.72	11/15/2018 R
97277 DALCO CORPORATION	\$	26,298.21	11/15/2018 R
97278 DEGARDNER, DEREK	\$	60.00	11/15/2018 R
97279 DEGARDNER, RICK	\$	120.00	11/15/2018 R
97280 DELL MARKETING LP	\$	4,035.09	11/15/2018 R
97281 DELLWOOD COUNTRY CLUB	\$	4,430.31	11/15/2018 R
97282 DEMCO INC	\$	456.47	11/15/2018 R

97283 DIRECT SUPPLY, INC.	\$	468.00	11/15/2018 R
97284 DISCOUNT SCHOOL SUPPLY	\$	180.19	11/15/2018 R
97285 DIVERSIFIED SNACK DISTRIBUTION	\$	1,188.90	11/15/2018 R
97286 DONATELLI'S	\$	287.84	11/15/2018 R
97287 DOOR SERVICE COMPANY	\$	133.00	11/15/2018 R
97288 DEFINITIVE TECHNOLOGY SOLUTIONS	\$	282.64	11/15/2018 R
97289 ECCO MIDWEST, INC	\$	812.55	11/15/2018 R
97290 EDINA CHEERLEADING	\$	1,160.00	11/15/2018 R
97291 EGAN	\$	3,948.00	11/15/2018 R
97292 EHLERS, JASON	\$	79.90	11/15/2018 R
97293 ELECTRO WATCHMAN INC	\$	1,461.00	11/15/2018 R
97294 F&N OPERATIONS LLC	\$	1,522.39	11/15/2018 R
97295 FABER, SHIRLEY	\$	130.00	11/15/2018 R
97296 FASTENAL COMPANY	\$	89.49	11/15/2018 R
97297 FESTIVAL FOODS-KNOWLAN'S	\$	541.01	11/15/2018 R
97298 FIRST STUDENT INC	\$	39,855.44	11/15/2018 R
97299 FLICEK WELDING LLC	\$	22,800.00	11/15/2018 R
97300 FRA-DOR INC	\$	495.00	11/15/2018 R
97301 FRATTALONES HARDWARE STORES	\$	649.70	11/15/2018 R
97302 FUN AND FUNCTION	\$	214.69	11/15/2018 R
97303 GALLAGHERS NORTHWESTERN TIRE CO INC	\$	275.60	11/15/2018 R
97304 GEPHART TRUCKING	\$	4,400.00	11/15/2018 R
97305 GLOBAL EQUIPMENT COMPANY INC	\$	54.98	11/15/2018 R
97306 GOEBEL, KATELIN	\$	117.75	11/15/2018 R
97307 GOERS, LINDA	\$	2,117.00	11/15/2018 R
97308 GOLDCOM INC	\$	42.81	11/15/2018 R
97309 GOODIN COMPANY	\$	80.84	11/15/2018 R
97310 GRAINGER	\$	3,447.04	11/15/2018 R
97311 GRAND ROUNDS	\$	118,510.08	11/15/2018 R
97312 GRANDMA'S BAKERY INC	\$	115.18	11/15/2018 R
97313 GREAT LAKES COCA COLA DIST LLC	\$	863.04	11/15/2018 R
97314 H2O FOR LIFE	\$	491.00	11/15/2018 R
97315 HALO TRANSPORTATION	\$	7,700.00	11/15/2018 R
97316 HARTWELL, LEE	\$	480.00	11/15/2018 R
97317 HEINEMANN	\$	467.50	11/15/2018 R
97318 HIAWATHA HOMECARE	\$	2,968.00	11/15/2018 R
97319 HISDAHL INC	\$	511.40	11/15/2018 R
97323 HOGLUND BUS AND TRUCK CO	\$	5,994.23	11/15/2018 R
97324 HOUGHTON MIFFLIN HARCOURT	\$	20,242.05	11/15/2018 R
97325 HYATT REGENCY	\$	839.63	11/15/2018 R
97331 IFD	\$	143,889.08	11/15/2018 R
97334 INNOVATIVE OFFICE SOLUTIONS	\$	17,302.31	11/15/2018 R
97335 ISD #621 MOUNDS VIEW SCHOOL DISTRICT	\$	100.00	11/15/2018 R
97336 IXL LEARNING	\$	175.00	11/15/2018 R
97337 IYawe AND ASSOCIATES	\$	59,342.70	11/15/2018 R
97338 JAYTECH INC	\$	6,037.50	11/15/2018 R
97339 JOHNSON CONTROLS INC	\$	1,919.54	11/15/2018 R

97340 JUNIOR LIBRARY GUILD	\$	277.10	11/15/2018 R
97341 JW PEPPER & SON INC	\$	87.99	11/15/2018 R
97342 KARLSBURGER FOODS INC	\$	208.20	11/15/2018 R
97343 KATH FUEL OIL SERVICE CO	\$	19,798.56	11/15/2018 R
97344 KIMBALL MIDWEST	\$	376.90	11/15/2018 R
97345 KLEIN, JACKIE	\$	375.00	11/15/2018 R
97347 KRAFT CONTRACTING & MECHANICAL	\$	22,836.04	11/15/2018 R
97348 KRENZ, CASSANDRA	\$	637.50	11/15/2018 R
97349 LAKE AREA TRAVEL	\$	1,600.00	11/15/2018 R
97350 THE LAMPO GROUP LLC	\$	839.94	11/15/2018 R
97351 LANCER CATERING	\$	1,571.29	11/15/2018 R
97352 LANGUAGE LINE SERVICES	\$	391.05	11/15/2018 R
97353 LARSON ENGINEERING INC	\$	1,451.00	11/15/2018 R
97354 LEARNING A-Z	\$	199.95	11/15/2018 R
97355 LIBERTY CLASSICAL ACADEMY	\$	2,232.00	11/15/2018 R
97356 LORENZ RECOGNITION CO	\$	1,072.00	11/15/2018 R
97357 L T G POWER EQUIPMENT	\$	484.60	11/15/2018 R
97358 MACKIN EDUCATIONAL RESOURCES	\$	1,148.75	11/15/2018 R
97359 MAKERBOT	\$	990.00	11/15/2018 R
97360 MARCUS CINEMAS OF WISCONSIN, LLC	\$	11.99	11/15/2018 R
97361 MARIM-BAR	\$	375.00	11/15/2018 R
97362 MCBRIDE, STACIE	\$	347.76	11/15/2018 R
97363 MCDONOUGH'S WATERJETTING AND	\$	1,523.46	11/15/2018 R
97364 MN COMMUNITY EDUC ASSOC (MCEA)	\$	349.00	11/15/2018 R
97365 MCELMURY, MINDY	\$	39.92	11/15/2018 R
97366 MEDTOX LABORATORIES	\$	56.81	11/15/2018 R
97367 METRO MEALS ON WHEELS INC	\$	152.25	11/15/2018 R
97368 MEYERS, BRITTANY	\$	1,837.60	11/15/2018 R
97369 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	1,989.85	11/15/2018 R
97370 MIDAMERICA BOOKS	\$	713.95	11/15/2018 R
97371 MIDWEST MUSICAL IMPORTS	\$	245.90	11/15/2018 R
97372 MIDWEST LANGUAGE SERVICES	\$	157.50	11/15/2018 R
97373 MINNEAPOLIS PUBLIC SCHOOLS SPEC DIST 1	\$	730.24	11/15/2018 R
97374 MINNEHAHA ACADEMY	\$	160.00	11/15/2018 R
97375 MITCHELL, SHARON	\$	86.94	11/15/2018 R
97378 MN DEPT OF LABOR & INDUSTRY	\$	660.00	11/15/2018 R
97379 MN HISTORICAL SOCIETY	\$	1,098.00	11/15/2018 R
97380 MN INDIAN EDUC ASSOC	\$	450.00	11/15/2018 R
97381 MN JUNIOR HIGH SCHOOL	\$	175.00	11/15/2018 R
97382 MN MAKERS	\$	575.00	11/15/2018 R
97383 MN ORCHESTRA	\$	550.00	11/15/2018 R
97384 MN STATE HIGH SCHOOL LEAGUE	\$	8,226.00	11/15/2018 R
97385 MN STATE COLLEGES & UNIV	\$	110.00	11/15/2018 R
97386 MNAEYC-MNSACA	\$	675.00	11/15/2018 R
97387 MOBILE RADIO ENGINEERING INC	\$	418.61	11/15/2018 R
97388 MUSIC THEATER INTL	\$	30.00	11/15/2018 R
97389 MY MEDICAL CLINIC	\$	615.00	11/15/2018 R

97390 NAPA AUTO PARTS	\$	446.24	11/15/2018 R
97391 NARDINI FIRE EQUIPMENT CO INC	\$	76.80	11/15/2018 R
97392 NASSEFF MECH CONTRACTORS	\$	350.84	11/15/2018 R
97393 NCPERS MINNESOTA	\$	160.00	11/15/2018 R
97394 NEVCO INC	\$	37.55	11/15/2018 R
97395 NIXON, CATHERINE	\$	100.00	11/15/2018 R
97396 NORTH STAR BANK	\$	7,650.00	11/15/2018 R
97397 NORTHBOUND CREATIVE	\$	4,813.00	11/15/2018 R
97398 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$	137.25	11/15/2018 R
97399 NOVAK, JANICE	\$	480.00	11/15/2018 R
97400 NOW MICRO INC	\$	1,000.00	11/15/2018 R
97401 O'CONNOR, JILL	\$	171.00	11/15/2018 R
97402 O'REILLY AUTOMOTIVE INC	\$	7.18	11/15/2018 R
97403 OFFICE DEPOT	\$	246.96	11/15/2018 R
97404 OL MEXICO	\$	1,440.00	11/15/2018 R
97405 ON SITE SANITATION INC	\$	354.47	11/15/2018 R
97406 OPTISOURCE INTL	\$	170.89	11/15/2018 R
97407 ORDWAY CENTER FOR PERFORMING	\$	510.00	11/15/2018 R
97408 OXYGEN SERVICE CO INC	\$	11.40	11/15/2018 R
97409 PAI	\$	796.13	11/15/2018 R
97410 PERIPOLE	\$	415.07	11/15/2018 R
97411 PERNSTEINER CREATIVE GROUP	\$	300.00	11/15/2018 R
97412 PETERSON COMPANIES INC	\$	14,474.73	11/15/2018 R
97415 PETERSON BROS ROOFING & CONST	\$	66,450.00	11/15/2018 R
97416 PINZ	\$	284.10	11/15/2018 R
97417 PIONEER MANUFACTURING CO	\$	177.50	11/15/2018 R
97418 POSTMASTER	\$	2,500.00	11/15/2018 S
97419 POSTMASTER	\$	1,000.00	11/15/2018 S
97420 PRAXAIR DISTRIBUTION INC	\$	29.17	11/15/2018 R
97421 PRESS PUBLICATIONS	\$	495.32	11/15/2018 R
97422 PRIOR LAKE CHEERLEADING, STEVE OLANDER	\$	306.00	11/15/2018 R
97423 PROFESSIONAL WIRELESS COMM	\$	7,492.60	11/15/2018 R
97424 RAMSEY COUNTY	\$	3,807.00	11/15/2018 R
97425 REALITYWORKS INC	\$	211.00	11/15/2018 R
97426 REALLY GOOD STUFF INC	\$	26.93	11/15/2018 R
97427 REESE, MARY	\$	86.94	11/15/2018 R
97428 REHBEIN TRANSIT CO	\$	23,400.00	11/15/2018 R
97429 RICHARDS MELISSA	\$	245.00	11/15/2018 R
97430 SCHMIT TOWING	\$	1,680.07	11/15/2018 R
97431 SCHOOL SPECIALTY	\$	1,540.02	11/15/2018 R
97432 SEEVER, GRAY	\$	160.00	11/15/2018 R
97433 SHIRTYSOMETHING	\$	282.00	11/15/2018 R
97434 THE SIDE-OUT FOUNDATION	\$	1,305.00	11/15/2018 R
97435 SITEIMPROVE INC	\$	4,081.00	11/15/2018 R
97436 SITEONE LANDSCAPE SUPPLY	\$	18.64	11/15/2018 R
97437 SMITLEY, SHARON	\$	125.00	11/15/2018 R
97438 ST MARTIN, ANN	\$	275.00	11/15/2018 R

97448 STAPLES ADVANTAGE	\$	5,908.67	11/15/2018 R
97449 STATE SUPPLY CO	\$	760.94	11/15/2018 R
97450 STEVIE RAY'S IMPROV CO.	\$	1,000.00	11/15/2018 R
97451 STUDENT SUPPLY	\$	23.45	11/15/2018 R
97452 SUBURBAN EAST CONFERENCE	\$	200.00	11/15/2018 R
97453 SUMMIT COMPANIES	\$	500.00	11/15/2018 R
97454 SUPER DUPER PUBLICATIONS	\$	221.95	11/15/2018 R
97455 SYNCHRONY BANK	\$	22.36	11/15/2018 R
97456 TA SCHIFSKY & SONS INC	\$	88.89	11/15/2018 R
97457 TATE, JO	\$	700.00	11/15/2018 R
97458 TEACHER SYNERGY LLC	\$	160.08	11/15/2018 R
97459 TEAMWORKS INTERNATIONAL INC	\$	633.18	11/15/2018 R
97460 THE ODYSSEY GROUP	\$	700.00	11/15/2018 R
97461 TIME FOR KIDS	\$	415.80	11/15/2018 R
97462 TIRADO, JONATHAN	\$	334.79	11/15/2018 R
97463 TOWN LIFE	\$	1,215.00	11/15/2018 R
97464 TR ENVIRONMENTAL CONSULTING, LLC	\$	480.00	11/15/2018 R
97465 TRADE PRESS INC	\$	6,846.00	11/15/2018 R
97466 TREASURED TRANSPORTATION	\$	39,957.46	11/15/2018 R
97467 TRI-STATE BOBCAT	\$	356.68	11/15/2018 R
97468 TRIMARK	\$	2,654.40	11/15/2018 R
97469 TRIO SUPPLY COMPANY	\$	3,852.39	11/15/2018 R
97470 TROY BURNE GOLF CLUB	\$	869.58	11/15/2018 R
97471 TRUCK UTILITIES MFG CO	\$	622.40	11/15/2018 R
97472 TUSA, COLLEEN	\$	125.00	11/15/2018 R
97473 TWIN CITY HARDWARE	\$	2,289.13	11/15/2018 R
97474 TWIN CITY JANITOR SUPPLY CO	\$	187.00	11/15/2018 R
97475 TWIN CITY TRANSPORTATION INC	\$	84,719.55	11/15/2018 R
97476 US FOODS CULINARY EQUIP & SUPPLIES	\$	361.58	11/15/2018 R
97477 VERITAS	\$	3,587.65	11/15/2018 R
97478 VISTAPRINT NETHERLANDS B.V.	\$	175.00	11/15/2018 R
97479 VOYAGER SOPRIS LEARNING	\$	448.53	11/15/2018 R
97480 WASHINGTON CO PUBLIC HEALTH	\$	1,470.00	11/15/2018 R
97481 WATERS, FAITH	\$	173.88	11/15/2018 R
97482 WHITE BEAR CENTER FOR THE ARTS	\$	7,600.00	11/15/2018 R
97483 WHITE BEAR LAKE AREA HISTORICAL SOCIETY	\$	198.00	11/15/2018 R
97484 WBL MEALS ON WHEELS	\$	133.50	11/15/2018 R
97485 WBL PIZZA MAN	\$	504.23	11/15/2018 R
97486 WEST INTERACTIVE SERV CORP -EDUC	\$	18,486.00	11/15/2018 R
97487 WESTERN PSYCHOLOGICAL SERVICES	\$	9.40	11/15/2018 R
97488 WINDSTREAM	\$	2,923.18	11/15/2018 R
97489 WL HALL COMPANY	\$	35,823.67	11/15/2018 R
97490 WOLD ARCHITECTS AND ENGINEERS	\$	3,531.34	11/15/2018 R
97491 XCEL ENERGY	\$	38,402.66	11/15/2018 R
97492 ZALLAR, CHERYL	\$	150.00	11/15/2018 R
97493 ZAPPETILLO, DAVID	\$	60.00	11/15/2018 R
97494 ALLIED 100, LLC	\$	122.25	11/16/2018 R

97495 BOYER TRUCKS	\$ 2,708.00	11/16/2018 R
97496 CRICKET MEDIA	\$ 62.55	11/16/2018 R
97497 ECCO MIDWEST, INC	\$ 553.16	11/16/2018 R
97498 THE GOOD ACRE	\$ 555.00	11/16/2018 R
97499 HEUTINK USA	\$ 162.51	11/16/2018 R
97500 CITY OF HUGO	\$ 3,231.08	11/16/2018 R
97501 JAYTECH INC	\$ 1,823.14	11/16/2018 R
97502 RESOURCES FOR EDUCATORS	\$ 229.00	11/16/2018 R
97503 SAM'S CLUB/SYNCHRONY BANK	\$ 1,228.14	11/16/2018 S
97504 SAM'S CLUB/SYNCHRONY BANK	\$ 272.50	11/16/2018 S
97505 SAM'S CLUB/SYNCHRONY BANK	\$ 1,022.87	11/16/2018 S
97506 SAM'S CLUB/SYNCHRONY BANK	\$ 646.32	11/16/2018 S
97507 SAM'S CLUB/SYNCHRONY BANK	\$ 183.76	11/16/2018 S
97508 SCHOOL FIX CATALOG	\$ 119.93	11/16/2018 R
97509 STATE OF FUN	\$ 200.00	11/16/2018 R
97510 STAY TUNED PIANO SERVICES	\$ 98.00	11/16/2018 R
97511 SWANSON, STEPHEN	\$ 390.00	11/16/2018 R
97512 TRADE PRESS INC	\$ 59.00	11/16/2018 R
97513 IUOE LOCAL 70	\$ 4,838.06	11/16/2018 R
97514 MESSERLI & KRAMER PA	\$ 1,881.83	11/16/2018 R
97515 RAUSCH,STURM, ISRAEL & HORNIK SC	\$ 483.51	11/16/2018 R
97516 THE ROSE LAW FIRM, PLLC	\$ 1,094.31	11/16/2018 R
97517 SAM'S CLUB/SYNCHRONY BANK	\$ 103.86	11/16/2018 R
97518 SCHOOL SERVICE EMPLOYEES	\$ 21,147.30	11/16/2018 R
97519 US DEPT OF EDUCATION	\$ 2,102.97	11/16/2018 R
97520 WI SCTF	\$ 2,329.88	11/16/2018 R
97521 GERALD E. WALLIN	\$ 3,960.00	11/19/2018 R
97522 DEFINITIVE TECHNOLOGY SOLUTIONS	\$ 5,854.16	11/20/2018 R
97523 KRUGER, KATIE	\$ 1,058.66	11/20/2018 R
97524 LAND TITLE CORP	\$ 10,000.00	11/20/2018 R
97525 PRIOR LAKE CHEERLEADING, STEVE OLANDER	\$ 938.00	11/20/2018 R
97526 SCHLEY, CALEB	\$ 146.00	11/20/2018 R
97527 LOVE YOUR MELON	\$ 8,000.00	11/28/2018 R
97528 A-1 HYDRAULIC SALES & SERVICE	\$ 85.51	11/29/2018 R
97529 AARP DRIVER SAFETY PROGRAM	\$ 300.00	11/29/2018 S
97530 AARP DRIVER SAFETY PROGRAM	\$ 390.00	11/29/2018 S
97531 ASSOC FOR FACILITIES ENGINEERING	\$ 350.00	11/29/2018 R
97532 AMO ENTERPRISE, LLC	\$ 3,000.00	11/29/2018 R
97533 ANDERSON, MEGAN	\$ 255.58	11/29/2018 R
97534 ARRIOLA, MARK	\$ 87.00	11/29/2018 R
97535 ARTEDUTC LLC	\$ 675.00	11/29/2018 R
97536 ASSOC OF SCHOOL BUSINESS OFFICIALS INTL	\$ 230.00	11/29/2018 R
97537 ASL INTERPRETING SERVICES	\$ 240.00	11/29/2018 R
97538 AUDUBON CENTER OF THE NORTH WOODS	\$ 2,400.00	11/29/2018 R
97539 BARNETT WB CHRYSLER JEEP DODGE	\$ 228.20	11/29/2018 R
97540 BARTHOLD	\$ 2,114.31	11/29/2018 R
97541 BAUDVILLE	\$ 171.89	11/29/2018 R

97542 BEAR, ANGELA	\$	293.48	11/29/2018 R
97543 BEAR PATCH QUILTING CO	\$	37.16	11/29/2018 R
97544 BECKLER, STACY	\$	40.21	11/29/2018 R
97545 BELL MUSEUM	\$	225.00	11/29/2018 R
97546 BERTHIAUME, DAVID	\$	136.00	11/29/2018 R
97547 BLICK ART MATERIALS	\$	213.57	11/29/2018 R
97548 BLUE TARP FINANCIAL INC	\$	31.98	11/29/2018 R
97549 BOYER TRUCKS	\$	234.20	11/29/2018 R
97550 BRAINPOP LLC	\$	2,395.00	11/29/2018 R
97551 BRIH DESIGN	\$	720.00	11/29/2018 R
97552 BSN SPORTS	\$	13,551.36	11/29/2018 R
97553 THE BUG COMPANY	\$	16.00	11/29/2018 R
97554 BUHL, COLE	\$	136.00	11/29/2018 R
97555 BYERS, JASON	\$	100.00	11/29/2018 R
97556 CAP ELECTRIC INC	\$	1,064.09	11/29/2018 R
97557 CAPITAL ONE COMMERCIAL	\$	374.27	11/29/2018 R
97558 CAPOCASA, KEVIN	\$	87.00	11/29/2018 R
97559 CARBONES PIZZERIA	\$	213.30	11/29/2018 R
97560 CDW GOVERNMENT INC	\$	546.28	11/29/2018 R
97561 CEL PUBLIC RELATIONS, INC	\$	22,275.00	11/29/2018 R
97562 CENGAGE LEARNING	\$	957.00	11/29/2018 R
97563 CINTAS CORP #470	\$	94.94	11/29/2018 R
97564 CLEAN IMAGE	\$	389.00	11/29/2018 R
97565 COMMERCIAL KITCHEN SERVICES	\$	251.25	11/29/2018 R
97566 COMSTOCK & SONS INC	\$	4,290.00	11/29/2018 R
97567 CONNEY SAFETY	\$	1,455.56	11/29/2018 R
97568 CONSOLIDATED WELDING SUPPLY CO	\$	49.50	11/29/2018 R
97569 CONSTANT, KARINA	\$	350.00	11/29/2018 R
97570 CONTINENTAL RESEARCH CORP	\$	242.33	11/29/2018 R
97571 COOPS SPORTSWEAR	\$	140.00	11/29/2018 R
97572 CORNERSTONE OCCUPATIONAL	\$	350.00	11/29/2018 R
97573 CULLIGAN BOTTLED WATER	\$	165.80	11/29/2018 R
97574 CUMMINS NPOWER LLC	\$	2,530.15	11/29/2018 R
97575 DAKOTA TRUCK UNDERWRITERS	\$	47,829.00	11/29/2018 R
97576 DAVIS, CHRISTINA	\$	250.00	11/29/2018 R
97577 DELLWOOD COUNTRY CLUB	\$	3,981.46	11/29/2018 R
97578 DEMCO INC	\$	1,751.44	11/29/2018 R
97579 DISCOUNT SCHOOL SUPPLY	\$	660.07	11/29/2018 R
97580 DONATELLI'S	\$	2,302.83	11/29/2018 R
97581 DOOR SERVICE COMPANY	\$	130.00	11/29/2018 R
97582 DREAMBOX LEARNING	\$	1,425.00	11/29/2018 R
97583 DEFINITIVE TECHNOLOGY SOLUTIONS	\$	7,120.83	11/29/2018 R
97584 EASTVIEW HIGH SCHOOL	\$	90.00	11/29/2018 R
97585 ECKROTH MUSIC	\$	5,776.00	11/29/2018 R
97586 ELECTRO WATCHMAN INC	\$	1,434.60	11/29/2018 R
97587 ENGSTRAN, STEVE	\$	90.00	11/29/2018 R
97588 ENGSTRAN, TOM	\$	90.00	11/29/2018 R

97589 ERHARDT, GARY	\$	70.00	11/29/2018 R
97590 ERHARDT, SCOTT	\$	70.00	11/29/2018 R
97591 ERHARDT, TODD	\$	70.00	11/29/2018 R
97592 THE FABULOUS PHOTO BOOTH	\$	300.00	11/29/2018 R
97593 FARMER, SCOTT	\$	52.50	11/29/2018 R
97594 FASTENAL COMPANY	\$	72.15	11/29/2018 R
97595 FESTIVAL FOODS-KNOWLAN'S	\$	107.90	11/29/2018 R
97596 FIREFLY COMPUTERS	\$	3,679.00	11/29/2018 R
97597 FIRST STUDENT INC	\$	22,412.10	11/29/2018 R
97598 FLEETPRIDE	\$	9.32	11/29/2018 R
97599 FOREST LAKE WRESTLING BOOSTERS	\$	140.00	11/29/2018 R
97600 FREDRICKSON, PATRICIA	\$	230.00	11/29/2018 R
97601 FRIENDSHIP CONNECTION	\$	955.30	11/29/2018 R
97602 FUN EXPRESS LLC	\$	125.13	11/29/2018 R
97603 GALLAGHERS NORTHWESTERN TIRE CO INC	\$	1,482.10	11/29/2018 R
97604 GAMETIME PLAYCORE CO	\$	12,985.27	11/29/2018 R
97605 GARD DAWG	\$	545.00	11/29/2018 R
97606 GOERS, LINDA	\$	1,168.00	11/29/2018 R
97607 GOLDCOM INC	\$	556.25	11/29/2018 R
97608 THE GOOD ACRE	\$	293.75	11/29/2018 R
97609 GRANDMA'S BAKERY INC	\$	85.18	11/29/2018 R
97610 GROTH MUSIC CO	\$	350.22	11/29/2018 R
97611 HAAS MUSICAL INSTRUMENT REPAIR	\$	14.58	11/29/2018 R
97612 HEALTHPARTNERS	\$	167,422.52	11/29/2018 R
97613 HEINEMANN	\$	467.50	11/29/2018 R
97614 HENRY SIBLY WRESTLING	\$	150.00	11/29/2018 R
97615 HIAWATHA HOMECARE	\$	1,400.00	11/29/2018 R
97616 HILL MURRAY HIGH SCHOOL	\$	150.00	11/29/2018 R
97617 HISDAHL INC	\$	801.44	11/29/2018 R
97618 HOBART SERVICE	\$	90.67	11/29/2018 R
97619 HOGLUND BUS AND TRUCK CO	\$	792.10	11/29/2018 R
97620 HOLIDAY INN EXPRESS INVER GROVE	\$	539.55	11/29/2018 R
97621 HUGO'S TREE CARE	\$	2,000.00	11/29/2018 R
97622 I KNOW IT	\$	150.00	11/29/2018 R
97623 IDENTISYS INC.	\$	643.81	11/29/2018 R
97626 INNOVATIVE OFFICE SOLUTIONS	\$	38,335.57	11/29/2018 R
97627 INSPEC INC	\$	2,500.00	11/29/2018 R
97628 ISHAM, BENJAMIN	\$	90.00	11/29/2018 R
97629 IXL LEARNING	\$	299.00	11/29/2018 R
97630 JOHN HENRY FOSTER	\$	40.57	11/29/2018 R
97631 JAYTECH INC	\$	1,334.92	11/29/2018 R
97632 JENNY HANLON CONSULTING	\$	425.00	11/29/2018 R
97633 JENZ WENDY	\$	35.00	11/29/2018 R
97634 JIMMY JOHNS #869	\$	195.80	11/29/2018 R
97635 JOHNSON CONTROLS INC	\$	846.00	11/29/2018 R
97636 JW PEPPER & SON INC	\$	225.70	11/29/2018 R
97637 KATH FUEL OIL SERVICE CO	\$	1,301.50	11/29/2018 R

97638 KIDCREATE STUDIO	\$	282.00	11/29/2018 R
97639 KIMBALL MIDWEST	\$	444.15	11/29/2018 R
97640 KITTELSON MARKETING CO INC	\$	2,747.40	11/29/2018 R
97641 KONICA MINOLTA PREMIER FINANCE	\$	5,053.39	11/29/2018 R
97642 KORNEY BOARD AIDS INC (KBA)	\$	141.90	11/29/2018 R
97643 KRAFT CONTRACTING & MECHANICAL	\$	4,616.10	11/29/2018 R
97645 LAKESHORE LEARNING MATERIALS	\$	1,652.93	11/29/2018 R
97646 LEARNING A-Z	\$	879.60	11/29/2018 R
97647 LEARNING ZONE EXPRESS	\$	70.90	11/29/2018 R
97648 LEWELLEN-CONTRERAS, AMY	\$	227.50	11/29/2018 R
97649 LINCOLN ELEMENTARY PTA	\$	3,640.00	11/29/2018 R
97650 LIVING JUSTICE PRESS	\$	76.00	11/29/2018 R
97651 MN ASSOC OF COLLEGE	\$	90.00	11/29/2018 R
97652 MACKIN EDUCATIONAL RESOURCES	\$	573.37	11/29/2018 R
97653 MN ASSOC FOR CHILDREN'S MENTAL HEALTH	\$	415.65	11/29/2018 R
97654 MAD SCIENCE OF MINNESOTA	\$	1,120.00	11/29/2018 R
97655 MALLOY/MONTAGUE/KARNOWSKI & CO	\$	17,500.00	11/29/2018 R
97656 MARCO, INC	\$	1,417.26	11/29/2018 R
97657 MASA	\$	299.00	11/29/2018 R
97658 MATHEMATICAL OLYMPIADS	\$	129.00	11/29/2018 R
97659 MN COMMUNITY EDUC ASSOC (MCEA)	\$	45.00	11/29/2018 R
97660 MCNERTNEY, HOWARD	\$	550.00	11/29/2018 R
97661 MEDCO SUPPLY CO	\$	28.08	11/29/2018 R
97662 MENARDS-MAPLEWOOD	\$	302.40	11/29/2018 R
97663 METRO ECSU	\$	50.00	11/29/2018 R
97664 METRO MEALS ON WHEELS INC	\$	6,139.25	11/29/2018 R
97665 MICKMAN BROTHERS	\$	6,309.56	11/29/2018 R
97666 MIDAMERICA BOOKS	\$	441.15	11/29/2018 R
97667 MINVALCO INC	\$	2,168.24	11/29/2018 R
97668 MN HISTORICAL SOCIETY	\$	2,126.33	11/29/2018 R
97669 MN RECREATION AND PARK ASSOC	\$	600.00	11/29/2018 R
97670 MNAEYC-MNSACA	\$	1,000.00	11/29/2018 R
97671 MOBILE RADIO ENGINEERING INC	\$	501.00	11/29/2018 R
97672 MOORHEAD MACHINERY & BOILER CO	\$	10,785.00	11/29/2018 R
97673 MURPHY, KEVIN	\$	60.00	11/29/2018 R
97674 MURPHY, LYNNE M	\$	90.00	11/29/2018 R
97675 MUSIC CONNECTION INC	\$	145.00	11/29/2018 R
97676 MY MEDICAL CLINIC	\$	410.00	11/29/2018 R
97677 NAC MECHANICAL & ELECTRICAL SERV	\$	2,180.00	11/29/2018 R
97678 NASSEFF MECH CONTRACTORS	\$	1,484.52	11/29/2018 R
97679 NATL GEOGRAPHIC EXPLORER	\$	125.40	11/29/2018 R
97680 NEOFUNDS BY NEOPOST	\$	500.00	11/29/2018 R
97681 NORCENTRONIX DISTRIBUTING	\$	120.00	11/29/2018 R
97683 NORTH CENTRAL BLUE BIRD BUS SALES	\$	2,316.03	11/29/2018 R
97684 OLSON, BETTY	\$	70.00	11/29/2018 R
97685 OLSON, TYLER	\$	155.00	11/29/2018 R
97686 ONENECK IT SOLUTIONS LLC	\$	525.00	11/29/2018 R

97687 ONLY 1 AUTO GLASS	\$	326.91	11/29/2018 R
97688 OXYGEN SERVICE CO INC	\$	70.68	11/29/2018 R
97689 PANERA LLC	\$	114.44	11/29/2018 R
97690 PARZYCK, PAN	\$	135.23	11/29/2018 R
97691 PATIENT TOOLS INC	\$	141.00	11/29/2018 R
97692 PFAU, PATRICK	\$	155.00	11/29/2018 R
97693 PINE TREE APPLE ORCHARD	\$	2,070.00	11/29/2018 R
97694 PLAYBILL INC	\$	4,135.00	11/29/2018 R
97695 POLAR GLASS & MIRROR	\$	129.34	11/29/2018 R
97697 POLAR CHEVROLET MAZDA	\$	3,781.60	11/29/2018 R
97698 POST, TASHA	\$	110.05	11/29/2018 R
97699 POVOLNY, KATHLEEN	\$	210.00	11/29/2018 R
97700 PREISLER, PAM	\$	150.00	11/29/2018 R
97701 PRO-ED INC	\$	78.10	11/29/2018 R
97702 PROGRESS PUBLICATIONS	\$	726.00	11/29/2018 R
97703 PROGUARD SPORTS INC	\$	245.43	11/29/2018 R
97704 R & R SPECIALTIES INC	\$	132.50	11/29/2018 R
97705 RACINE, COLLETTE	\$	64.82	11/29/2018 R
97706 RAMSEY COUNTY PUBLIC HEALTH	\$	125.00	11/29/2018 R
97707 RAMSEY COUNTY	\$	35,400.00	11/29/2018 R
97708 RATWIK ROSZAK & MALONEY PA	\$	1,688.23	11/29/2018 R
97709 READ NATURALLY INC	\$	237.45	11/29/2018 R
97710 REILAND, KAREN	\$	494.14	11/29/2018 R
97711 ROCKET MATH	\$	100.00	11/29/2018 R
97712 SAFEWAY DRIVING SCHOOL	\$	9,450.00	11/29/2018 R
97713 SAGDALEN, REBEKAH	\$	180.00	11/29/2018 R
97714 SCHMITT MUSIC COMPANY	\$	1,518.95	11/29/2018 R
97715 SCHOOL SPECIALTY	\$	125.73	11/29/2018 R
97716 SEEVER, GRAY	\$	160.00	11/29/2018 R
97717 SHRED-IT USA - MINNEAPOLIS	\$	233.73	11/29/2018 R
97718 SILK, JUDY	\$	35.00	11/29/2018 R
97719 SMARTSIGN	\$	217.46	11/29/2018 R
97720 SOUTH ST PAUL HIGH SCHOOL DEBATE	\$	245.00	11/29/2018 R
97721 SPORTS ILLUSTRATED KIDS	\$	139.65	11/29/2018 R
97722 ST AGNES	\$	525.00	11/29/2018 R
97723 ST PAUL PARKS AND RECREATION	\$	814.00	11/29/2018 R
97728 STAPLES ADVANTAGE	\$	1,284.98	11/29/2018 R
97729 STATE SUPPLY CO	\$	2,481.55	11/29/2018 R
97730 STENGLEIN, PAUL	\$	70.00	11/29/2018 R
97731 STONE, KATHY	\$	60.00	11/29/2018 R
97732 STREAMLINE DESIGN INC	\$	3,024.00	11/29/2018 R
97733 STUDENT SUPPLY	\$	485.79	11/29/2018 R
97734 SUCCESS BEYOND THE CLASSROOM	\$	490.00	11/29/2018 R
97735 SUMMIT COMPANIES	\$	275.00	11/29/2018 R
97736 SURPLUS SERVICES	\$	175.00	11/29/2018 R
97737 SYN-TECH SYSTEMS INC	\$	1,175.00	11/29/2018 R
97738 TA SCHIFSKY & SONS INC	\$	115,630.25	11/29/2018 R

97739	TERMINAL SUPPLY CO	\$	284.13	11/29/2018	R
97740	THE NEW YORK TIMES	\$	44.00	11/29/2018	R
97741	TR ENVIRONMENTAL CONSULTING, LLC	\$	320.00	11/29/2018	R
97742	TRADE PRESS INC	\$	2,189.16	11/29/2018	R
97743	TREASURED TRANSPORTATION	\$	107,808.70	11/29/2018	R
97744	TRI-STATE BOBCAT	\$	256.97	11/29/2018	R
97745	TRIO SUPPLY COMPANY	\$	4,273.30	11/29/2018	R
97746	TWIN CITY HARDWARE	\$	2,112.74	11/29/2018	R
97747	TWIN CITIES TRANSPORT & RECOVERY INC	\$	285.00	11/29/2018	R
97748	UHL CO INC	\$	5,353.00	11/29/2018	R
97749	US TICKET, INC	\$	332.84	11/29/2018	R
97750	VENBURG TIRE CO	\$	25.00	11/29/2018	R
97751	VERIZON WIRELESS	\$	1,492.24	11/29/2018	R
97752	VOIGT MOTORCOACH TRAVEL	\$	2,761.44	11/29/2018	R
97753	WHITE BEAR DANCE CENTER	\$	1,110.00	11/29/2018	R
97754	WHITE BEAR LOCKSMITH INC	\$	40.20	11/29/2018	R
97756	WHITE BEAR LAKE (CITY OF)	\$	7,879.78	11/29/2018	R
97757	WBL PIZZA MAN	\$	261.39	11/29/2018	R
97758	WELLNER LAW PLLC	\$	200.00	11/29/2018	R
97759	WESTERN PSYCHOLOGICAL SERVICES	\$	45.00	11/29/2018	R
97760	WINNICK SUPPLY	\$	18.48	11/29/2018	R
97761	WOOT MATH	\$	131.75	11/29/2018	R
97762	XCEL ENERGY	\$	81,309.74	11/29/2018	R
97763	AMAZON	\$	14,055.14	11/30/2018	R
97764	CUB FOODS OF WHITE BEAR TWSHP	\$	739.31	11/30/2018	R
97765	CUB FOODS	\$	369.98	11/30/2018	R
97766	DEFINITIVE TECHNOLOGY SOLUTION	\$	1,138.00	11/30/2018	R
97767	FESTIVAL FOODS-KNOWLAN'S	\$	411.52	11/30/2018	R
97768	FIREFLY COMPUTERS	\$	57,480.00	11/30/2018	R
97769	THE MORRIS LEATHERMAN CO	\$	10,000.00	11/30/2018	R
181900275	BECK, SUEANN	\$	19.56	11/1/2018	A
181900276	DAVIES, ALISON	\$	80.18	11/1/2018	A
181900277	DEGEEST, MICHELE	\$	19.62	11/1/2018	A
181900278	DERBY, SARA	\$	40.00	11/1/2018	A
181900279	ELLISON, JESSICA	\$	406.39	11/1/2018	A
181900280	GARCIA, RACHEL	\$	18.54	11/1/2018	A
181900281	GILLESPIE, ALISON	\$	96.84	11/1/2018	A
181900282	GRAY, DONALD	\$	137.60	11/1/2018	A
181900283	GRITZMACHER, SHAWN	\$	68.36	11/1/2018	A
181900284	HOUSE, VANESSA	\$	180.00	11/1/2018	A
181900285	KAZMIERCZAK, WAYNE	\$	260.00	11/1/2018	A
181900286	LAYNE, REMINGTON	\$	230.00	11/1/2018	A
181900287	MCGARTHWAITE, NICOLE	\$	30.00	11/1/2018	A
181900288	NIGHT PIPE, COYA	\$	153.69	11/1/2018	A
181900289	OGDEN, TERESA	\$	42.74	11/1/2018	A
181900290	PELOQUIN, BRIAN	\$	412.00	11/1/2018	A
181900291	PHOMPHENE, SAYSAMONE	\$	153.69	11/1/2018	A

181900292 SCHROEDER, AMANDA	\$	295.00	11/1/2018 A
181900293 SCHUMAN, ANNA	\$	88.29	11/1/2018 A
181900294 SKERLETTS, JACOB	\$	5.72	11/1/2018 A
181900295 THORSTAD, STEPHANIE	\$	176.99	11/1/2018 A
181900296 TOLONEN, CLAY	\$	94.42	11/1/2018 A
181900297 WACHLAROWICZ, JOHN	\$	183.05	11/1/2018 A
181900298 ALTHOF, KATHRYN	\$	19.07	11/15/2018 A
181900299 ANDERSON, CHRISTINA	\$	77.75	11/15/2018 A
181900300 ANDERSON, JON	\$	869.70	11/15/2018 A
181900301 ANDERSON, ROBERT	\$	107.00	11/15/2018 A
181900302 ANZEL, ASHLIE	\$	13.99	11/15/2018 A
181900303 BABCOCK, ARIANA	\$	260.00	11/15/2018 A
181900304 BATTAGLIA, JENNA	\$	102.57	11/15/2018 A
181900305 BEGE, JEFFREY	\$	189.31	11/15/2018 A
181900306 BENSEN, KATHERINE	\$	50.00	11/15/2018 A
181900307 BLODGETT, TRACY	\$	158.05	11/15/2018 A
181900308 BRUESS, DAWN	\$	105.45	11/15/2018 A
181900309 CRAIG, BEN II	\$	31.10	11/15/2018 A
181900310 CULHANE, MARIEL	\$	777.36	11/15/2018 A
181900311 DEEN, DENISE	\$	468.71	11/15/2018 A
181900312 DONAHOE, TRACI	\$	50.70	11/15/2018 A
181900313 DUSTIN, JOSEPH	\$	85.64	11/15/2018 A
181900314 EDBERG, REBECCA	\$	325.00	11/15/2018 A
181900315 ELLISON, JESSICA	\$	406.39	11/15/2018 A
181900316 ENGSTRAN, PAUL	\$	65.00	11/15/2018 A
181900317 FROILAND, JANE	\$	99.99	11/15/2018 A
181900318 GARCIA ANDERSON, ODELIS	\$	147.80	11/15/2018 A
181900319 GEDNALSKE, KIRK	\$	39.99	11/15/2018 A
181900320 GEFRE, DEBRA	\$	28.19	11/15/2018 A
181900321 GILLESPIE, ALISON	\$	386.56	11/15/2018 A
181900322 GUTHRIE, ASHLEY	\$	260.00	11/15/2018 A
181900323 HEALY, JASON	\$	139.59	11/15/2018 A
181900324 HIGGINS, SHEILA	\$	183.12	11/15/2018 A
181900325 HOCKING, SHAUN	\$	70.00	11/15/2018 A
181900326 HUBBARD, MICHELLE	\$	393.47	11/15/2018 A
181900327 IVEY, JEFFREY	\$	103.00	11/15/2018 A
181900328 JACOBS, HEATHER	\$	123.42	11/15/2018 A
181900329 KAZMIERCZAK, WAYNE	\$	805.69	11/15/2018 A
181900330 KENTFIELD, KELLY	\$	53.14	11/15/2018 A
181900331 LAMWERS, LINDSAY	\$	520.48	11/15/2018 A
181900332 LEHN, BRIDGET	\$	100.56	11/15/2018 A
181900333 LEWELLEN-CONTRERAS, AMY	\$	70.00	11/15/2018 A
181900334 MALMER, ALYSSA	\$	125.00	11/15/2018 A
181900335 MEYER, AMANDA	\$	36.24	11/15/2018 A
181900336 MILLER, MOLLY	\$	87.47	11/15/2018 A
181900337 MOORE, JENNIFER	\$	70.58	11/15/2018 A
181900338 MUELLER, CYNTHIA	\$	627.56	11/15/2018 A

181900339	MURPHY, MARY	\$	180.00	11/15/2018	A
181900340	NORDENSTROM, CARLA	\$	157.28	11/15/2018	A
181900341	OGRADY, CATHY	\$	361.45	11/15/2018	A
181900342	ORBELL, KELLI	\$	173.31	11/15/2018	A
181900343	OTTAVIANI, AMY	\$	20.17	11/15/2018	A
181900344	PAUL, SARA	\$	232.82	11/15/2018	A
181900345	PERCIVAL, PATRICIA	\$	205.00	11/15/2018	A
181900346	RATLIFF, GERALD	\$	35.43	11/15/2018	A
181900347	REED, TAMMY	\$	116.08	11/15/2018	A
181900348	ROESER, DANIEL	\$	767.29	11/15/2018	A
181900349	ROTH, TREVOR	\$	53.91	11/15/2018	A
181900350	RUDDY, JACQUELINE	\$	28.95	11/15/2018	A
181900351	RUOHOMAKI, TERESA	\$	92.59	11/15/2018	A
181900352	SAWYER, MADISON	\$	75.00	11/15/2018	A
181900353	SCHUEBEL, ANGELA	\$	40.33	11/15/2018	A
181900354	SEEBA, PAUL	\$	314.00	11/15/2018	A
181900355	VAIL, ANNE	\$	556.87	11/15/2018	A
181900356	VETTE, MARISA	\$	260.00	11/15/2018	A
181900357	WALD, TIMOTHY	\$	1,073.28	11/15/2018	A
181900358	WALSH, HEIDI	\$	226.84	11/15/2018	A
181900359	WATTERS, LAURA	\$	426.23	11/15/2018	A
181900360	WEINHOLD, TODD	\$	198.00	11/15/2018	A
181900361	WIECZOREK, THOMAS	\$	565.96	11/15/2018	A
181900362	WILLS, LORI	\$	15.26	11/15/2018	A
181900363	XU, HUI	\$	166.02	11/15/2018	A
181900364	ALI, OMAR	\$	69.30	11/29/2018	A
181900365	ALTHOF, KATHRYN	\$	78.00	11/29/2018	A
181900366	AUSTIN, TRE	\$	17.44	11/29/2018	A
181900367	BABIASH, JENNIFER	\$	156.90	11/29/2018	A
181900368	BARTH, CARRIE	\$	50.00	11/29/2018	A
181900369	BROWN, RYAN	\$	45.53	11/29/2018	A
181900370	DITTRICH, TIFFANY	\$	179.94	11/29/2018	A
181900371	DRANGE, ANGELA	\$	243.34	11/29/2018	A
181900372	EDGELL, JANE	\$	80.66	11/29/2018	A
181900373	ETERNO, CHERYL	\$	91.12	11/29/2018	A
181900374	FARINELLA, CAMILLE	\$	268.00	11/29/2018	A
181900375	FINK, AVIS	\$	263.23	11/29/2018	A
181900376	GRAMBUSH, TINA	\$	50.00	11/29/2018	A
181900377	GRANT, SHANNON	\$	40.00	11/29/2018	A
181900378	GRIEBENOW, BRIAN	\$	273.25	11/29/2018	A
181900379	HAGEN, CHERYL	\$	62.12	11/29/2018	A
181900380	HOLLY, TRACY	\$	73.57	11/29/2018	A
181900381	HOUSE, VANESSA	\$	103.55	11/29/2018	A
181900382	KAY MCPHERSON, CAROLYN	\$	46.49	11/29/2018	A
181900383	KELLEY, DEBRA	\$	235.00	11/29/2018	A
181900384	KELLEY, GRACE	\$	410.94	11/29/2018	A
181900385	KENTFIELD, KELLY	\$	83.45	11/29/2018	A

181900386	KISSNER, TABBITHA	\$	99.20	11/29/2018	A
181900387	KLECKER, KEVIN	\$	209.57	11/29/2018	A
181900388	LARSON, BRITA	\$	31.07	11/29/2018	A
181900389	LAYNE, REMINGTON	\$	320.00	11/29/2018	A
181900390	LEMIEUX, TAMARA	\$	54.50	11/29/2018	A
181900391	LILLIE, KRISTEN	\$	55.84	11/29/2018	A
181900392	MALDONADO PEREZ, GUILLERMO	\$	245.80	11/29/2018	A
181900393	MANLEY, KATHLEEN	\$	273.00	11/29/2018	A
181900394	MARKUSON, RACHAEL	\$	100.00	11/29/2018	A
181900395	MCCANN, ALLISON	\$	28.97	11/29/2018	A
181900396	MCGARTHWAITE, MICHAEL	\$	105.73	11/29/2018	A
181900397	MENCKE, LAURIE	\$	63.00	11/29/2018	A
181900398	NIGHT PIPE, COYA	\$	135.71	11/29/2018	A
181900399	O'LEARY, CHADRICK	\$	83.92	11/29/2018	A
181900400	OSTERLUND, MARY	\$	60.50	11/29/2018	A
181900401	OTTAVIANI, AMY	\$	260.00	11/29/2018	A
181900402	PETERSON, DONNA	\$	16.35	11/29/2018	A
181900403	PHOMPHENE, SAYSAMONE	\$	92.11	11/29/2018	A
181900404	PIERSON, CATHERINE	\$	51.23	11/29/2018	A
181900405	POKORNY, MARY	\$	1,041.40	11/29/2018	A
181900406	POLLARD, AIMIE	\$	63.77	11/29/2018	A
181900407	PONTIOUS, JODY	\$	536.00	11/29/2018	A
181900408	PRESSELLER, TRACY	\$	75.00	11/29/2018	A
181900409	REBER, JODY	\$	6.00	11/29/2018	A
181900410	SCHMIDT, HEATHER	\$	176.58	11/29/2018	A
181900411	SCHOUVIELLER, LORI	\$	101.37	11/29/2018	A
181900412	THOMAS, DAVID	\$	239.26	11/29/2018	A
181900413	VAN ARRAGON, JANEL	\$	277.68	11/29/2018	A
181900414	WALSH, HEIDI	\$	76.95	11/29/2018	A
181900415	WRIGHT, LAURA	\$	46.85	11/29/2018	A
181900416	ZICKERMANN, JORDAN	\$	260.00	11/29/2018	A

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$100 for Mamma Mia	Kathy Stone	White Bear Lake Area High School Theatre Program
\$250 for Mamma Mia	Bates Orthodontics	White Bear Lake Area High School Theatre Program
\$2,000 for the Peter Palm Scholarship Fund	G. Richard and Peggy Palen	White Bear Lake Area High School - South Campus
\$500 for StuCo Food Drive Donation	Firefly	White Bear Lake Area High School – South Campus
\$500 for Lunch Fund	Perkins	Vadnais Heights Elementary School
\$20 for Lunch Fund	Stephen Schrom	Vadnais Heights Elementary School
\$5,000 for William L. Bruggeman, Jr. Scholarship Fund	Diane K. Johnson Diversified Dynamics Corp.	White Bear Lake Area School District

RECOMMENDED ACTION: Accept donations.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
December 27-29, 2018 Giant's Ridge	Seth Salenger	Nordic Ski	0	12 students 1 adult/staff	Total Cost per Student: \$150 Total Cost: \$1800 Source of Revenue: Students pay for themselves	District Bus	This is an annual training trip for the Nordic team to bond and train.

Recommendation: The administration recommends the School Board approve this field trip.

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

BARBARA LINDEMER – Program Assistant Leader, Matoska Elementary
Employed by District 624 since 10/20/2011
Effective Date: 11/30/2018

RACHEL SAMS – Part-Time Cook, Central Middle School
Employed by District 624 since 09/04/2018
Effective Date: 11/30/2018

HEIDI SCHUSTER – Part-Time Cook, Central Middle School
Employed by District 624 since 03/19/2018
Effective Date: 11/30/2018

KATELYN SMITH – Pupil Support Assistant, Willow Lane Elementary
Employed by District 624 since 09/04/2018
Effective Date: 12/21/2018

RESIGNATION/TERMINATION – CERTIFIED STAFF
--

JEFF WITTROCK – Spanish Teacher, Matoska Elementary
Employed by District 624 since 08/20/2018
Effective Date: 12/20/2018

RETIREMENT – CLASSIFIED STAFF

ADRIE LYONS – Admin Assistant-Building Assistant, Matoska Elementary
Employed by District 624 since 11/13/2014
Effective Date: 12/21/2018

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF
--

ALISON BOEKE – From Media Clerk – Central Middle School
To Admin. Assistant – Manager, Supervisor or Coordinator - TEC
From \$19.26 per hr., 6.0 hrs. per day, To \$20.34 per hr., 7.5 hrs. per day
Effective Date: 11/12/2018

PENNY DALLY – Certified Tier I Field Technician – District Wide
From 20 hours per week, To 30 hours per week
Effective Date: 11/30/2018

LISA TIBBITTS – Program Assistant Leader

From Matoska, 28.75 hours per week, To Birch, 30.0 hours per week

Effective Date: 11/26/2018

LEAVE OF ABSENCE – CERTIFIED STAFF

TRACI BOWERMASTER – Special Education Teacher, Area Learning Center

Position .7 FTE, Leave .3 FTE

Effective Date: 08/27/2018 through 11/20/2018

LEAVE OF ABSENCE – CLASSIFIED STAFF

JOANNE ROGNEY – Part-Time Cook, Oneka Elementary

Employed by District 624 since 03/18/2014

Effective Date: 2018-2019 School Year

NEW PERSONNEL – CLASSIFIED STAFF

JENELL CRIST – Pupil Support Assistant, Otter Lake Elementary

\$18.77/hr., 32.5 hrs. per week, \$15,128.62

Effective Date: 11/28/2018

BREANNA FRAME – Program Assistant, Birch Lake and Matoska Elementary

\$13.98/hr., 22.5 hrs. per week, \$10,317.24

Effective Date: 11/12/2018

CYNTHIA KELSEY – Part-Time Cook, WBLAHS – South Campus

\$15.09/hr., 15.0 hrs. per week, \$5,839.83

Effective Date: 11/22/2018

KELLY MEYER – Pupil Support Assistant, Normandy Park and Hugo Elementary

\$18.77/hr., 30.0 hrs. per week, \$13,624.02

Effective Date: 11/30/2018

HEIDI NEWPOWER – Part-Time Cook, WBLAHS – North Campus

\$16.18/hr., 15.0 hrs. per week, \$7,183.92

Effective Date: 10/22/2018

XAI THAO – Program Aide, Lakeaires and Otter Lake Elementary

\$13.04/hr., 21.25 hrs. per week, \$9,088.88

Effective Date: 11/12/2018

NEW PERSONNEL – CERTIFIED STAFF

KRISTI GILE – .5 FTE Special Education Teacher, Lakeaires Elementary

BA+30, Step 9, \$15,830.36

Effective Date: 01/02/2019

NEW PERSONNEL – NON-AFFILIATED

MADISON VAN OSTRAND – Bear FUNdamentals Lead Instructor, Birch Lake Elementary
\$17.34 per hr., 40.0 hrs. per week, \$19,836.96
Effective Date: 11/07/2018

LONG TERM SUBSTITUTE – CERTIFIED STAFF

KAREN POPPA – 1.0 FTE Grade 5 Teacher, Lakeaires Elementary
MA+15, Step 13, \$9,400.00
Effective Date: 11/13/2018 through 12/21/2018

NATALIE SINDT – 1.0 FTE Social Studies Teacher, Sunrise Park Middle School
MA, Step 1, \$14,792.69
Effective Date: 11/29/2018 through 01/11/2019

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Legislative Priorities**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

Dr. Kazmierczak will provide information on AMSD's legislative platform for 2019 along with the District's priorities.



Association of Metropolitan School Districts

2 Pine Tree Drive, Suite 380, Arden Hills, MN 55112 • 612-430-7806 • www.amsd.org

AMSD 2019 Legislative Platform

Ensuring an Equitable and Excellent Education for All

Minnesota's future prosperity and ability to compete in the global economy is directly tied to successfully closing our racial and economic opportunity and achievement gaps while accelerating achievement for all students. Over the next two decades, millions of Baby Boomers throughout the nation will retire and leave the workforce, creating an unprecedented number of job openings. The looming workforce shortage comes as Minnesota and the nation are experiencing a major demographic transition.

While just six percent of our oldest residents (age 65+) are people of color, 31 percent of Minnesota's youngest residents (age 0-4) are children of color. The number of students eligible for English learner and special education services has risen significantly in recent years. The number of students living in poverty is at a record high and we have a growing number of homeless students. At the same time, Minnesota has significant racial and income-based disparities in employment, health care, home ownership and educational outcomes. It is imperative that we eliminate these racial and economic gaps and ensure every student graduates from high school ready for college or career.

Attaining this goal will require bold leadership and additional resources not currently provided by the State. It will also require that state policymakers and educators do things differently and think creatively with the bold leadership that was previously a Minnesota hallmark.

The AMSD Board of Directors has identified a series of recommendations to help Minnesota reclaim its place as a national leader in education by addressing its racial and economic disparities and ensuring equitable academic outcomes – high levels of achievement - for all students.

Stabilize Funding

Adequate, equitable and stable funding is essential to ensuring equitable academic outcomes for our students. Toward that end, the Governor and Legislature should:

- Increase the basic formula allowance by 3 percent per year and index the formula to inflation in future years;
- Increase special education funding to lower the state portion of the cross-subsidy by 50 percent over the next four years;
- Allow locally-elected school boards to renew an existing operating referendum;
- Index Local Optional Revenue to account for geographic wage differentials;
- Provide the school trust lands director the authority to maximize earnings from the school trust lands to benefit the trust beneficiaries – Minnesota's public school students.

Support Strategies to Help Close Opportunity and Achievement Gaps

We must strengthen and increase support for underperforming student groups to ensure every student graduates from high school ready for career or college. To address disparities and meet the needs of underserved students, the Governor and Legislature should:

- Increase funding for the English learner program to eliminate the shortfall;
- Create incentives and alternatives to attract, develop and retain teachers, particularly teachers of color and teachers in shortage areas;
- Expand the Extended Time Program so school districts can extend the school day, week and/or year to help struggling students succeed;
- Increase funding for school-based pre-kindergarten programs and fully fund all required program components;
- Provide more flexibility with state required assessments so school districts can offer assessments that more accurately measure student college or career readiness.

Ensure Safe Schools

To preserve public assets and ensure safe and secure learning environments for students and staff, the Governor and Legislature should:

- Increase the Safe Schools Levy for school districts and intermediate school districts to allow districts to hire additional counselors, social workers and other school support staff;
- Remove the per-pupil limit and expand the allowable uses of Long-Term Facilities Maintenance Revenue to allow school districts and intermediate school districts to enhance safety through security modifications to buildings, including remodeling and additions to existing space.

Increase Taxpayer Equity

Property tax levies play a critical role in funding education programs and facilities. However, these levies have widely varying impacts on local property taxpayers depending on the property wealth of the school district. These disparities should be addressed in the Omnibus Tax Bill. Specifically, the Governor and Legislature should:

- Increase equalization of the operating referendum, debt service and local optional levies;
- Oppose taxpayer subsidies of private education through vouchers, tax credits or scholarships.

Enhance Local Control

One size fits all mandates stifle innovation and creativity. Locally elected school boards are in the best position to work with their students, staff, parents and communities to address local needs and challenges. Specifically, the Governor and Legislature should:

- Refrain from enacting new unfunded mandates and reduce existing mandates and burdensome paperwork requirements;
- Expand the innovation zone law to allow school districts to try new instructional models, personalize student learning, and increase collaboration with post-secondary institutions and businesses;
- Allow locally-elected school boards to establish the school calendar that best meets the needs of their students and families.

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **December 10, 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: **2017-18 Combined World's Best Workforce and Achievement and Integration Summary Report**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

Minnesota School Districts are required to submit two annual reports to the Minnesota Department of Education (MDE): the Annual World's Best Workforce (WBWF) Summary Report and the Annual Achievement and Integration (A&I) Progress Report. Each year, districts must provide updates on progress, including holding a public meeting and reporting to MDE.

The "Striving for the World's Best Workforce" bill was passed in 2013 to ensure every school district in the state is making strides to increase student performance. Each district must develop a plan that addresses the following five goals:

1. All children are ready to start kindergarten.
2. All third-graders can read at grade level.
3. All achievement gaps between students are closed.
4. All students are ready for career and/or postsecondary education.
5. All students graduate from high school.

The purpose of the *Achievement and Integration for Minnesota* program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools.

Tonight, Assessment Coordinator Brian Morris will share 2017-18 data related to our WBWF and AI goals. Cultural Liaisons will also be present to provide insights regarding this year's continued progress.



2017-18 Combined WBWF Summary and Achievement and Integration Progress Report

District or Charter Name:

Grades Served:

WBWF Contact: Sara Paul

Title: Asst. Superintendent for Teaching & Learning

Phone: 651-407-7568

Email: Sara.Paul@isd624.org

A and I Contact: Sara Paul

Title: Asst. Superintendent for Teaching & Learning

Phone: 651-407-7568

Email: Sara.Paul@isd624.org

New this year! This is MDE's first attempt at asking districts/charters to submit one combined report to address two needs: the Annual WBWF Summary Report and the Annual Achievement and Integration (A&I) Progress Report. Hopefully this will help districts build connections between the work in both of these areas and simplify the reporting process with this integrated report.

This report has two parts:

Part A: Required for all districts/charters

Part B: Required for districts in the A&I program

All districts/charters must submit this completed template between **October 15 and December 15, 2018**, to MDE.WorlBestWorkForce@state.mn.us.

If you have questions while completing the WBWF portion of the summary, please feel free to email MDE.WorlBestWorkForce@state.mn.us or contact [Susan Burris](mailto:susan.burris@state.mn.us), (susan.burris@state.mn.us).program manager for District Support.

If you have any questions regarding the A&I portion of this report, please email MDE.Integration@state.mn.us.

Part A: Required for All Districts

Annual Report

WBWF Requirement: For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.

A & I Requirement: Districts must post a copy of their A & I plan, a preliminary analysis on goal progress, and related data on student achievement on their website 30 days prior to the annual public meeting.

- <http://www.whitebear.k12.mn.us/about/Teaching-and-Learning.asp>

Annual Public Meeting

WBWF Requirement: School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting.

A&I Requirement: The public meeting for A & I is to be held at the same time as the WBWF annual public meeting.

Monday, September 24, 2018– Work Study Session

Monday, October 8, 2018 – Board Meeting

Monday, November 26, 2018 - Work Study Session

Monday, December 10, 2018 - Board Meeting

District Advisory Committee

WBWF Requirement: The district advisory committee must reflect the diversity of the district and its school sites. It must include teachers, parents, support staff, students, and other community residents. Parents and other community residents are to comprise at least two-thirds of advisory committee members, when possible. The district advisory committee makes recommendations to the school board.

Complete the list of your district advisory committee members for the 2017-18 school year. Expand the table to include all committee members. Ensure roles are clear (teachers, parents, support staff, students, and other community residents).

District Advisory Committee Members	Role in District	Are they part of the Achievement and Integration leadership team? (Mark X if Yes)
James Barnett	Support Staff	X
Christy Bartlett	Parent	
Deb Beloyed	Community Resident/Parent	
Jan Chamberlin	Parent	
Kim Chapman	Community Resident/Parent	
Marisol Chiclana-Ayala	Parent	
Lyn Haselmann	Parent	
Angie Jones	Parent	
Victoria Leoni	Parent	
Dr. Wayne Kazmierczak	Superintendent	X
Ann Malwitz	Teaching & Learning Coordinator	
Myron Medcalf	Parent	
Brian Morris	Assessment Coordinator	X
Don Mullin	Community Resident/Parent	
Sara Paul	Assistant Superintendent	X
Jill Pearson	Teaching & Learning Coordinator	
Jan Peterson	Parent	

District Advisory Committee Members	Role in District	Are they part of the Achievement and Integration leadership team? (Mark X if Yes)
Cami Raeburn	Parent	
Briana Santoscoy	Support Staff	X
Dan Schmidt	Principal	
Tim Schochenmaier	Principal	
Dawn Segermark	Parent	
Leslie Sieleni	Parent	
Nancy Thom	Teacher/Parent	
Malia Yang-Xiong	Support Staff	X
Jordan Zickerman	Support Staff	X
Ashley Rensted	Student	
Elias Marquez Guterrez	Student	
Makena Pratt	Student	

Equitable Access to Excellent Teachers

WBWF Requirement: WBWF requires districts to have a process in place to ensure low-income students, students of color, and American Indian students are not taught at disproportionate rates by ineffective, inexperienced, and out-of-field teachers. The legislation also requires that districts have strategies to increase equitable access to effective and diverse teachers.

While districts may have their own local definitions, please note the definitions developed by Minnesota stakeholders during the Every Student Succeeds Act (ESSA) state plan development process:

- An **ineffective teacher** is defined as a teacher who is not meeting professional teaching standards as defined in local teacher development and evaluation (TDE) systems.

- An **inexperienced teacher** is defined as a licensed teacher who has been employed for three or less years.
- An **out-of-field teacher** is defined as a licensed teacher who is providing instruction in an area which he or she is not licensed.
 - o Data associated with equitable access to excellent teachers is reviewed and discussed by district and school level leadership teams.
 - o We do not have measureable gaps in equitable access to experienced, effective and in-field teacher. If we use our racially identifiable school (Willow Lane Elementary) as an example, we see similar proportions of new teachers (1% elementary-wide, 0% at Willow), teachers with a MA or higher (72% elementary-wide, 71% at Willow), teachers with 10+ years of experience (62% elementary-wide, 66% at Willow), and teachers with a license in-field (99% elementary-wide, 97% Willow).
 - o Providing access to diverse teachers is a challenge for our district as it is for schools across the state. 5% of licensed teachers in White Lake area schools and 8% of teachers statewide are teachers of color. Our efforts to increase the diversity of teachers in the district include reaching out to teachers of color via teacher education programs, recruitment by cabinet, principals and staff at job fairs, and an intentional effort to ensure that teachers of color know about opportunities in White Bear Lake.

Local Reporting of Teacher Equity Data

Please check the box below to confirm that you have publicly reported your data as described below.

Districts are required to publicly report data on an annual basis related to equitable teacher distribution, including data on access for low-income students, students of color, and American Indian students to effective, experienced, and in-field teachers. Beginning with the December 2019 WBWF summary report submission, districts will be required to provide an assurance that this data is being publicly reported.

For this 2017-18 WBWF summary report submission, please check the box if your district publicly reported this data.

X District/charter publicly reports data on an annual basis related to equitable teacher distribution, including data on access for low-income students, students of color, and American Indian students to effective, experienced, and in-field teachers.

Assurance Required Only for Districts/Charters with Comprehensive or Targeted Support (TSI or CSI) Schools

Districts or charters with schools identified as *comprehensive* or *targeted* support and improvement (CSI or TSI) under the new Minnesota North Star Accountability System are required to provide the assurance below.

☐ My district has a CSI or TSI school and support for required school improvement activities for each identified school in progress during the 2018-19 school year.

District/charter requirements can be found in the checklists posted [on the MDE website](#).

Goals and Results

SMART goals are: specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. Districts may choose to use the data profiles provided by MDE in reporting goals and results or other locally-determined measures.

All Students Ready for School

X WBWF Goal Only ☐ WBWF /A & I Goal	Result	Goal Status
In 2017-18, the number of children age 3 – 5 participating in early childhood screening will increase by at least 3% over the number of children screened in 2016-17.	In 2017-18, 625 children between the ages of 3 - 5 participated in early childhood screening. This is a 9 percentage point decrease from the 667 students who participated in screening in 2016-17.	<i>Check one of the following:</i> Multi-Year Goal: ☐ On Track ☐ Not On Track One-Year Goal ☐ Goal Met X Goal Not Met

- While there was a one-year dip in screening rates, the trend has been an increase from 596 in 2015 to 625 in 2018, an increase of 4.9% over three years. Early childhood screening happens through multiple providers, not just our school district. We want all children to participate in early childhood screening whether through the district or elsewhere. This year we will be introducing new t-shirts as part of an awareness building strategy of the importance of early childhood screening.
- We will be choosing a different metric and goal for this component of the World's Best WorkForce. The new metric will reflect the social, physical, and academic growth that we strive to achieve with our PreK learners.

All Students in Third Grade Achieving Grade-Level Literacy

X WBWF Goal Only ☐ WBWF /A & I Goal	Result	Goal Status
The percentage of grade 3 students proficient on the MCA-III Reading assessment will increase by at least 3 percentage points, from 64.6% in 2017 to above 66.5% in 2018.	Grade 3 proficiency, as measured by the MCA, increased 0.5 percentage points, from 64.6% to 65.1%. We did not meet our goal of a 3 percentage point increase in grade 3 proficiency for 2018. Across the elementary grade band we had a 2.3 percentage point increase in proficiency consisting of a 0.5 point increase in third grade, a 3.8 point increase in 4th grade, and a 2.0 point increase in 5th grade. We had a narrowing of proficiency gaps in third grade reading among Hispanic students while proficiency gaps increased for other groups.	<i>Check one of the following:</i> Multi-Year Goal: ☐ On Track ☐ Not On Track One-Year Goal ☐ Goal Met X Goal Not Met ☐ District/charter does not enroll students in grade 3

- A cohort view of reading proficiency for our 2017 third graders shows that 80% had medium to high growth as fourth grader in 2018, leading to a 3% increase by 4th graders over their 3rd grade proficiency level.
- Phonemic Awareness metrics show that we need to address challenges primary-grade learners are having with Letter Sounds and Decodable Words. Our Kindergarten summer preschool assessments have been refined to include more assessments that measure phonemic awareness.
- Interventions are in place to support students to read at proficient levels. 63% of Asian and Hispanic 2018 third grade students that did not reach proficiency will continue to receive additional supports via EL services. All of our students who have not reached proficiency will receive tier 2 and tier 3 reading interventions in addition to core classroom literacy instruction.
- In 2018/19 we will fully implement our Common Interim Assessments, which provide consistent checkpoints and feedback aligned to state literacy standards

Close the Achievement Gap(s) Between Student Groups

☐ WBWF Goal Only X WBWF /A & I Goal	Result	Goal Status
By 2017-18, participation in concurrent enrollment courses for all racial/ethnic and socio-economic groups will mirror the participation rate of our benchmark group. Our benchmark group (the group with the proportionally highest presence) in these courses is White students from mid/high income families. Our goal participation rate in 2016 was 51%, in 2017 was 61%, and was also 61% in 2018.	Participation increased from 51% in 2016 to 61% in 2018. Participation gaps were effectively narrowed across nine racial/ethnic and economic groups. In 2018, participation equity was achieved by Asian students. Participation increased across all demographic groups 77% of our 2018 graduates participated in at least one college level class. 32% of 2018 10th graders have participated in at least one college level class.	Check one of the following: Multi-Year Goal: X On Track ☐ Not On Track One-Year Goal ☐ Goal Met ☐ Goal Not Met

- Participation equity for other groups is on track to be achieved by 2019. Registration of 11th and 12th graders in college level courses for the 2018-19 school year is at 66%. Participation equity has been reached at the 66% percent rate among students who are Asian, Black or African American, and Multiracial who are from families with Medium or High income.
- In 2018/19, we will begin our fourth year of applying equitable enrollment strategies which identify students who have not registered but have data indicating readiness for college level coursework. Providing ongoing support for students and professional development for staff has been critical to our success.

All Students Career- and College-Ready by Graduation

☐ WBWF Goal Only ☐ WBWF /A & I Goal	Result	Goal Status
GOAL 1: By 2018, the percentage of WBLAHS graduates who are enrolled in developmental coursework during their first two years of post-secondary education will decrease from 24% to 15%. GOAL 2: By the 2018 school year, the percentage of WBLAHS and ALC students registered in at least one career pathway course will increase by three percentage points, from 9% in 2017 to 12% in 2018.	GOAL 1: We are making significant progress towards this goal. The most recent class for which we have complete data is the class of 2016. 19% of the class of 2016 enrolled in developmental coursework during the first or second year of college. GOAL 2: We have exceeded the second goal for 2018. 406 students participated in at least one Career Pathways course in 2018.	Check one of the following: Multi-Year Goal: ☐ On Track ☐ Not On Track One-Year Goal X Goal Met ☐ Goal Not Met

- The percent of White Bear graduates who have needed developmental coursework in college has steadily decreased from 35% of 2012 graduates to 19% of 2016 graduates. This means that less students need to take non-credit bearing courses when they go to Century.
- We are on track for reaching our goal of decreasing the number of students needing developmental coursework to 15% for the class of 2018. The class of 2018 developmental coursework data will be available in 2020.
- 406 students represents 16% of all White Bear students in grades 9 through 12 in 2018. These 406 students took Career Pathways courses in Manufacturing, Construction, Healthcare, and Information Technology. We expect that participation rate to continue to increase. Courses within career pathways are being offered at all high school campuses and, during the 2018-19 school year, 502 students are registered for at least one pathway course. In addition to the instruction and guidance of classroom teachers, our Career Pathway program is supported by a Career Navigator and a College and Career Counselor.

All Students Graduate

☐ WBWF Goal Only X WBWF /A & I Goal	Result	Goal Status
The percentage of students graduating within four years will increase by one percentage point, from 91% in 2015/16 to 92% in 2016/17.	The four-year graduation rate for the class of 2017 was 88.7%. 6.9% of the class of 2017 are still in progress to complete their graduation requirements. 3% dropped out and 1.4% had unknown status. Our 7-year graduation rate, which includes students at our Transition Education Center and students who continued beyond four years at the Area Learning Center, was 94%.	Check one of the following: Multi-Year Goal: ☐ On Track ☐ Not On Track One-Year Goal ☐ Goal Met X Goal Not Met ☐ District/charter does not enroll students in grade 12

- We will be conducting an in-depth review into the paths of our students who end their 4th year of high school in the Continuing, Drop-out, or Unknown categories – when did they first fall behind in credits? What patterns can be observed in grades, behavior reports or attendance of these students?
- Early interventions around grading policies, credit recovery, and attendance will be put in place to reduce the number of students who don't graduate within four years.

Part B: Achievement and Integration Progress Report

This portion is only required for districts participating in the A&I program.

If one of your A&I goals is the same as your WBWF goals, please note that in the box below and do not feel a need to repeat the information already provided for that goal area.

Achievement and Integration Goal 1

Goal Statement	Achievement or Integration Goal?	Baseline	Year 1 (2017-18) Actual	On Track?
Increase from 90% to 96% the number of students who graduate from high school by 2020. This goal aligns with WBWF Goal #5: All Students Graduate.	☒ Achievement Goal ☐ Integration Goal	Class of 2017 4-year rate: of 88.7%	Since the 2017 graduation date, 28 additional cohort members have graduated, bringing the 5-year rate up to at least 93.4%. The WBLAS 7-year rate in 2017 was 94.0% 2018 graduation rate data will be released in February, and assessment of progress towards our goals will take place then.	Check one of the following: ☒ On Track ☐ Not on Track

Actions:

- Improve attendance through identification of chronically absent students and providing supports for students and families.
- Increase time spent engaged in classwork via student behavior supports.
- Improve performance and reduce F's in coursework by supporting student transitions between grade levels.

Progress Monitoring: We track progress on our goal through the following indicators: data on chronic absences, student referrals, number of students with D's and F's, participation counts for parent engagement events and trainings, and survey responses.

Achievement and Integration Goal 2

Goal Statement	Achievement or Integration Goal?	Baseline	Year 1 (2017-18) Actual	On Track?
Close the achievement gap in both reading and math by 15%. This goal aligns with WBWF goal #3: Close the Achievement Gaps Between Student Groups.	<i>Check one of the following:</i> ☒ <i>Achievement Goal</i> ☐ <i>Integration Goal</i>	Proficiency gaps range from 2.8 to 19.7 percentage points in reading and from 4.8 to 30.3 percentage points in math.	Proficiency gaps range from 2.7 to 27.9 percentage points in reading and from 13.9 to 31.2 percentage points in math.	<i>Check one of the following:</i> ☒ <i>On Track</i> ☐ <i>Not on Track</i>

Actions:

- Strengthen instructional practice through AVID PATH training through collaborative district partnership.
- Provide targeted support to students who have one or more D or F.
- Professional development in changing instruction in response to student formative data.
- Continue to build instructional capacity in literacy through coaching, modeling, and alignment of standards.
- Focus on strengthening student number sense through instructional development and an in-depth examination of math standards.

Progress Monitoring: We track progress on our goal through the following indicators: yearly increase in reading and math MCA proficiency, cohort increase in MCA reading and math proficiency, and reduction in the number of student referrals.

Please Note: If you have additional goals to add, copy and paste the A&I goal table below.

Achievement and Integration Goal 3

Goal Statement	Achievement or Integration Goal?	Baseline	Year 1 (2017-18) Actual	On Track?
Increase the number of underserved students who are Career/College ready and enrolled in rigorous coursework, including students enrolled in alternative learning centers. This goal aligns with WBWF goals #3 and #4: Close Gaps Between Student Groups and All Students Career- and College-Ready By Graduation.	☒ <i>Achievement Goal</i> ☐ <i>Integration Goal</i>	In 2017, we missed our College Level Class participation equity goal by 50 students.	In 2018, we missed our College Level Class participation equity goal by 42 students. We are on track to continue to reduce our participation equity gap in 2019.	<i>Check one of the following:</i> ☒ <i>On Track</i> ☐ <i>Not on Track</i>

Actions:

- Support underrepresented students during course selection to inform them of career pathway opportunities and opportunities to participate in college level coursework in high school.
- Professional development in AVID strategies focused on college and career readiness.
- Communicate with parents and other stakeholders to support their involvement in their child's readiness for college and career.

Progress Monitoring: We measure our progress by monitoring the participation gap for students from underrepresented groups in college level courses, the proportion of students within our college level courses who earn a C- or higher, and the level of parent engagement around college and career readiness.

Please Note: If you have additional goals to add, copy and paste the A&I goal table below.

Achievement and Integration Goal 4

for Racially Identifiable School - Willow Lane Elementary

Goal Statement	Achievement or Integration Goal?	Baseline	Year 1 (2017-18) Actual	On Track?
Increase reading proficiency on MCA assessments for Willow Lane students from 51.7% to 70.8%.	☒ <i>Achievement Goal</i> ☐ <i>Integration Goal</i>	In 2017, 50.0% of Willow students were in the Meets or Exceeds category on MCA Reading.	In 2018, 55.3% of Willow students were in the Meets or Exceeds category on MCA Reading.	<i>Check one of the following:</i> ☒ <i>On Track</i> ☐ <i>Not on Track</i>

This increase from 50.0% to 55.3% included an increase by the 4rd grade cohort from 44.2% proficient in 2017 (3rd grade) to 54.7% proficient in 2018 (4th grade), and an increase by the 5th grade cohort from 46.5% proficient in 2017 (4th grade) to 61.4% proficient in 2018 (5th grade).

Actions:

- In addition to district-wide initiatives in closing proficiency gaps, we will increase classroom engagement by reducing the number of students who receive disciplinary action that warrants extended time out of class.
- Continue to build instructional capacity in literacy through coaching, modeling, and alignment of standards.
- Focus on strengthening student number sense through instructional development and an in-depth examination of math standards.

Progress Monitoring: We track progress on our goal through the following indicators: increase in reading MCA proficiency, cohort increase in MCA reading proficiency, and reduction in the number of student referrals.

Integration

Please summarize the impact of the integration strategies you implemented with the A&I districts you partnered with during the 2017-18 school year. Also consider ways that your A&I plan strategies have increased integration within your district.

Willow Lane Elementary, our racially identifiable school, has implemented structures for transitioning new students into the school, increased parent outreach and community-building, built collaborative learning opportunities around intentional integration, and developed staff ability to lead meaningful integrated learning experience with their non-identified partner school. The Student Success Coordinator supports new students as they transition into Willow through a school tour, monthly on-boarding meetings, and staff designated as their supporting adult. Additionally, the Student Success Coordinator works with Willow staff and district cultural liaisons to increased parent communication efforts and built parent and community engagement experiences such as IZI. Willow Lane and Otter Lake Elementary (non-racially identified) staff have participated in professional development through Equity Alliance to build their skill in facilitating their shared integrated learning experience at Tamarack Nature Center. Partnered Willow and Otter classrooms attend STEM learning together three times per year at Tamarack Nature Center. Learning activities are purposefully structured to promote personal engagement and to build individual relationships over the course of the school year.

AGENDA ITEM: **Presentation and Public Hearing Related to the
Proposed 2018 Payable 2019 Property Tax Levy**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Attached please find the presentation slides that will be used to discuss the School District's 2018 payable 2019 property tax levy. Minnesota school districts are required to discuss the levy at a regularly scheduled board meeting and allow the public to speak. This will occur at the upcoming meeting on December 10, 2018 at 7:00 p.m.



DECEMBER 10, 2018

PRESENTED BY:

TIM WALD,

ASSISTANT SUPERINTENDENT FOR FINANCE

AND OPERATIONS

&

THOMAS WIECZOREK,
DIRECTOR OF FINANCE

Tax Hearing Presentation

State Law Requires Public Meeting:

- Between November 25th and December 28th
- After 6:00 PM
- May be part of regularly scheduled meeting
- May adopt final levy at same meeting

State Law Requires Presentation of:

- Current year budget
- Prior year actual revenue & expenditures
- Proposed property tax levy including % increase
- Specific purposes & reasons taxes are being increased

**State Law also requires the district allow for public comments*

Agenda for Hearing

1. Background on Student Achievement and School Funding
2. District Budget
3. District's Proposed Tax Levy for Taxes Payable in 2019
4. Public Comment

Minnesota Public School Student Achievement is Strong

- State law requires all juniors and seniors be offered the ACT, but the test is no longer mandatory. We provide a free ACT test for all students
- In 2018 Minnesota ranks first among the 19 states where 90% or more students take the college entrance exam, earning a composite score of 21.3
- National composite score for 2018 is 20.8 based on 55% of 2018 graduating seniors taking the ACT
- The Class of 2018 earned a composite ACT score of 21.9

Success Story-Academics

Class of 2018 ACT Results

	% of test takers	Composite
White Bear Lake	94%	21.9%
National Avg	55%	20.8%

2018 MCA Test Results

Percentage Meeting or Exceeding Standards

	Math	Reading	Science
White Bear Lake	64.7%	64.8%	57.9%
State Avg	57.7%	60.4%	52.5%

Minnesota State Constitution Assigns Legislature Responsibility to Set Funding for Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The legislature shall make such provisions by taxation or otherwise as will secure a thorough and efficient system of public schools throughout the state.”

As a Result...

School funding is highly regulated by the state

State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy (districts can levy less but not more than amount authorized by state, unless approved by voters)

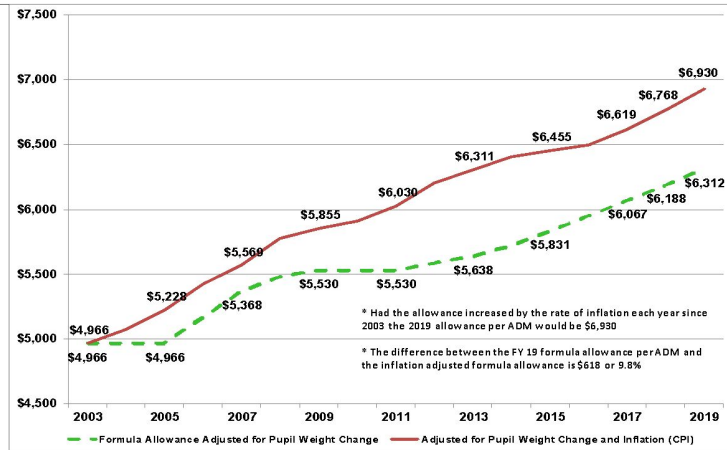
State also authorizes school board to submit referendums for operating and capital needs to voters for approval

Challenge: State Set Basic General Education Formula Lags Inflation

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2018-19, Legislature approved an increase of 2% or \$124 per pupil
- Per-pupil allowance for Fiscal Year 2018-19 would need to increase by another \$618 (9.8%) to have kept pace with inflation since 2002-03

Basic General Education Formula Lags Inflation

General Education Formula Allowance, 2003-2019
Adjusted for Pupil Weight Change and Inflation (CPI)



Underfunding of Special Education

MDE reports the FY 2016 cost of providing special education programs was underfunded by \$697 million, or an average of 40% underfunded

Translating into a statewide average funding shortfall of \$5,783 per special education student

Underfunding of special education costs requires a transfer from regular program resources to support an underfunded program mandated by state and federal law

Primary options to bridge special education funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

Result: Growing Dependence on Referendum Revenue

- In 1992-93, 65% of districts had operating referendum revenue averaging \$332 per pupil
- For 2018-19, all Minnesota districts have referendum revenue and/or local optional revenue levy authority averaging \$1,371 per pupil
 - Referendum revenue provides 13% of General Fund operating revenue
 - Of this amount, \$951 is a board approved or voter approved operating referendum, and \$420 is Local Optional Revenue

Change in Tax Levy Does not Determine Change in Budget

1

Tax levy is based on many state-determined formulas plus voter approved referendums

2

Some increases in tax levies are revenue neutral, offset by reductions in state aid

3

Expenditure budget is limited by state-set revenue formulas, voter-approved levies, and fund balance

4

An increase in school taxes does not always correlate to an equal increase in budget

School District Levy Cycle Differs from City/County Levy Cycle

City/County:

- Budget Year same as calendar year
- 2019 taxes provide revenue for 2019 calendar year budget

Schools:

- Budget year begins July 1st and coincides with school year
- 2019 taxes provide revenue for 2019-20 school fiscal year
- Budget will be adopted in June 2019

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information and prior year actual financial results be presented at this hearing. The Fiscal 19-20 budget will be set in June 2019.

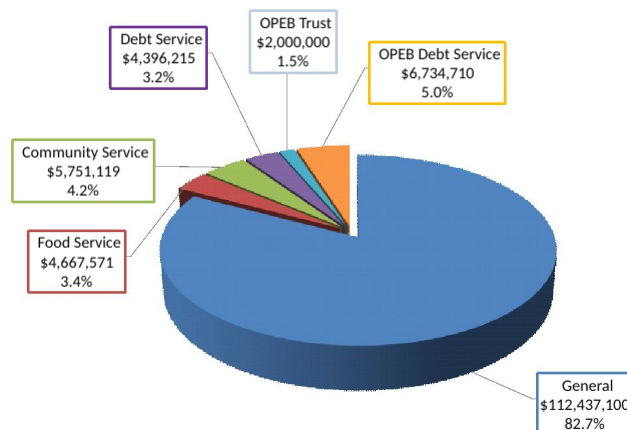
All school district budgets are divided into separate funds, based on purposes of revenue, as required by law

Our District's Funds:

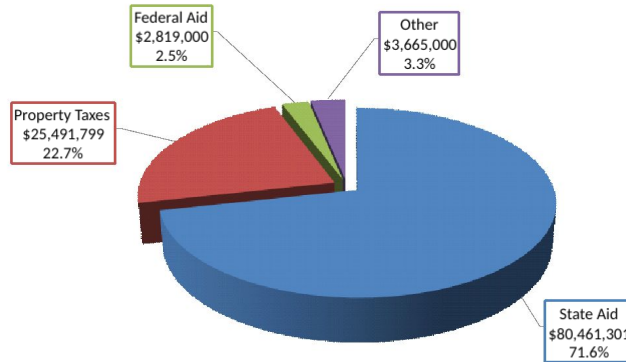
- General
- Food Service
- Community Service
- Building Construction
- Debt Service
- Trust
- Internal Service
- OPEB Trust
- OPEB Debt Service

Fund	FY 2018 Beginning Fund Balances	FY 2018 Actual Revenues and Transfers In	FY 2018 Actual Expenditures and Transfers Out	June 30, 2018 Actual Fund Balances	FY 2019 Budget Revenues and Transfers In	FY 2019 Budget Expenditures and Transfers Out	June 30, 2019 Projected Fund Balance
General Fund/Restricted	\$ 2,414,098	\$ 6,523,977	\$ 7,577,399	\$ 1,360,676	\$ 6,874,810	\$ 5,538,790	\$ 2,696,696
General Fund/Other	\$ 22,625,505	\$ 101,069,530	\$ 105,180,487	\$ 18,514,548	\$ 105,562,290	\$ 107,169,934	\$ 16,906,904
Food Service Fund	\$ 501,338	\$ 4,563,172	\$ 4,375,549	\$ 688,961	\$ 4,667,571	\$ 4,705,251	\$ 651,281
Community Service Fund	\$ 1,647,673	\$ 6,081,837	\$ 6,147,819	\$ 1,581,691	\$ 5,751,119	\$ 6,018,648	\$ 1,314,162
Building Construction Fund	\$ 1,683,588	\$ 15,881,080	\$ 1,167,397	\$ 16,397,271	-	-	\$ 16,397,271
Debt Service Fund	\$ 1,253,704	\$ 16,442,223	\$ 16,272,110	\$ 1,423,817	\$ 4,396,215	\$ 4,377,166	\$ 1,442,866
Trust Fund	\$ 147,964	\$ 217,526	\$ 122,898	\$ 242,592	-	-	\$ 242,592
Internal Service Fund	\$ (970,064)			\$ (923,098)			
*OPEB Revocable Trust Fund	-	-	-	-	-	-	\$ -
OPEB Irrevocable Trust Fund	\$ 30,294,627	\$ 3,683,698	\$ 1,210,527	\$ 32,767,798	\$ 2,000,000	\$ 1,300,000	\$ 33,467,798
*OPEB Debt Service Fund	\$ 1,111,175	\$ 6,378,535	\$ 6,204,275	\$ 2,285,435	\$ 6,734,710	\$ 6,572,538	\$ 1,447,607
TOTAL - ALL FUNDS	\$ 60,709,608	\$ 160,841,578	\$ 148,258,461	\$ 73,339,691	\$ 135,986,715	\$ 135,682,327	\$ 74,567,177

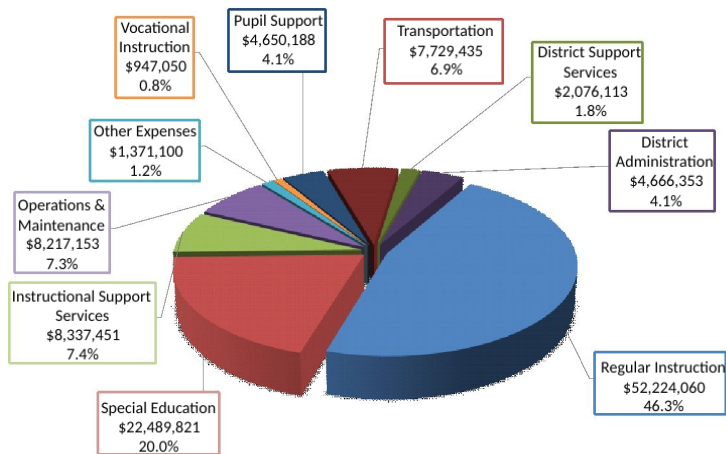
White Bear Lake Independent School District 624
Revenue - All Funds
2018-19 Budget \$135,986,715



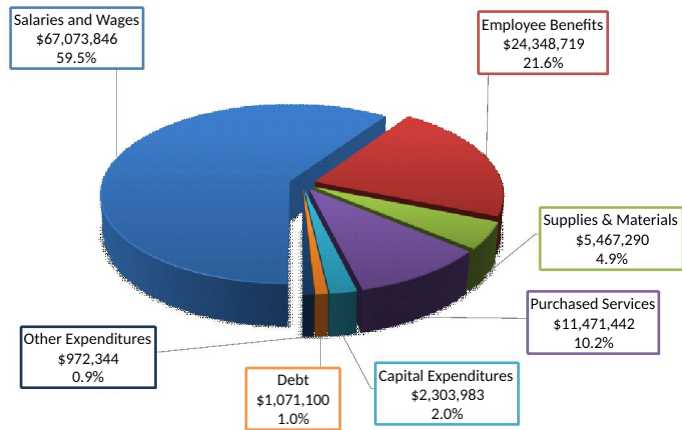
White Bear Lake Independent School District 624
General Fund Revenue
2018-19 Budget \$112,437,100



White Bear Lake Independent School District 624
General Fund Expenditures by Program
2018-19 Budget \$112,708,724



White Bear Lake Independent School District 624
General Fund Expenditure by Object
2018-19 Budget \$112,708,724



Payable 2019 Property Tax Levy

- Determination of levy
- Comparison of 2018 to 2019 levies
- Specific reasons for changes in tax levy
- Impact on property taxes

Property Tax Background

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions

Parcel Specific Notice:

This is a sample of the notice mailed to every property owner between November 11-24 with information on the impact of the Proposed 2019 levy on their property.

Contents:

- Proposed property tax compared to last year
- By voter approved and other
- By taxing jurisdiction
- Contains time and place of public meeting



Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 78
Spencer, MN 55555-5555
(555) 345-6789
www.co.spruce.mn.us

TAXPAYER(S):
John and Mary Johnson
123 Pine Rd S
Spencer, MN 55555-5555

Property Information
PIN Number: 0123456789R1 Property Address: 789 Pine Rd S
Spencer, MN 55555
Property Description:
Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2019

THIS IS NOT A BILL. DO NOT PAY.

VALUES AND CLASSIFICATION			
Step	Taxes Payable Year	2018	2019
1	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$23,800
	Taxable Market Value	\$125,000	\$126,200
	Class	Res 70/Unad	Res 70/Unad
PROPOSED TAX			
2	Property Taxes before credits	\$1,562.46	
	School building bond credit	\$	\$ 12.00
	Agricultural market value credit		
	Other credits		
Property Taxes after credits		\$1,550.46	
Step	PROPERTY TAX STATEMENT		
3	Coming in 2019		
The time to provide feedback on PROPOSED LEVIES is NOW			

Proposed Property Taxes and Meetings by Jurisdiction for Your Property			
Contact Information	Meeting Information	Actual 2018	Proposed 2019
State General Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spencer, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 5, 7:00 PM	\$408.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spencer, MN 55555 www.ci.spruceville.mn.us (555) 123-7894	December 1, 6:30 PM Spencer City Hall	\$273.79	\$312.06
Spencer School District 909 101 N. 25th St Spencer, MN 55555 www.spencer.k12.mn.us (555) 123-4789 Name: Approved Levies Chief Levies	December 10, 7:00 PM Spencer High School Cafeteria	\$280.35 \$481.51	\$266.68 \$322.60
Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2019 may be higher than the proposed amount shown on this notice.			
Memo Special Taxing Districts	December 12, 7:30 PM Spencer Public Center 300 Pine St Spencer, MN 55555	\$57.76	\$58.70
Other Special Taxing Districts	No public meeting	\$12.80	\$13.02
Tax Increment Tax	No public meeting	\$10.11	\$11.22
Total excluding any special assessments		\$1,409.02	\$1,550.46 8.4%

School District Property Taxes

- Each school district may levy taxes in over 40 different categories
- “Levy limits” (maximum levy amounts) for each category are set by
 - State law
 - Voter approval
- Minnesota Department of Education (MDE) calculates detailed levy limits for each district

Property Tax Background

School District Property Taxes

- Key steps in process are summarized on next slide
- Any of these steps may affect the taxes on a parcel of property, but district has control over only 1 of the 7 steps

Minnesota School District Property Taxes - Key Steps in the Process

Step 1. The **City or County Assessor** determines the estimated market value for each parcel of property in the county.

Step 2. The **Legislature** sets the formulas for tax capacity. (E.g., for homestead residential property, tax capacity = 1% of first \$500,000 in value + 1.25% of value over \$500,000.) These formulas determine how much of the tax burden will fall on different types of property.

Step 3. The **County Auditor** calculates the tax capacity for each parcel of property in the county (based on values from step 1 and tax capacity formulas from step 2), as well as the total tax capacity for each school district.

Step 7. The **County Auditor** divides the final levy (determined by the school board in step 6) by the district's total tax capacity (determined in step 3) to determine the tax rate needed to raise the proper levy amount. The auditor multiplies this tax rate times each property's tax capacity, to determine the school tax for that property.*

Step 4. The **Legislature** sets the formulas which determine school district levy limits. These are the maximum amounts of taxes that school districts can levy in every category.

Step 5. The **Minnesota Department of Education** calculates detailed levy limits for each school district, based on the formulas approved by the Legislature in step 4. These limits tell districts the exact amounts that can be levied in every category.

Step 6. The **School Board** adopts a proposed levy in September, based on the limits set in step 5. After a public hearing, the board adopts a final levy in December. Final levy cannot be more than the preliminary levy, except for amounts approved by voters.

* For certain levy categories (referendum, equity and transition levies), tax rates and levy amounts are based on **referendum market value**, rather than **tax capacity**.

Schedule of Events in Approval of District's 2018 (Payable 2019) Tax Levy

September 7:
MDE prepared and distributed first draft of levy limit report setting maximum authorized levy

September 24:
School Board approved maximum levy amounts

Mid-November:
County mailed "Proposed Property Tax Statements" to all property owners

December 10:
Public hearing on proposed levy at regular meeting

December 10:
Following hearing, School Board will vote to certify final levy amounts

Overview of Proposed Levy Payable in 2019

Total 2019 proposed property tax levy is an increase from 2018 of \$5,317,807 or 13.8%

State law requires that we explain reasons for major increases in levy

Some decreases in specific levies will also be explained

White Bear Lake Area School District #624

Comparison of Proposed Tax Levy Payable in 2018 to Actual Levy Payable in 2019

Fur Levy Category	Actual Levy Payable in 2018	Proposed Levy Payable in 2019	\$ Change	% Change
General Fund				
Voter Approved Referendum	\$13,497,255	\$14,246,789	\$749,534	
Local Optional Revenue	3,883,586	4,047,165	163,579	
Equity	847,130	935,907	88,777	
Capital Projects - Technology	1,704,570	1,866,380	161,810	
Operating Capital	783,218	909,084	125,866	
Long Term Facilities Maintenance	2,096,871	737,551	(1,359,320)	
Instructional Lease	1,927,951	1,881,058	(46,893)	
Safe Schools	467,129	486,805	19,676	
Other Including Abatements	1,233,719	1,263,417	29,698	
Adjustments	61,352	1,358,766	1,297,414	
Total, General Fund	\$26,502,781	\$27,732,923	\$1,230,141	4.6%
Community Service Fund				
Basic Community Education	\$450,353	\$450,353	\$0	
Early Childhood Family Education	254,092	260,029	5,937	
School-Age Child Care	300,000	325,000	25,000	
Other	11,695	12,112	417	
Adjustments	7,463	49,874	42,412	
Total, Community Service Fund	\$1,023,603	\$1,097,369	\$73,766	7.2%
Debt Service Funds				
Voter Approved	\$3,224,550	\$930,510	(\$2,294,040)	
LT Facility Maintenance	1,313,903	4,417,926	3,104,023	
Other Post Employment Benefits	6,901,165	10,109,663	3,208,498	
Reduction for Debt Excess	(411,934)	(477,776)	(65,842)	
Adjustments	33,241	94,502	61,261	
Total, Debt Service Fund	\$11,060,925	\$15,074,825	\$4,013,900	36.3%
Total Levy, All Funds	\$38,587,309	\$43,905,116	\$5,317,807	13.8%
Subtotal by Truth in Taxation Categories:				
Voter Approved	15,186,756	16,947,006	1,760,250	
Other	23,400,553	26,958,110	3,557,557	
Total	\$38,587,309	\$43,905,116	\$5,317,807	13.8%

Explanation of Levy Changes

Category: General Fund – Voter Approved Operating Referendum

Change: +\$749,534

Use of Funds: General Operating Expenses

Reason for Change:

- Funding for the operating referendum is provided through a combination of local tax levy and state aid
- Because district's total property value increased, share of funding provided through tax levy increased
- Voter approved allowance includes an inflationary adjustment
- Enrollment is projected to increase

Explanation of Levy Changes

Category: General Fund – Long Term Facilities Maintenance (LTFM)

Change: -\$1,359,320

Use of Funds: Deferred facility maintenance costs

Reason for Change:

- Replaces Alternative Facility Levy, Health and Safety Levy, and Deferred Maintenance Levy
- Levy based on ten year maintenance program approved by District and MDE
- Levy is for "pay as you go" maintenance expenses, which can also be funded with bonds
- Portion of decrease offset by increase to Debt Service Fund for bonds

Explanation of Levy Changes

Category: General Fund – Adjustments

Change: +\$1,297,414

Use of Funds: General Operating Expenses

Reason for Change:

- Initial levies are estimates, with prior year levy adjustments calculated by state for up to three years
- Additional pupils resulted in referendum and local optional levy increasing
 - Initial levy for 2018-19 school year was based on 376 fewer pupils when set in December 2017
 - Referendum and local optional levy is based on number of pupils, so increase of pupils increased these levies by approximately \$1.1 million, which makes up the majority of these adjustments

Explanation of Levy Changes

Category: Debt Service

Change: +\$4,013,900

Use of Funds: Annual required payments of principal & interest on bonds

Reason for Change:

- Shift between voter approved and facilities maintenance bond payments due to paying off of older voter approved bonds
- Planned net increase in total bond payments

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property in District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs and costs, voter-approved referendums, and other factors

Four Year School Levy Comparison

Following are a table and graphs showing examples of changes in school district portion of property taxes from 2016 to 2019

Examples include school district taxes only

All examples are based on a 14.7% increase in property value over this period

- Actual changes in value may be more or less than this for any parcel of property
- Intended to provide a fair representation of what has happened to school district property taxes over this period for typical properties

Data by Ehlers (ISD624 financial advisors)

Impact on Taxpayers

- Amounts for 2019 are preliminary estimates, based on best data available now – final amounts could change slightly
- Estimates prepared by Ehlers, District's municipal financial advisors
- For commercial-industrial property, examples are for property in City of White Bear Lake; school taxes in other parts of the District may be slightly higher or lower due to variations in impact of Fiscal Disparities Program

White Bear Lake ISD 624

Estimated Changes in School Property Taxes, 2016 to 2019

Based on 14.7% Cumulative Changes in Property Value from 2016 to 2019 Taxes

Type of Property	Estimated Market Value for 2016 Taxes	Actual Taxes Payable in 2016	Estimated Market Value for 2017 Taxes	Actual Taxes Payable in 2017	Estimated Market Value for 2018 Taxes	Actual Taxes Payable in 2018	Estimated Market Value for 2019 Taxes	Estimated Taxes Payable in 2019	Change in Taxes 2016 to 2019	Change in Taxes 2018 to 2019
Residential Homestead	\$130,758	\$584	\$136,067	\$574	\$144,231	\$605	\$150,000	\$677	\$93	\$72
	174,344	811	181,422	794	192,308	837	200,000	935	124	98
	217,930	1,038	226,778	1,014	240,385	1,068	250,000	1,193	155	125
	261,516	1,266	272,134	1,235	288,462	1,299	300,000	1,451	185	152
	305,102	1,493	317,489	1,455	336,538	1,530	350,000	1,709	216	179
	348,688	1,720	362,845	1,675	384,615	1,762	400,000	1,967	247	205
	392,274	1,947	408,200	1,896	432,692	1,989	450,000	2,216	269	227
	435,860	2,169	453,556	2,108	480,769	2,210	500,000	2,463	294	253
	479,446	2,386	498,911	2,319	528,846	2,448	550,000	2,741	355	293
	523,032	2,618	544,267	2,555	576,923	2,697	600,000	3,020	402	323
Commercial/ Industrial #	\$130,758	\$640	\$136,067	\$621	\$144,231	\$657	\$150,000	\$724	\$84	\$67
	435,860	2,376	453,556	2,298	480,769	2,447	500,000	2,708	332	261
	871,720	4,878	907,112	4,710	961,538	5,011	1,000,000	5,541	663	530
	1,307,580	7,381	1,360,668	7,121	1,442,308	7,575	1,500,000	8,374	993	799
	1,743,440	9,884	1,814,224	9,533	1,923,077	10,139	2,000,000	11,207	1,323	1,068
Apartments and Res. Non-Homestead (2 or more units)	\$653,790	\$3,683	\$680,334	\$3,561	\$721,154	\$3,742	\$750,000	\$4,182	\$499	\$440
	871,720	4,910	907,112	4,748	961,538	4,989	1,000,000	5,576	666	587
	1,743,440	9,821	1,814,224	9,496	1,923,077	9,978	2,000,000	11,152	1,331	1,174

Tax Rates

Tax Capacity Rate

Referendum Market Value Rate

26.235
0.23536

23.476
0.22996

23.684
0.22280

26.034
0.23216

For commercial-industrial property, amounts above are for property in the City of White Bear Lake. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

General Notes

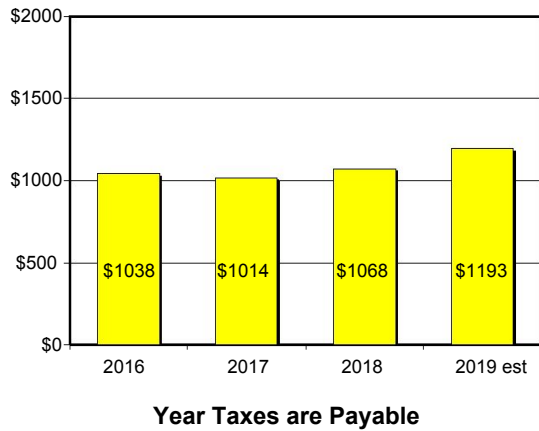
1. Amounts in the table are based on school district taxes only, and do not include taxes for the city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2019 are preliminary, based on the best data available.
3. For all examples of properties, taxes are based on changes in estimated market value of 4.1% from 2016 to 2017 taxes, 6.0% from 2017 to 2018, and 4.0% from 2018 to 2019.

White Bear Lake ISD 624

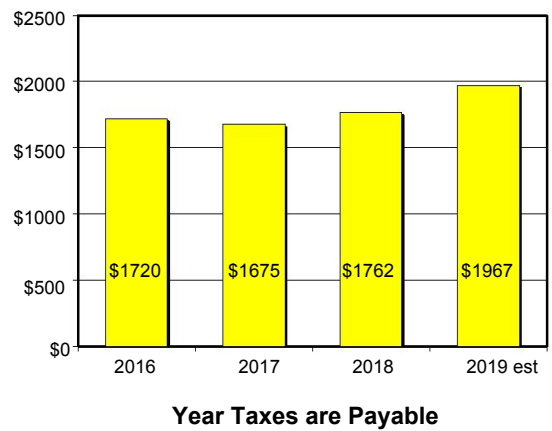
Estimated Changes in School Property Taxes, 2016 to 2019

Based on 14.7% Cumulative Changes in Property Value from 2016 to 2019 Taxes

Example 1: \$250,000* Residential Homestead Property



Example 2: \$400,000* Residential Homestead Property



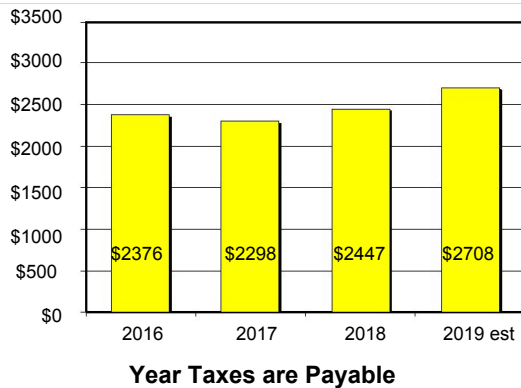
* For all four examples of properties, the value shown in the title of the chart is the estimated market value for taxes payable in 2019. Taxes are calculated based on changes in market value of 4.1% from 2016 to 2017 taxes, 6.0% from 2017 to 2018, and 4.0% from 2018 to 2019.

White Bear Lake ISD 624

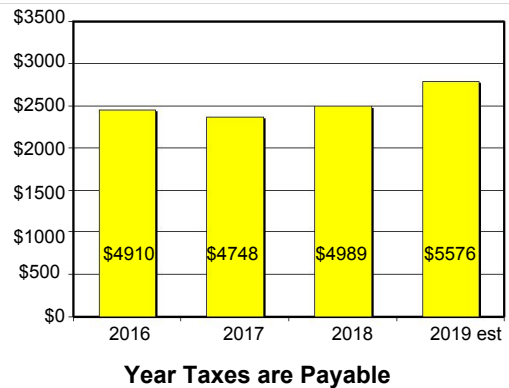
Estimated Changes in School Property Taxes, 2016 to 2019

Based on 14.7% Cumulative Changes in Property Value from 2016 to 2019 Taxes

Example 3: \$500,000* Commercial/Industrial Property



Example 4: \$1,000,000* Apartment Property



* For all four examples of properties, the value shown in the title of the chart is the estimated market value for taxes payable in 2019. Taxes are calculated based on changes in market value of 4.1% from 2016 to 2017 taxes, 6.0% from 2017 to 2018, and 4.0% from 2018 to 2019.

Minnesota Homestead Credit Refund “Circuit Breaker”

- Has existed since 1970s
- Available **each year** to owners of homestead property
(applies to taxes paid on house, garage and one acre for ag homestead property)
- Annual income must be approximately \$110,650 or less
(income limit is higher if you have dependents)
- Sliding scale - refund based on income and total property taxes
- Maximum refund for homeowners is \$2,710
- Also available to renters
- Complete state tax form M-1PR (www.revenue.state.mn.us)

Minnesota Special Property Tax Refund

Available each year to owners of homestead properties with a gross tax increase of at least 12% and \$100 over prior year

Helpful in first year after referendum

Refund is 60% of amount by which tax increase exceeds greater of 12% or \$100, up to a maximum of \$1,000

No income limits

Complete state tax form
M-1PR
(www.revenue.state.mn.us)

Senior Citizen Property Tax Deferral

- Allows people age 65 and older with household income of \$60,000 or less to defer a portion of property taxes on their home
- Limits maximum amount of property tax paid to 3% of household income
- Additional taxes are deferred, not forgiven
- Provides predictability; amount of tax you pay will not change for as long as you participate in the program
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps

1

Board will accept public comments on proposed levy

2

Board will certify 2019 property tax levy



White Bear Lake
Area Schools

Public Comments

AGENDA ITEM: **Presentation of Audit Report**

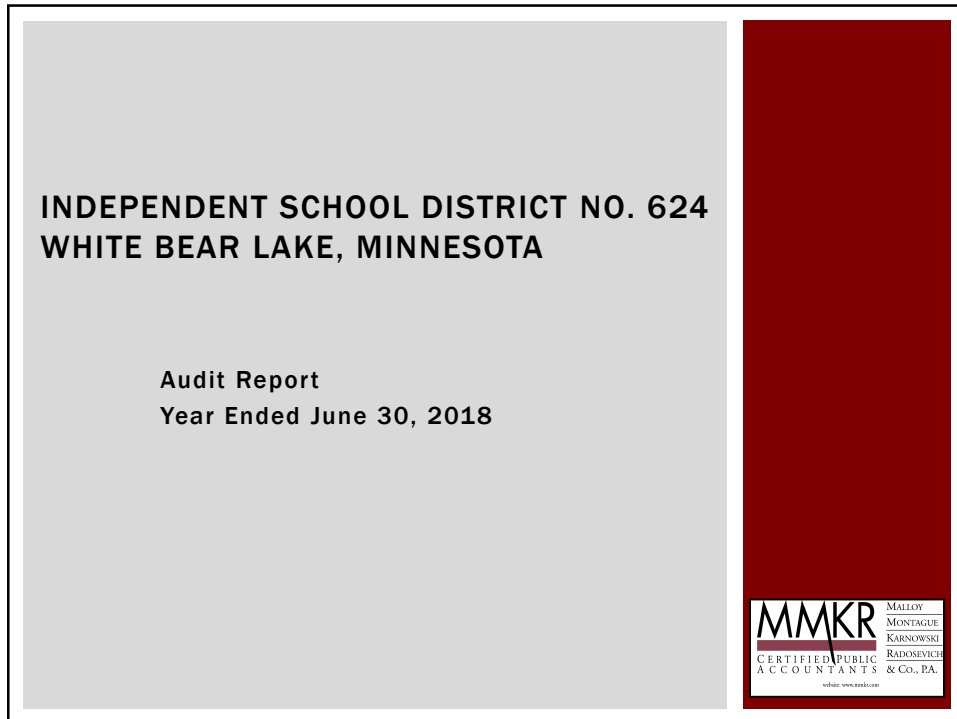
MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), will be in attendance at the December 10, 2018 School Board meeting to present the fiscal year 2017-2018 audit report.



**AUDITOR'S ROLE**

- **Opinion on Financial Statements**
 - District Audit
- **Internal Controls and Compliance**
 - Financial Statement Audits
 - Federal "Single Audit"
 - State Laws and Regulations



AUDIT RESULTS

- **Opinion on Basic Financial Statements**
 - **Unmodified Opinion**
- **Internal Control and Compliance Reports over Financial Reporting**
 - **No Findings**



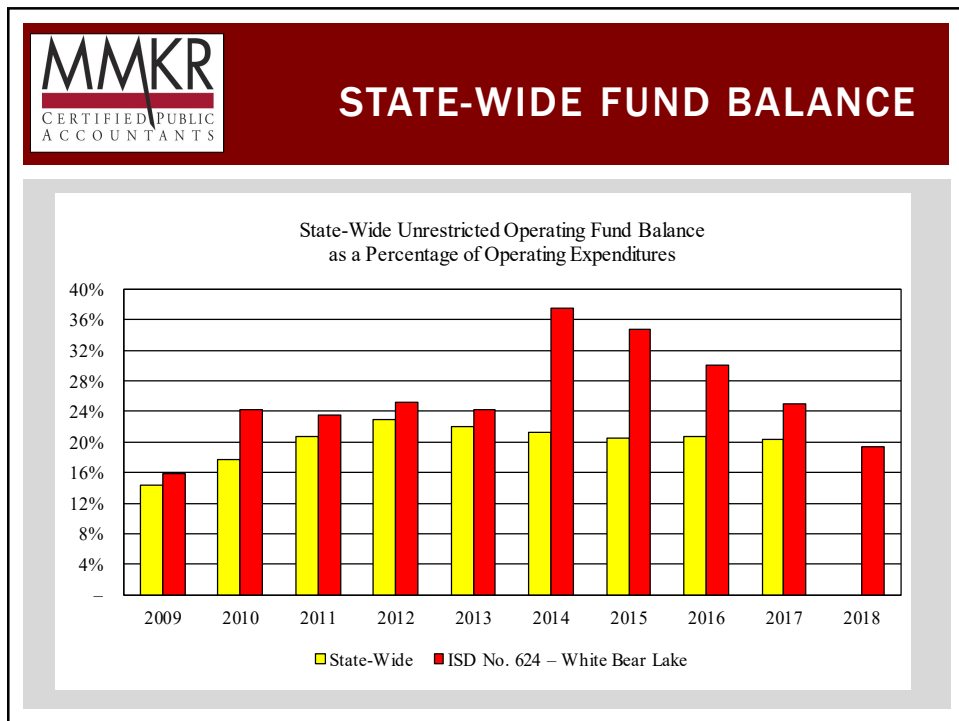
AUDIT RESULTS

- **Single Audit of Federal Awards**
 - **Internal Controls over compliance with requirements applicable to federal program expenditures, including suspension and debarment requirements in the child nutrition program.**
- **MN Legal Compliance Audit**
 - **No Findings**
- **Other Comments and Recommendations**
 - **Timely Bank Reconciliations**



AUDIT RESULTS

- **Follow-up on Prior Year Findings and Recommendations**
 - **Communication to Private Schools**
 - **Title I Program Eligibility**
 - **Withholding Affidavit**





REVENUE PER ADM SERVED

Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 624 – White Bear Lake		
	2016	2017	2016	2017	2016	2017	2018
General Fund							
Property taxes	\$ 1,777	\$ 1,933	\$ 2,342	\$ 2,516	\$ 2,794	\$ 2,809	\$ 2,774
Other local sources	495	515	392	423	448	410	448
State	9,271	9,386	9,357	9,387	8,591	8,692	8,936
Federal	432	450	447	480	307	322	312
Total General Fund	11,975	12,284	12,538	12,806	12,140	12,233	12,470
Special revenue funds							
Food Service	548	561	545	557	534	544	528
Community Service	591	628	692	733	644	666	705
Debt Service Fund	1,053	1,119	1,084	1,118	632	581	524
Total revenue	\$ 14,167	\$ 14,592	\$ 14,859	\$ 15,214	\$ 13,950	\$ 14,024	\$ 14,227
ADM served per MDE School District Profiles Report (current year estimated)					8,293	8,477	8,628

Note: Excludes the Capital Projects – Building Construction Fund and Post-Employment Benefits Debt Service Fund.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE



EXPENDITURES PER ADM SERVED

Governmental Funds Expenditures per Student (ADM) Served

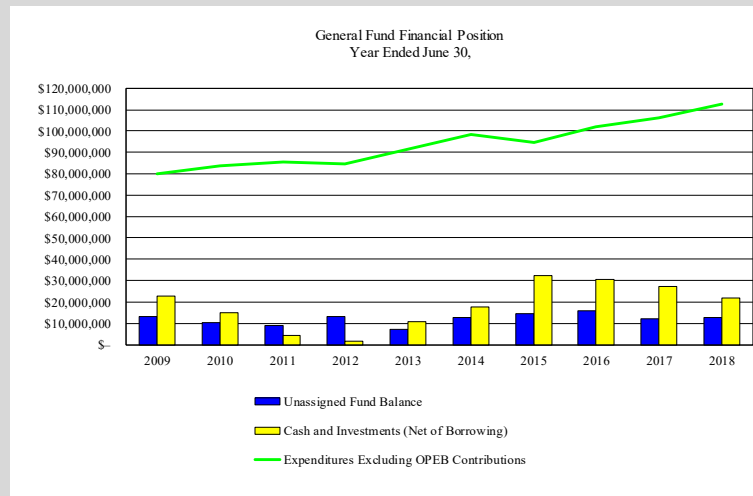
	State-Wide		Seven-County Metro Area		ISD No. 624 – White Bear Lake		
	2016	2017	2016	2017	2016	2017	2018
General Fund							
Administration and district support	\$ 960	\$ 991	\$ 958	\$ 996	\$ 753	\$ 776	\$ 780
Elementary and secondary regular instruction	5,466	5,539	5,849	5,887	5,549	5,623	5,889
Vocational education instruction	158	166	146	153	106	181	170
Special education instruction	2,182	2,225	2,330	2,334	2,388	2,457	2,611
Instructional support services	622	660	725	765	741	756	794
Pupil support services	1,019	1,074	1,104	1,165	1,218	1,339	1,428
Sites, buildings, and other	890	906	847	870	1,082	1,058	1,057
Total General Fund – noncapital	11,297	11,561	11,959	12,170	11,837	12,190	12,729
General Fund capital expenditures	600	627	532	592	465	334	341
Total General Fund	11,897	12,188	12,491	12,762	12,302	12,524	13,070
Special revenue funds							
Food Service	542	550	539	545	524	522	507
Community Service	577	611	676	713	633	645	713
Debt Service Fund	1,522	1,359	1,453	1,323	645	597	604
Total expenditures	\$ 14,538	\$ 14,708	\$ 15,159	\$ 15,343	\$ 14,104	\$ 14,289	\$ 14,894
ADM served per MDE School District Profiles Report (current year estimated)					8,293	8,477	8,628

Note: Excludes the Capital Projects – Building Construction Fund and Post-Employment Benefits Debt Service Fund.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE



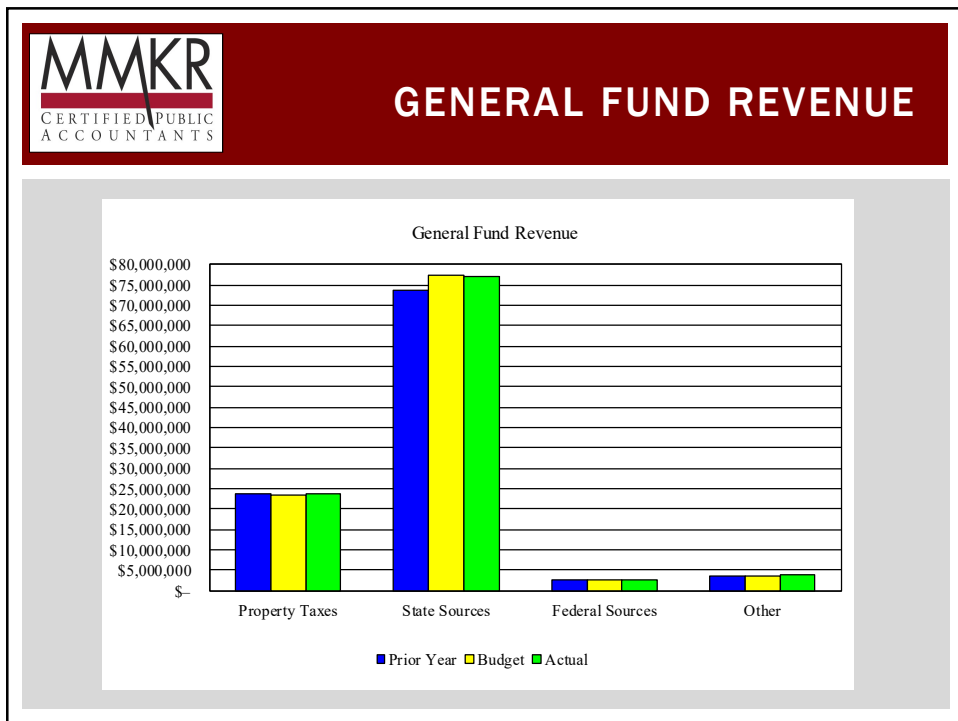
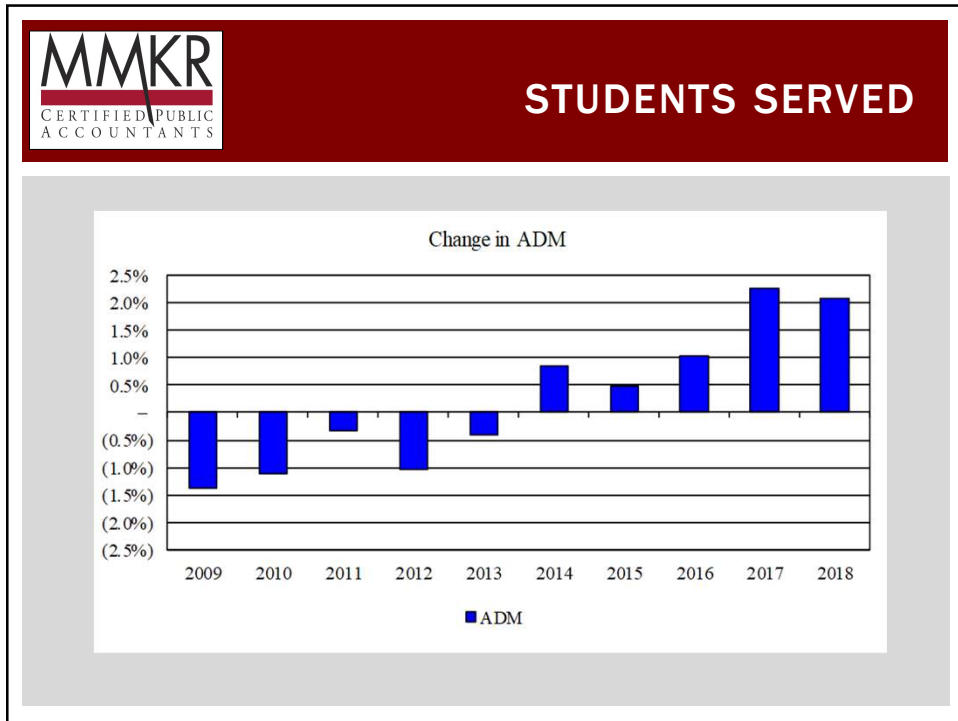
GENERAL FUND FINANCIAL POSITION

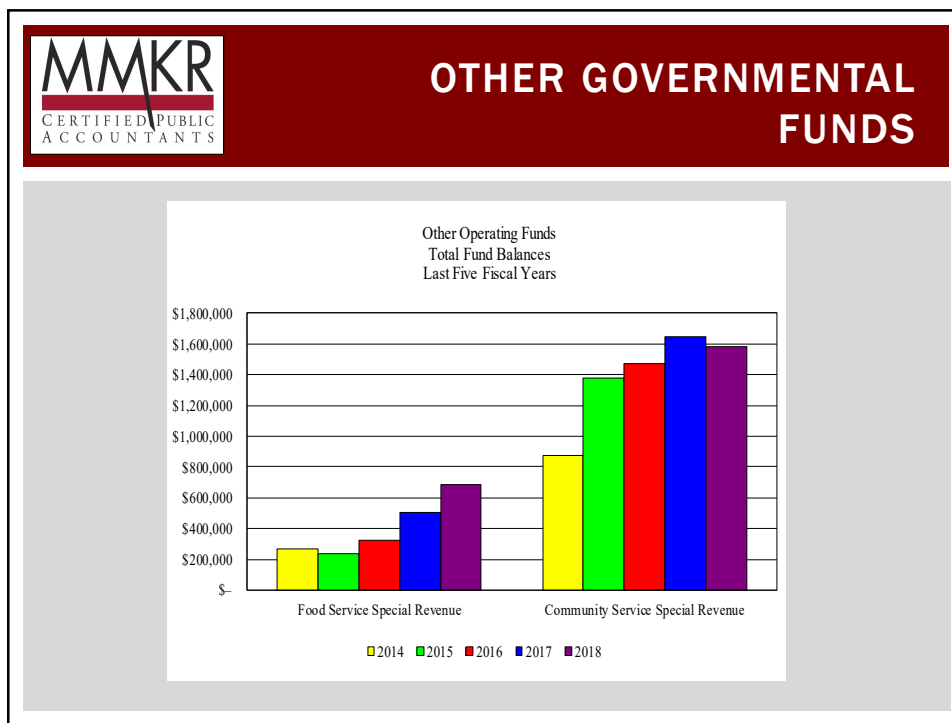
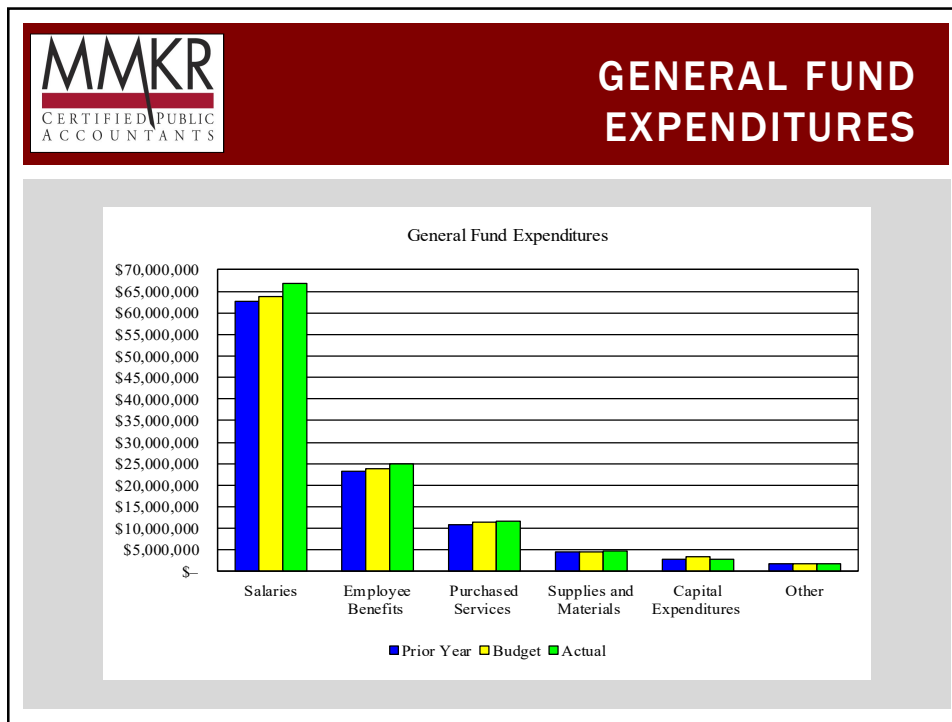


GENERAL FUND FINANCIAL POSITION

	Year Ended June 30,				
	2014	2015	2016	2017	2018
Nonspendable fund balances	\$ 188,940	\$ 156,537	\$ 97,470	\$ 315,203	\$ 515,138
Restricted fund balances (1)	(297,733)	(252,933)	1,133,918	2,098,896	1,341,737
Unrestricted fund balances					
Assigned	15,588,049	12,917,616	10,494,185	10,458,808	5,572,835
Unassigned	12,888,284	14,670,122	15,779,571	12,166,697	12,445,515
Total fund balance	\$ 28,367,540	\$ 27,491,342	\$ 27,505,144	\$ 25,039,604	\$ 19,875,225
Unassigned fund balances as a percentage of expenditures	13.1%	15.5%	15.5%	11.5%	11.0%

(1) Includes deficits in restricted fund balance accounts allowed to accumulate deficits under UFARS, which are part of unassigned fund balance on the accounting principles generally accepted in the United States of America-based financial statements.







SEVERANCE INTERNAL SERVICE FUND

	2014	2015	2016	2017	2018
Operating revenue					
Contributions from governmental funds	\$ —	\$ —	\$ —	\$ —	\$ —
Operating expenses					
Post-employment severance benefits	31,515	148,363	24,128	143,408	667,410
Operating income (loss)	(31,515)	(148,363)	(24,128)	(143,408)	(667,410)
Nonoperating revenue					
Investment earnings	103,473	80,058	47,842	29,200	24,054
Income before transfers	71,958	(68,305)	23,714	(114,208)	(643,356)
Transfers out	—	—	(1,340,000)	—	—
Change in net position	71,958	(68,305)	(1,316,286)	(114,208)	(643,356)
Net position					
Beginning of year	1,329,362	1,401,320	1,333,015	16,729	(97,479)
End of year	\$ 1,401,320	\$ 1,333,015	\$ 16,729	\$ (97,479)	\$ (740,835)



SELF-INSURED HEALTH BENEFITS FUND

	2015	2016	2017	2018
Operating revenue				
Contributions from governmental funds	\$ 6,264,105	\$ 12,746,805	\$ 13,469,529	\$ 14,513,994
Operating expenses				
Self-insured benefits	6,622,605	11,865,965	14,906,042	13,789,790
Operating income (loss)	(358,500)	880,840	(1,436,513)	724,204
Nonoperating revenue				
Investment earnings	311	1,912	5,681	7,300
Change in net position	(358,189)	882,752	(1,430,832)	731,504
Net position				
Beginning of year	—	(358,189)	524,563	(906,269)
End of year	\$ (358,189)	\$ 524,563	\$ (906,269)	\$ (174,765)



OTHER FUNDS

- **Self-Insured Dental Benefits Internal Service Fund**
- **OPEB Trust Fiduciary Fund**



Summary

- **Unmodified Opinion on District's Financial Statements**
- **Certificate of Achievement in Financial Reporting**
- **One Finding Reported**
- **Use of Overall Fund Balance**
- **Stable Financial Position**

AGENDA ITEM: **Policy 419, Tobacco-Free Environment**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 419, Tobacco-Free Environment, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has changes to sections II General Statement of Policy, Section A; section III Tobacco and Tobacco-Related Devices Defend, paragraphs A, B, and D; section IV Exception, paragraph A; and Legal References.

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

Recommended Action:

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

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: December 14, 2009
Revised: November 14, 2011

*White Bear Lake Area
School District #624 Policy 419*

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. ~~It shall be~~ A violation of this policy **occurs when** ~~for~~ any student, teacher, administrator, other school personnel, or visitor to the school district or person to smoke or use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes **any other** vehicles, **including personal vehicles**, used, in whole or in part, for ~~work~~ **school** purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. It shall be a violation of this policy for any enrolled student to possess any type of tobacco, tobacco-related device, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.
- E. ~~Instruction to discourage the use of tobacco shall be included in the education provided for all students. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.~~

III. **DEFINITIONS TOBACCO AND TOBACCO-RELATED DEVICES DEFEND**

- A. “Electronic Cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance intended for human consumption, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery service. ~~Smoking includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.~~
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components to tobacco-related devices which may be marketed or sold separately.

IV. **EXCEPTION**

- A. ~~It shall not be a~~ violation of this policy does not occur when ~~for~~ an Indian adult ~~to~~ lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. **ENFORCEMENT**

- A. All individuals including visitors on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. The school district will develop a method of discussing this policy with students and employees.
- B. This policy shall appear in the student and staff handbook.
- C. Appropriate signage shall be posted throughout the district and building entrances and other highly visible locations.
- D. The school or district shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

Legal References: ~~Minn. Stat. § 144.413, Subd. 1b and 4 (Definitions)~~
~~Minn. Stat. § 144.416 (Responsibilities of Proprietors)~~
~~Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)~~
~~Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)~~
Minn. Stat. § 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
Minn. Stat. § 144.411-144.417 (Minnesota Clean Indoor Air Act)

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

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

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 421, Gifts to Employees and School Board Members, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and November and was sent back to Policy Committee. It is back again for a first reading.

This policy has changes to sections I Purpose and II General Statement of Policy, Section A. As discussed at the October 8 Board meeting, the words schools/classrooms have been removed for General Statement of Policy in section A and title. At the November Board meeting it was discussed that in Section II D. the term insignificant value is used and in Section II B., C., G., and Section III C. the term used is nominal value.

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

Recommended Action:

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

Adopted: April 29, 1996

Revised: May 13, 2013

Revised: March 2, 2015

White Bear Lake Area School District #624 Policy 421

421 GIFTS TO EMPLOYEES, ~~CLASSROOMS~~ AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid an actual or **perceived** ~~the appearance of an~~ impropriety, and an actual or **perceived** ~~appearance of a~~ conflict of interest with respect to gifts given to school district employees, ~~to schools, classrooms,~~ and School Board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents/guardians, and others may show appreciation to school district employees or School Board members. ~~and/or to a particular school or classroom.~~ The policy of the school district, however, is to discourage gift-giving to employees, ~~schools/classrooms~~ and School Board members, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude. Any gifts accepted of more than nominal value, shall become property of the District.
- B. A violation of this policy occurs when an employee solicits, accepts, or receives either by direct or indirect means, a gift of greater than nominal value from a student, parent/guardian, or other individual or organization.
- C. A violation of this policy occurs when any employee solicits, accepts or receives gifts or donations, of greater than nominal value, ~~to fund school or classroom items,~~ by any means, including the use of a website, without prior approval of the building principal and/or in a manner that is otherwise out of compliance with Policy 706: Acceptance of Gifts.
- D. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of ~~nominal value or less or of a promotional or public relations nature.~~ **insignificant nominal value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant nominal.”**
- E. Teachers may accept from publishers’ free samples of textbooks and other related teaching materials.
- F. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends,

family members, other employees, or others unconnected to the employee's employment with the school district.

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

III. DEFINITIONS

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

IV. PROCEDURES

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

V. VIOLATIONS

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

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

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

AGENDA ITEM: **Policy 511, Student Fundraising**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 511, Student Fundraising, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has changes to sections III Responsibility, Section A, B, and C.

The purpose of this policy is to address student fundraising efforts.

Recommended Action:

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

Adopted: August 12, 1996
Revised: June 11, 2001
Revised: January 10, 2005
Revised: November 8, 2007

*White Bear Lake Area
School Board Policy 511*

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes a desire and a need by some student organizations for fundraising. The School Board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. ~~It shall be the responsibility of~~ The building administrators **shall be responsible for** ~~to develop~~**ing** recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the **building principal/activities advisor.** ~~administration.~~ Participation in non-approved activities shall be considered a violation of school district policy.
- C. ~~It shall be the responsibility of~~ ~~the superintendent~~ **assigns the building administrators to assure fundraising activities are coordinated at the building level.** ~~to provide coordination of student fundraising throughout the school district as deemed appropriate.~~
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interest of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the School Board, at least annually, on the financial status of student activity accounts.

Legal References: Minn. Stat. § 120A.20 (Age Limitations: Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: WBLASB Policy 506 (Student Discipline)

AGENDA ITEM: **Policy 530, Immunization Requirements**
MEETING DATE: **December 10, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Lisa Ouren, Director of Student Support Services**

Background:

School Board Policy 530, Immunization Requirements, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has changes to sections III Student Immunization Requirements, Section A; section VII Other, and in Legal References.

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

Recommended Action:

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

Adopted: August 27, 2001
Revised: May 9, 2005
Revised: February 9, 2009
Revised: October 10, 2011
Revised: January 14, 2013

*White Bear Lake Area
School Board Policy 530*

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any early childhood, elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
 - 1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - 2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic that administers immunizations. If such a statement is substituted, this statement must indicate the month, day and year each immunization was administered. Upon request, the

designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the students have received any necessary immunizations and/or are free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.
- C. If a student who is not a Minnesota resident enrolls in a school district online learning course or program and the program does not require any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization statement, and other requirements of this policy.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. Immunization requirements notice shall contain written information describing the exemptions from immunization as permitted by law. The exemptions information shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

By ~~November~~ **December** 1st of each year the school district will forward a report to the Minnesota Department of Health summarizing the immunization status (including students that are receiving instruction in the home) of all students in grades kindergarten through 12. A copy of the report will also be sent to the Commissioner of the Minnesota Department of Education.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1000 **1020** (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty Gen. 169-W (July 23, 1980)
Op. Atty Gen. 169-W (Jan.17, 1968)

Cross References: WBLASB Policy 515 (Protection and Privacy of Pupil Records)

AGENDA ITEM: **Policy 707, Transportation of Public School Students**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 707, Transportation of Public School Students, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has changes to sections III Definitions, Section A; section IV Eligibility, sections A, B, C, and D; and section VIII Homeless students, section B1 and B2.

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

Recommended Action:

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

Adopted: December 9, 1996

*White Bear Lake Area
School Board Policy 707*

Revised: October 14, 2013

Revised: May 8, 2017

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents/guardians but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. ~~Student~~ **Child** with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deaf blind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the **Minnesota** Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development, is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care

facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- B.C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- €D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- Ð.E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- EF. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- F.G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))

G.H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

H.I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

~~Students who reside within the attendance area of the school and outside the walking area are eligible for transportation at the expense of the school district.~~

~~The walking area for each school is determined by the School Board and the distance may vary with the grade level of the student.~~

~~The walking distance as established by the School Board is as follows:~~

Grades K-2	1/2 mile	Grades 6-12	1 mile
Grades 3-5	3/4 mile		

~~Exceptions may be made for students who encounter an extraordinary, persistent hazard walking to and from school, at the discretion of the school district administration.~~

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside 1/2 mile in grades K-2, 3/4 mile in grades 3-5, and one mile from the school in grades 6-12, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)

Exceptions may be made for students who encounter an extraordinary, persistent hazard walking to and from school, at the discretion of the school district administration.

B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the School Board.

C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood

family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within the school district's borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the resident school district is not obligated to provide transportation between a resident student's home and the border of a nonresident district where the student chooses to attend school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if

the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)

- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the resident school district, if in the discretion of the resident school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The resident school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the resident school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/ STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the School Board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1 (b) (4), for a resident child with a disability not yet enrolled in kindergarten, for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability, whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)

- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation by the school district to and from said board and lodging facilities at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a non-resident school district and the resident school district does not provide special instruction and services, the resident school district shall provide necessary transportation for the student between the resident school district boundary and the educational facility where special instruction and services are provided within the non-resident school district. The resident school district may provide necessary transportation of the student between its boundary and the school attended in the non-resident school district, but shall not pay the cost of transportation provided outside the resident school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the resident school district shall provide the transportation, at the expense of the resident school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)

- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if ~~the shelter or non-shelter location is greater than the distance set forth in section IV of this policy from the school of origin and the student's transportation privileges have not been revoked.~~ on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if ~~the shelter or non-shelter location is greater than the distance set forth in section IV of this policy from the school of origin and the student's transportation privileges have not been revoked~~ on the same basis as transportation services are provided to other students in the school district. unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
 4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of

residence to and from the school of enrollment. (Minn. Stat. § 123B.92 Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the School Board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent/guardian is serving in, or within the past year

has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of,

and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)

42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)

42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

Cross References:

WBLASB Policy 708 (Transportation of Nonpublic School Students)

WBLASB Policy 709 (Student Transportation Safety Policy)

WBLASB Policy 710 (Extracurricular Transportation)

MSBA Service Manual, Chapter 2, Transportation

AGENDA ITEM: **Policy 708, Transportation of Nonpublic School Students**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 708, Transportation of Nonpublic School Students, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has changes to sections IV Students with Disabilities and sections B and D.

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

Recommended Action:

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

Adopted: December 9, 1996

*White Bear Lake Area
School Board Policy 708*

Revised: September 9, 2013

Revised: March 5, 2018

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and §123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the resident school district shall provide school bus transportation to the resident school district boundary for students residing in the resident school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the resident school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. Minn. Stat. § 123B.86, Subd. 2(a))
- C. The resident school district may provide school bus transportation to a nonpublic school in another school district for students residing in the resident school district and attending that school. The resident district may provide this transportation whether there is or is not another nonpublic school within the transporting school district if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the resident school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the resident school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services, if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students and any other matter relating thereto shall be within the sole discretion, control and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. **SPECIAL EDUCATION/DISABLED STUDENTS WITH DISABILITIES**

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the resident school district shall provide necessary transportation for that student between the resident school district boundary and the educational facility. The resident school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the resident school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. ~~Disabled students whose disabling conditions~~ **When the disabling conditions of a student with a disability** are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport ~~disabled students on the basis of the disabling condition~~ **students with a disability on the basis of the disabling conditions** and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent or guardian of a ~~disabled~~ student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A (Minn. Rules Part 7470.1600, subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [WBLASB Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123. 84(Policy)
Minn. Stat. § 123. 86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: WBLASB Policy 707 (Transportation of Public School Students)
WBLASB Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

AGENDA ITEM: **Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 5721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has changes to sections II Definitions, section E1 and 2; and section VII Allowable Use of Funds and Cost Principles, section A

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

Recommended Action:

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

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1.
 - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under

the federal Acquisition Regulations.

3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally ~~\$10,000~~ ~~\$3,000~~, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$175,000~~ ~~\$150,000~~ (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and

salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).

- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.

2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or

- d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property,

equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and the **School** Board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allow ability and their conformity with federal cost principles to determine the allow ability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)”

means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;

14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));

11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allow Ability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of

the cost, needs, and requirements of the program.

- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in school-wide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and

2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)

2 C.F.R. § 200.338 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allow Ability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References: WBLASB Policy 208 (Development, Adoption, and Implementation of Policies)
WBLASB Policy 210 (Conflict of Interest – School Board Members)
WBLASB Policy 412 (Expense Reimbursement)
WBLASB Policy 701 (Establishment and Adoption of School District Budget)
WBLASB Policy 701.1 (Modification of School District Budget)
WBLASB Policy 702 (Accounting)
WBLASB Policy 703 (Annual Audit)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Audit Report**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR) presented the results of the fiscal year 2018 audit report earlier on the agenda.

RECOMMENDED ACTION:

Move to accept the audit report for fiscal year 2018 as presented by Mr. Jim Eichten from MMKR, the District's independent auditor.

AGENDA ITEM: **Action on Certification of 2018 Payable 2019 Property
Tax Levy**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The School Board approved the preliminary tax levy on September 24, 2018. The requirement for a public hearing on the proposed levy was met earlier during this meeting. The final step in the tax levy process is for the School Board to certify the final levy amounts.

Attached please find the Levy Limitation and Certification Report provided by the Minnesota Department of Education. The total levy represents a 13.78 % increase compared to the total levy from the previous year. The most significant impact on the levy was caused by the originally approved debt repayment schedule for the 2008 Other Post Employment Benefits (OPEB) bonds.

Note that this increase was not caused by the renewal of the District's operating levy and that many factors can cause the tax bill for an individual property to increase or decrease from year to year including changes in value of the individual property, changes in the total value of all property in the district, and increases or decreases in levy amounts caused by changes in enrollment, state funding and other factors.

Summary of 2019 Levy:

Reflects scheduled increase in 2008 OPEB bond payment from \$6.7m to \$10m (\$3.3m)
General Fund levy increase caused by increased enrollment and prior year adjustments (\$1.2m)
Community Service Fund (\$74k)

Other factors impacting school property taxes:

Property valuation and classification
Net tax capacity

The amount that will be levied by fund and the total levy are listed below:

General Fund	\$ 27,732,922.51
Community Services Fund	\$ 1,097,368.54
General Debt Service Fund	\$ 5,074,501.35
OPEB Debt Service Fund	\$ 10,000,323.87

Total Levy	\$ 43,905,116.27
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RECOMMENDED ACTION:

Move to approve the certification of the final 2018 payable 2019 property tax levy in the amount of \$43,905,116.27.

Minnesota Department of Education
Levy Limitation and Certification Report
2018 Payable 2019

District Number-Type: 0624-01
District Name: White Bear Lake School District
Home County: RAMSEY

Date Printed: 12/4/18
Limits Updated: 11/20/18
Certified Submitted: 12/4/18

	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER - JOBZ EXEMPT	15,134,456.45	15,134,456.45	15,134,456.45
GENERAL - RMV OTHER - JOBZ EXEMPT	5,375,332.98	5,375,332.98	5,375,332.98
GENERAL - NTC VOTER - JOBZ EXEMPT	1,866,380.49	1,866,380.49	1,866,380.49
GENERAL - NTC OTHER GENED - EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	5,356,752.59	5,356,752.59	5,356,752.59
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	1,097,368.54	1,097,368.54	1,097,368.54
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	917,485.09	917,485.09	917,485.09
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	4,157,016.26	4,157,016.26	4,157,016.26
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	10,000,323.87	10,000,323.87	10,000,323.87
SUBTOTALS BY FUND			
GENERAL FUND	27,732,922.51	27,732,922.51	27,732,922.51
COMMUNITY SERVICES FUND	1,097,368.54	1,097,368.54	1,097,368.54
GENERAL DEBT SERVICE FUND	5,074,501.35	5,074,501.35	5,074,501.35
OPEB/PENSION DEBT SERVICE FUND	10,000,323.87	10,000,323.87	10,000,323.87
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	20,509,789.43	20,509,789.43	20,509,789.43
NET TAX CAPACITY	23,395,326.84	23,395,326.84	23,395,326.84
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	17,918,322.03	17,918,322.03	17,918,322.03
OTHER	25,986,794.24	25,986,794.24	25,986,794.24
TOTAL LEVY			
TOTAL LEVY	43,905,116.27	43,905,116.27	43,905,116.27

The school district must submit the completed original of this form to the home county auditor by December 28, 2018. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2019.

The certified levy listed above is the levy voted by the school board for taxes payable in 2019.

Signature of School Board Clerk

Date of Certification

AGENDA ITEM: **Action on Accepting Brosious Grants**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The White Bear Lake Area Educational Foundation has forwarded eleven Brosious Teaching Grants to the superintendent, with a request that these grants be formally accepted by the School Board.

As part of their internal process, prior to consideration of any proposal the Foundation reviews the proposals with our administration. We confirm that proposals are consistent with our curriculum, and if technology is used, consistent with our technology plan.

RECOMMENDED ACTION:

Accept the eleven Brosious Teaching Grants from the White Bear Lake Area Educational Foundation as shown in the attached materials in the total amount of \$23,855.28.

2018 Brosious Grants

1. ***“The Power of One Good Book - Revitalizing the ALC’s Independent Reading Program”***
- John Forestell – ALC **Granted: \$3,000**

This grant will allow John to create a series of small classroom libraries with rotating texts to eventually create an ALC library with 500 diverse, unique, high interest, engaging and leveled texts, ranging from fiction and nonfiction novels, to graphic novels, magazines, periodicals, and more.

2. ***“Along the Otter Trail: Who’s Been Here?”*** - Stephen Gravley, David Cardenas, Lisa Slack, Angela Klevan, Cheryl Baker - Otter Lake Elementary **Granted: \$3,000**

This grant is requesting a class set of 22 Boa Binding Snowshoes and one Terrain Sport Sled. If granted, additional funds will be asked of the Otter Lake PTA to help fund 6 additional kid-sized snowshoes and 2 pair of adult snowshoes for the teachers. In conjunction with learning about MN animals that adapt to winter, first graders will observe/investigate animals in the snow and journal the evidence and findings in their scientific journals.

3. ***“Frolic in the Snow” (part 2)*** - Craig Nasvik - White Bear Lake Area High School **Granted: \$3,000**

This is phase two of requesting cross country skis for physical education and DAPE classes at South Campus. This will complete the set so that students are not having to share every other class period and each student will be able to fully participate in a cross country skiing experience.

4. ***“Enhancing Cooperative Learning with Special Education Students”*** - Brooke Bergmann, Shelly Darr - Sunrise Park Middle School **Granted: \$2,067.08**

This grant is requesting cooperative learning games to help students on the spectrum in small group settings, to practice cooperative social skills in order to be successful in the mainstream setting. These games will provide fun, engaging and age appropriate ways to practice necessary skills to increase communication deficits.

5. ***“Kernels for Kids”*** - Susan Hicks, Lisa Olson - Central Middle School **Granted: \$3,000**

“Kernels for Kids” is a program designed for 50 special education students to have a hands-on opportunity to develop work-related skills by creating a small business run by “the kids”.

The students will plan, purchase supplies, prepare, fill popcorn orders, market, sell and deliver to Central and District employees. The request is for the start-up costs of a machine, equipment, and supplies. Once the program is up and running it hopes to become self-sustaining.

6. **“Minnesota Timberwolves and Lynx Business Day Club” - Kelly Knutson - South Campus** **Granted: \$750**

Students will be meeting with corporate level Vice Presidents to offer insight into running professional sports businesses. The project/event will enhance the current Marketing and/or Entrepreneurship/Business Management principles covered in class. Students will also be required to write a paper comparing and contrasting the varying roles/careers of the guest speakers. This will be followed by class discussions, etc.

7. **“Music Magic: Musical Instruments for Early Childhood Classrooms.” - Sally Anfang - Normandy Park Education Center** **Granted: \$1,504.60**

The objective of this grant is to provide opportunities for young learners to explore musical instruments using a hands-on approach to music. This project will provide 5 sets of specialized drums and instruments to be shared among our early childhood program classrooms at multiple sites.

8. **“The Regulation Station” - Cheryl Hagen, Bobbie Larson, Heather Jacobs - Oneka Elementary** **Granted: \$2,776.80**

This project will impact special education students with the potential for expansion for regular education students in the process of intervention or the need for extra supports. This project is dedicated to creating a sensory regulation station in helping students self-regulate in order to be a contributing member of their classroom. The sensory regulation station would provide an organized learning space with calming, lights, differentiated seating, wall surfaces, calming tools and access to calming routines led by staff.

9. **“Around the World with 4 C’s” - Jeanne Mack, Angela Bianco, Julia Stedman, Dave Bataglia - Matoska International 4th grade** **Granted: \$1,400**

The intent of this grant is to purchase several games from places around the world that could be shared in the classrooms. Each class will be choosing a continent to research with the driving questions: What do students do for fun in other countries? Then students will investigate a country of their choice and the games that are played there. Next they will

analyze the game to see if the 4 C's are being used. Following this inquiry, students will justify to class why it qualifies for the 4 C's and finally the group would research the cost, order the game, and teach the class how to play it once it arrives.

10. “Taking the Classroom to the Great Outdoors” - Amy Johnson, Laura Watters – ALC
Granted: \$3,000

The ALC requested funds to allow 40-44 students who are credit deficient in physical science, biology, language arts or electives to take 2 off campus trips to the Audubon Center where they will participate in learning and assessment from 8 a.m. - 9 p.m through hands-on, physical, verbal, and written activities. Students are required to keep a daily journal while they are working on their credits for graduation.

11. “Magnetic Poetry Center” - Julie Stonehouse - Oneka Elementary **Granted: \$356.80**

This grant requests materials including Magnetic Poetry Kits to build a center in the Media Center to provide all students with opportunities to express themselves creatively. An environment will be created where students are surrounded by words and are inspired to amplify their own voices using self-expression. This center will create a language arts center that all students at Oneka can access and through which they can creatively express themselves.

Total amount of grants funded: **\$23,855.28**

AGENDA ITEM: **Action on Accepting Greater White Bear Lake
Community Foundation Grant**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The Greater White Bear Lake Community Foundation presented the District with a grant in the amount of \$1,600 for the purpose to allow the Career Pathways to purchase Raspberry Pi computers for IT Career Pathways students.

The Greater White Bear Lake Community Foundation also provided grants to other organizations that have a benefit to the White Bear Lake Area School District (some indirectly). They are:

- BearPower (Lakeview Hospital/Health Partners) - \$2,000 (to support community outreach efforts)
- H2O for Life - \$2,500 (contribution to develop a Women in STEAM Toolkit)
- Junior Achievement of the Upper Midwest - \$750 (to expand programming in kindergarten/1st grade at Matoska International IB World School)
- Lakeshore Players, Inc. - \$2,500 (to support a theatre education program in the pilot year of a partnership with Lakeaires Elementary)
- Solid Ground: Mentoring Program - \$4,000 (to develop a mentoring program for middle and high-school youth)
- St. Catherine University: Head Lice Incidence, Education & Stigma in Elementary Schools - \$2,000 (to expand this research project in White Bear Lake elementary schools)
- White Bear Center for the Arts: WriteNow! - \$1,100 (to support costs of annual high school writing contest)

RECOMMENDED ACTION:

Accept the Greater White Bear Lake Community Foundation Grant in the amount of \$1,600 for the White Bear Lake Area Schools Career Pathways.

AGENDA ITEM: **2019-2020 Calendar Approval**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Each year, district leadership works with the School Board to discuss instructional needs that can be addressed through calendar decisions. The 2019-20 calendar was discussed at the November 12 Board meeting and November 26 work-study session. Tonight, Sara Paul will present the 2019-20 calendar for approval.

RECOMMENDED ACTION:

Approve the 2019-20 calendar as recommended by the administration.

WB 624 2019-20 CALENDAR

White Bear Lake Area Schools

August 19-20 New Teacher Orientation
 August 26.....Convocation
 August 27-29 Teacher Work and Staff Development

September 2 No School - Labor Day
 September 3 First Day of School (Grades 6-12+)
 September 4.....First Day of School (Grades 1-5)
 September 4 Kindergarten Orientation
 September 5 First Day of School (K & K+)
 September 9 First Day Early Childhood Programs

October 7 Non Student Day*
 October 17-18.....No School - Education Minnesota Conference

November 5 Non Student Day*
 November 8 End of First Quarter
 November 14 Parent Teacher Conferences PM
 November 18 Non-Student Day (PreK-5)*
 November 18 School Day for Grade 6-12+
 November 18 Parent Teacher Conferences PM (PreK-5)
 November 19 Parent Teacher Conferences PM (6-12+)
 November 27 Non Student Day*
 November 28-29.....No School - Thanksgiving Break

December 23-31 No School - Winter Break

January 1-3.....No School - Winter Break
 January 6.....School Resumes
 January 20 No School - MLK, Jr. Day
 January 24 End of Second Quarter
 End of First Semester
 January 27 Non-Student Day (K-12+)*

February 14 Non-Student Day*
 February 17 No School -Presidents' Day
 February 18 Parent Conferences PM (PreK-5)
 February 20 Parent Conferences PM (PreK-5)
 February 27 Parent Conferences PM (6-12+)

March 3.....Parent Conferences PM (6-12+)
 March 9-13.....No School - Spring Break

April 3.....End of Third Quarter
 April 10.....Non Student Day*

May 25.....No School - Memorial Day

June 5.....Last Day of School
 WBLAHS Graduation

* Non Student Days—Staff engage in curriculum work, professional learning and instructional delivery, assessment reporting, conferences and communication with parents.

JULY						
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JANUARY						
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DECEMBER						
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JUNE						
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	First/Last Day of School		No School for Students		Parent/Teacher Conference/Communication
	End of Quarter/Semester		District Center Closed		6-12 School Day & PreK-5 Non-school day

AGENDA ITEM: **Policy 418, Drug-Free and Alcohol-Free
Workplace/Drug-Free and Alcohol Free School**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol Free School, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November, and is being recommended for a second reading.

This policy has changes to sections I Purpose, II General Statement of Policy, III Definitions, IV Exceptions, V Procedures, and Legal References.

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

Recommended Action:

Approve School Board Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol Free School, as recommended by the Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: January 10, 2005
Revised: November 8, 2007
Revised: May 12, 2014

White Bear Lake Area School District 624
Policy 418

418 DRUG-FREE AND ALCOHOL-FREE WORKPLACE/DRUG-FREE AND ALCOHOL FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. ~~It shall be a~~ A violation of this policy ~~for~~ occurs when any student, teacher, administrator, other school district personnel, or member of the public ~~to~~ uses or possesses alcohol, toxic substances, ~~or~~ controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, ~~or~~ fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. Medical cannabis" means any species of the genus cannabis plant, or any mixture of preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves of plant form; or (4) any other method, excluding smoking, approved by the commissioner.

- €D. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- ÐE. "School district location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- ÊF. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- ËG. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. ~~It shall not be a~~ violation of this policy **does not occur when** for a person to ~~bring~~ onto a school location, for such person's own use, a controlled substance, **except medical cannabis**, which has a currently accepted medical use as treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of ~~school district~~ **this** policy.
- B. ~~It shall not be a~~ violation of this policy **does not occur when** for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. State. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder.)

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, **except medical cannabis**, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, **except medical cannabis**, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free

Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- ~~F.~~ G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the School Board only. The applicant shall apply for permission in writing and shall follow the School Board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students
 - 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
 - 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees
 - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
 - 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination or discharge as deemed appropriate by the School Board.
 - 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any

employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension or termination as deemed appropriate by the School Board.

4. Sanctions against employees, including nonrenewal, suspension, termination or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave school district property. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor: On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. 624.701 (Liquor Alcohol in Certain Building or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11 – 1308.15 (Controlled Substances)
34 C.F.R. Part 8 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 416 (Drug and Alcohol Testing)
WBLASB Policy 417 (Chemical Use/Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 516 (Student Medication)

AGENDA ITEM: **Policy 427, Workload Limits for Certain Special Education Teachers**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 427, Workload Limits for Certain Special Education Teachers, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November, and is being recommended for a second reading.

This policy has a minor change in II Definitions.

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

Recommended Action:

Approve School Board Policy 427, Workload Limits for Certain Special Education Teachers, as recommended by the School Board Policy Committee and Cabinet.

Adopted: October 12, 2015
Revised:

White Bear Lake Area School Board Policy 427

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

B. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

C. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher ~~service provider~~ employed by the school district who is licensed under the rules of the Minnesota Board of Teaching Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: WBLASB Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
WBLASB Policy 608 (Instructional Services – Special Education)

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

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 510, School Activities, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November, and is being recommended for a second reading.

This policy has changes in II General Statement of Policy, III Responsibility, and Legal References.

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

Recommended Action:

Approve School Board Policy 510, School Activities, as recommended by the School Board Policy Committee and Cabinet.

Adopted: August 12, 1996
Revised: June 11, 2001
Revised: June 8, 2015

*White Bear Lake Area
School Board Policy 510*

510 SCHOOL ACTIVITIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

~~The District values a comprehensive education for its students. School activities provide opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being.~~

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

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

III. RESPONSIBILITY

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

- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the League rules. ~~It shall be the responsibility of~~ Those employees who conduct MSHSL activities shall be responsible for to familiarizing students and parent(s)/guardian(s) with all applicable rules, penalties, and opportunities.
- E. The superintendent or designee shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the School Board.

IV. STUDENT ACTIVITY FEES

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

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

Legal References: ~~Minn. Stat. §123B.34 through 123B.38 (Minnesota Public School Fee Law)~~
Minn. Stat. §123B.49 (~~Co-curricular and~~ Extracurricular Activities Insurance)

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

AGENDA ITEM: **Policy 712, Video Surveillance Other Than on Buses**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 712, Video Surveillance Other Than on Buses, has been reviewed by the School Board Policy Committee and Cabinet, had a first reading in November, and is being recommended for a second reading.

This policy has a minor change to II General Statement of Policy in B-2.

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The School Board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

Recommended Action:

Approve School Board Policy 712, Video Surveillance Other Than on Buses, as recommended by the School Board Policy Committee and Cabinet.

Adopted: December 9, 1996

Revised: September 8, 1997

Revised: March 7, 2011

Revised: June 11, 2012

*White Bear Lake Area
School Board Policy 712*

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The School Board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras. ~~or with a fully enclosed box for placement and operation of a video camera.~~
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recording

1. Video recording will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students may be used by the school district as evidence in any disciplinary action brought against any student or employee.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and the rules and/or regulations promulgated thereunder.
4. A video recording will be retained by the school until relooped or until the conclusion of the disciplinary proceedings in which the video recording is used for evidence.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross Reference: WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Student Records)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

AGENDA ITEM: **Policy 720, Vending Machines**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 720, Vending Machines, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November, and is being recommended for a second reading.

This policy has changes to IV Supervision, Approval, Location, and V. Contract Approval

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

Recommended Action:

Approve School Board Policy 720, Vending Machines, as recommended by the School Board Policy Committee and Cabinet.

720 VENDING MACHINES

1. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for, supervise, maintain and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the superintendent or School Board as required by ~~provided in this policy~~ Minn. Stat. § 123B.52.

IV. SUPERVISION, APPROVAL, LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the ~~facility~~ **location** in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge ~~of that facility~~. All food, beverages or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the School Board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The ~~principal or other person in charge of the school facility~~ **machine supervisor (as designated above)** may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire or life/safety codes and to provide convenience of operation, accessibility and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the School Board **superintendent** on a district-wide basis.
- ~~B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with the Minn. Stat. § 123B.52.~~
- ~~C. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. §123B.52.~~
- ~~D.~~B. The contracting process shall be conducted in compliance with the Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- ~~E.~~C. Any bids or quotation must specify all commissions to be paid from the machine and any other non-commission amounts to be paid as a result of the award of the contract. The non-commission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The non-commission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- ~~F.~~ D. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of ~~pop~~ **beverage**, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- G.E. All contracts for vending machines must be approved by the School Board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. F. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. G. No teacher, administrator, school district employee or School Board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the School Board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. District-wide periodic reviews shall be conducted with the vending company.

Legal References: Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: WBLASB Policy 210 (Conflict of Interest--School Board Members)
WBLASB Policy 702 (Accounting)

AGENDA ITEM: **Policy 903, Visitors to School District Property and Facilities**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 903, Visitors to School District Property and Facilities, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November, and is being recommended for a second reading.

Added to this policy is a new section III. Post-Secondary Enrollment Options Students. The number system throughout the policy changed and a few minor changes in V. Procedures, VI. Rules of Conduct for Visitors, VII. Grounds for Denying a Request to Visit, and Legal References.

There were no changes in 903 Addendum A, but we did have minor changes to 903 Procedures.

The purpose of this policy is to establish rules and procedures governing visits to District property and District facilities.

Recommended Action:

Approve School Board Policy 903, Visitors to School District Property and Facilities, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 28, 1997
Revised: December 10, 2001
Revised: August 25, 2003
Revised: April 9, 2012
Revised: June 10, 2017

White Bear Lake Area
School District #624 Policy 903

903 VISITORS TO SCHOOL DISTRICT PROPERTY AND FACILITIES

I. PURPOSE

The purpose of this policy is to establish rules and procedures governing visits to District property and District facilities.

II. GENERAL STATEMENT OF POLICY

The School Board encourages interest on the part of parents and community members in the District's programs and activities. The School Board recognizes that reasonable restrictions must be placed on visits to District facilities in order to maintain an environment that is safe and conducive to learning and working.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.

B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. DEFINITIONS

- A.** "Central administrator" means the superintendent and any director with district-wide responsibilities.
- B.** "District facility" means any building that is owned, leased, or operated by the District.
- C.** "District property" means any real property that is owned, leased, or operated by the District, including, but not limited to, athletic stadiums and athletic fields.
- D.** "Parent" means a biological parent, adoptive parent, legal guardian, or conservator.

- E. “School building” means any District facility where a program of education is offered to preschool, elementary school, middle school, high school, and alternative/transition school students.
- F. “Visitor” means any person who enters a district facility during the regular school year during scheduled school hours, except for the following: enrolled students who are in the facility to attend school, to participate in a school-sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the District; employees who are assigned to work at the facility; volunteers who have been assigned to be in the facility at the time of the visit; and central administrators.

IV.V. PROCEDURES

- A. **Visitor Procedures.** All visitors must comply with the following procedures when entering a District facility, unless they are attending an event or activity that is open to the public, such as parent-teacher conferences, a School Board meeting, or an athletic contest:
 - 1. Immediately upon entering a District facility, all visitors must report to the administrative office or reception desk. Signage indicating this reporting requirement must be prominently displayed on or near all unlocked doors to the facility.
 - 2. Upon reporting to the administrative office or reception desk, all visitors must **provide information including and not limited to:** ~~complete a form that requires them to do the following:~~ print and sign their names, state the purpose of their visit, state the time of their arrival, and state the location of the building in which the visit will occur.
 - 3. A central administrator or building principal may impose additional restrictions on any parent who has caused or may cause a disruption in a District facility or who has negatively impacted the school day and/or the educational setting.
 - 4. A central administrator, the building principal, an assistant principal, or a designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A central administrator will follow this policy in determining whether or not permission will be granted for a visit to a District facility that is not a school building.
 - 5. If permission for a visit is granted, the visitor will be given a visitor’s identification badge stating the visitor’s name and the location in the building where the visit will occur.
 - 6. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in a District facility.

7. If a District employee sees a visitor in a school building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
8. Upon completing a visit, a visitor must return to the administrative office or reception desk, return the visitor's identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.

B. Visits to Classrooms. Subject to the requirements of this policy, parents may observe their child in the classroom for up to two hours on two occasions per school year.

1. Parents who wish to observe their child in the classroom during the regular school day must schedule the visit at least three (3) school days in advance with the building principal.
2. A central administrator or building principal may consider the allowance of additional time beyond two visits if he or she deems it appropriate.
3. A central administrator, building principal, assistant principal, or designee may reschedule or terminate any visit in the event of an emergency or unforeseen circumstance.

C. Parent Procedures for Communicating with Children. The District recognizes that under limited circumstances parents may occasionally need to communicate with their children during the school day. When this need arises, parents must follow one of the following procedures:

1. Parents may call the office and ask to speak with their child. School staff will then locate the child and instruct the child come to the office to speak with the parent by telephone. This may occur by making an announcement over the school's intercom system. Students generally will not be permitted to place or receive a call from a classroom.
2. Parents may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents may not go directly to a classroom or to any other location in a District facility without complying with the Visitor Procedures stated in this policy.

D. Administrative Procedures in Response to Inappropriate Conduct. Central administrators, building principals, assistant principals, and designees are encouraged to take the following steps when a visitor violates this policy or engages in any other inappropriate conduct:

1. Notify the offending visitor that his or her conduct is inappropriate.
2. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.

3. Notify the offending visitor that he or she is required to immediately leave the building.
4. Contact law enforcement.
5. Document the incident.
6. Take other action that the central administrator, building principal, assistant principal, or designee reasonably deems to be prudent or necessary in order to: (a) protect the safety of students, staff, or school property; (b) maintain an environment that is conducive to learning and working; and (c) maintain an environment that is free from all forms of abusive and disruptive conduct.
7. Any step or steps of this procedure may be skipped or addressed at a later time if the central administrator, building principal, assistant principal, or designee determines, in the exercise of his or her professional judgment, that immediate removal of the offending visitor is in the best interests of the students or the staff.

V.VI. RULES OF CONDUCT FOR VISITORS

- A. **Required Conduct.** All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building.
- B. **Prohibited Conduct.** Visitors must not do any of the following during a visit:
 1. Violate any law;
 2. Violate any District or school policy, regulation, rule, or procedure;
 3. Make any threat or engage in any threatening or intimidating behavior;
 4. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
 5. Demonstrate hostility toward another person;
 6. Engage in conduct that is objectively rude;
 7. Use any obscene or foul language;
 8. Make or participate in making any personal attacks against another person;
 9. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
 10. Make unwelcome physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;
 11. Photograph, film, or otherwise create an audio or video record of any students, employees, or volunteers of the District, unless the visitor is on District property or in a limited part of a District facility to attend an event or activity that is open to the public, such as a School Board meeting or an athletic contest;
 12. Enter onto school property ~~will~~ **while** impaired from the use of alcohol or any other chemical;

13. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice with shouting or yelling; swearing; talking with a teacher, classroom aide, or a student while observing in a classroom; using or allowing an ~~an~~ ~~cellular~~ **electronic** device to make noise in the classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

VI. ~~VII~~ Grounds for Denying a Request to Visit

A. Parent Visits for Purpose Other than Classroom Observation. A central administrator, a building principal, an assistant principal, or a designee may deny permission for a parent to visit any part of a District facility if the central administrator, the principal, the assistant principal, or the designee determines that:

1. The parent has refused or failed to comply with any part of this policy;
2. The parent violated any rule or procedure of this policy while visiting a District facility on a prior occasion during the school year;
3. The requested date or time for the visit is educationally inappropriate or inconvenient;
4. The parent has created a disruption during a prior visit and is likely to create a disruption if permitted to visit again;
5. The parent's presence in the District facility is not in the best interests of student or staff;
6. The parent presents a risk of harm to **other persons, including but not limited to a student, to a staff member, other parents or community members,** or to District property;
7. The parent's parental rights have been terminated or the parent does not have physical or legal custody or visitation rights during the school day or the period of time when the parent wants to visit the District facility; or
8. The parent's actions or words suggest that the parent is impaired from using alcohol or another chemical.

B. Classroom Observations by Parent. A central administrator, the building principal, an assistant principal, or a designee may deny a parent's request to observe his or her child in the classroom, or may revoke permission for such a visit, if the central administrator, principal, assistant principal, or designee determines that:

1. Any of the reasons for denying a visit in Section V(A) of this policy have been met;
2. The parent has failed or refused to schedule the classroom observation in advance;
3. The parent observed in the classroom on a prior occasion during the school year and created a disruption;
4. The requested date or time for the observation is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute

teacher or guest speaker is present, or when students are attending an assembly or going on a field trip;

5. The parent has already observed the child in the classroom on two occasions during the school year;

6. The parent's presence in the classroom is not in the best interests of the other persons, including but not limited to students, other children, or staff members, other parents or community members.

C. Classroom Observations by an Independent Examiner. If the parent of a special education student requests an independent educational evaluation (IEE) or hires an independent examiner to evaluate a child, and the parent requests that the independent examiner be permitted to observe the child in the classroom, the District will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies with all provisions of this policy and does not create a disruption. The District may assign a staff member to accompany an independent examiner during all observations. An independent examiner may not interview any students at school or any District employees without prior written permission from the District. A District representative will be present during any interviews.

D. Parent's Right to Appeal. If a parent believes that a request to visit a District facility has been improperly denied, the parent may submit a written appeal to the Superintendent. The decision of the Superintendent, or a designee of the Superintendent, is final.

E. Visits by Third Parties. A central administrator, a building principal, an assistant principal, or a designee may, as he or she sees fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility.

~~VII.~~ VIII. PARKING

During school hours, visitors must park their vehicles in spaces designated for visitors.

Vehicles that are parked in unauthorized spaces may be towed to a different location at the vehicle owner's expense.

~~VIII.~~ VIV. PENALTIES

Permission to be in a District facility is conditioned upon compliance with this policy.

Pursuant to Minnesota Statutes section 609.605, subdivision 4, any person who violates this policy may be found guilty of a misdemeanor. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner and for a reasonable period of time pending the arrival of a law enforcement officer. In addition to imposing other consequences specified in this policy, a central administrator, building principal, or assistant principal may issue an order prohibiting a person from entering onto school property.

Legal References: Minn. Stat. § 123B.02 (General Powers of School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass to School Property)

Cross References:

Adopted: November 19, 1973
Revised: October 24, 1994
October 9, 1995
June 10, 2017

*White Bear Lake Area
School District #624 Policy 903
Addendum A*

Administrative Guidelines for Visitors to School Buildings and Sites

These guidelines are intended to assist in the implementation of School District #624 Policy 903, Visitors to School District Buildings and Sites.

I. VISITOR ACCOMMODATIONS AND LIMITATIONS

- A. Parents, citizens, alumni and other adult visitors are welcome and encouraged to visit the White Bear Lake Area Schools; however, the school district reserves the right to decline or withdraw permission for parents, citizens, alumni and other adult visitors to visit district schools if deemed necessary to ensure the physical or emotional safety of students and staff of the district or to prevent the disruption of the district's educational programs. These rules are in effect for all school activities, functions and meetings.
- B. Visitors must, upon entering any school building, first come to the administrative office so that they may be directed to the teacher, student or class they wish to see.
- C. Parents wishing a conference with a teacher should not expect to interrupt the teacher's class, rather must telephone the school in order to arrange for such an appointment in advance. In the event of an emergency requiring that parents have immediate access to their student, parents may either call or go to the office to:
 - 1. Explain the circumstances of the emergency; and
 - 2. Request that their student be called to the office to meet with them and/or talk with them on the telephone, if doing so does not disrupt the educational program.

II. EXPECTATIONS OF VISITOR CONDUCT

- A. Certain conduct including but not limited to those listed below, occurring in person or via email, text, voice message, or other are unacceptable and will not be tolerated.
 - a. Inappropriately raised voices, shouting or yelling;
 - b. Obscene or foul language;
 - c. Insulting a staff member's intelligence, judgment or professionalism;
 - d. Threats, intimations or suggestions of violence or other intimidating types of behavior; and
 - e. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.

- B. In the event that any such conduct occurs, the following steps may be taken:
- a. The visitor will be informed that the conduct violates district policy and a copy of this policy will be given to the visitor.
 - b. The visitor will be told that if the behavior continues, the discussion will be terminated.
 - c. The visitor will be told that a memorandum of the incident will be prepared and maintained in the district's files.
 - d. The incident will promptly be reported to the building administration and the superintendent.
 - e. The building principal will write a letter to the visitor that includes a summary of the incident and, if deemed appropriate, specific restrictions on future visits.
 - f. If deemed appropriate, an administrator or principal will advise the visitor(s) that he/she/they are prohibited from school property for a period of up to six months from the date of notice and that violation of the directive will result in a report to the police pursuant to state statute. In addition, the person may be issued a trespass notice.
- C. In the event that the visitor is prohibited from coming onto school property, arrangements will be made to conduct statutorily required meetings, such as IEP team meetings, at either another district facility or at a public meeting place.

III. STAFF EXPECTATIONS

- A. In applying this policy, staff members must always be aware that there is an important distinction between declining to be treated in an unacceptable or disrespectful manner and, on the other hand, refusing to carry out a legitimate request for information or assistance. The former is not a reason for the latter. Timelines ~~are~~ created by a statute or a district policy for making a response to an otherwise legitimate request must be observed even while the issue of unacceptable or disrespectful conduct is being addressed.

IV. COMMUNICATIONS

- A. It is expected that Board Policy 903 and these administrative guidelines will be broadly communicated via district and building publications and the district web page.

POLICY 903: INDEPENDENT DISTRICT 624 VISITOR PROCEDURES

School is one of the safest places for students. This is because they are surrounded by caring and capable adults, as well as being involved in comforting, established routines. A safe school environment is essential for learning and is one of the highest priorities for White Bear Lake Area Schools. For the security of our students and staff and the safety of our visitors, a uniform District Visitor Policy, 903, has been implemented.

Visitors to District #624 will be asked to produce proof of identification. Visitors will follow the same **building** procedures when entering any district building.

Visitors will be signed in by a staff member and will be issued visitor identification, which must be visible at all times. During events that are open to the public, exceptions and modifications to these procedures may be posted.

When leaving, visitors must return their badge. The time of departure will be recorded. This is a very important step, because in the event of an emergency evacuation, such as a fire drill, we will be using the visitor log to make sure that all visitors are accounted for and have exited safely.

Parents/guardians are welcome to observe their children in the classroom setting. One of the best ways to understand a child's classroom program is through direct observation. Parents/guardians should make an appointment for an appropriate time to visit **as per Policy 903**. Classes may be involved in an assembly, special event or testing if a parent/guardian arrives without notice.

Members of the media who visit the schools must produce identification upon entering the building as a visitor and must provide media credentials when covering school-related activities, including but not limited to classroom visits, assemblies, sporting events and extracurricular event coverage. Media credentials must be visible at all times when covering school-related stories.

While some of these measures may create anxiety, inconvenience or delays, they are necessary steps to provide the safest and most secure learning environment possible.

We hope that, by following these basic procedures, our schools will be safer for our guests, our staff, and especially for our students.

Thank you for being our partners in this important effort.

AGENDA ITEM: **Action on Approval of Land Purchase Agreements**

MEETING DATE: **December 10, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Based on the projected student enrollment growth of the School District, particularly in the northern part of the School District, it is prudent to secure land for the possible construction of a school. A recently completed enrollment projection study completed by Teamworks International indicates that K-5 enrollment in the Hugo and Oneka elementary attendance areas could increase from approximately 990 students in 2017-18 to between approximately 1,600 to 1,800 in the coming decade. Additionally, the study indicated that the District's overall K-12 enrollment could increase from approximately 8,500 in 2017-18 to approximately 10,400 to 11,000 over this same time period.

Should the District secure funding for a new school through a bond referendum, the amount paid for land will be reimbursed to the General Fund from those future bond proceeds based on the provisions contained in the reimbursement resolution that the Board approved at the February 12, 2018 (E-4) School Board meeting.

The two purchase agreements we will discuss in closed session pursuant to Minn. Stat. 13D.05, subd. 3(c) to consider an offer to purchase property identified as PID #18.031.21.43.0002 located in the City of Hugo, County of Washington, State of Minnesota, and PID # 18.031.21.43.0001 and 19.031.21.12.0001 located in the City of Hugo, County of Washington, State of Minnesota prior to tonight's vote.

RECOMMENDED ACTION:

Move to approve the purchase agreements for the properties described as PID #18.031.21.43.0002 located in the City of Hugo, County of Washington, State of Minnesota and PID # 18.031.21.43.0001 and 19.031.21.12.0001 located in the City of Hugo, County of Washington, State of Minnesota as presented.