

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

February 11, 2019

MISSION STATEMENT

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

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

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

To: Members of the School Board

From: Wayne A. Kazmierczak
Superintendent of Schools

Date: February 5, 2019

A student recognition will be held on Monday, February 11, 2019 at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will be held on **Monday, February 11, 2019** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

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

C. INFORMATION ITEMS

1. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Annual Review)
 - b. 415, Mandate Reporting of Maltreatment of Vulnerable Adults (Annual Review)
 - c. 522, Student Sex Nondiscrimination (Annual Review)
 - d. 619, Staff Development for Standards

E. OPERATIONAL ITEMS

1. Action on Revised FY 19 Budget
2. Action on Annual Resolution Authorizing Administration to Contract for Budgeted Items
3. Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore (*if necessary*)
4. Action on Acceptance of Bid for 2019 HVAC Replacement Project-Phase 2 at Otter Lake Elementary
5. Action on Acceptance of Bid for 2019 Window Replacement Project at White Bear Lake Area High School – North Campus

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **February 11, 2019**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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

Consent Agenda

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

RECOMMENDED ACTION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **February 11, 2019**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDED ACTION:
Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, January 14, 2019** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call: Present: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin
Ex-officio: Kazmierczak
Student Liaison: Pratt
Cabinet: Garrison, Maurer, Mons, Ouren, Paul, Vette, Wald
3. Pledge of Allegiance
4. Chapman moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Reorganization of the School Board: Chapman nominated Mullin as Chair. ***Voice vote: all ayes.*** Wilson nominated Chapman as Vice Chair. ***Voice vote: all ayes.*** Newmaster nominated Fahey as Clerk. ***Voice vote: all ayes.*** Chapman nominated Wilson as Treasurer. ***Voice vote: all ayes.***
6. Fahey moved and Wilson seconded to approve the Consent Agenda consisting of:
 - Approval of minutes for regular meeting of December 10;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Passage of resolution to approve Human Resources items to include:
 - **Resignation/Termination – Classified Staff**
Barbara Lindemer – Program Assistant Leader, Matoska Elementary
Employed by District 624 since 10/204/2011
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

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

B. PUBLIC FORUM – No speakers.

C. INFORMATION ITEMS

1. Overview of Welcome to White Bear Week and Update on Registration Information - Director of Communications and Community Relations Marisa Vette presented on the early childhood, elementary, middle school and high school Welcome activities. If you missed an event please contact the school for a tour. The presentation is available on the district website.
2. Update on Engagement Efforts - Superintendent Kazmierczak presented an update on district wide engagement efforts including strategic plan process, facilities planning, the Big Sleuth, Advisory Committees, Adult Education Program, Career Pathways, Student Advisory Committees, and student participation in the Legislative Breakfast. The presentation is available on the district website.
3. Superintendent's Report - Before tonight's meeting, we recognized students who participated in the award-winning "Mamma Mia!" fall musical. They received group and individual accolades, including Outstanding Overall Production, Overall Performance, Ensemble Performance and Movement/Dance Performance by an Ensemble, from the Hennepin Theatre Trust Spotlight program. The students will perform on the Hennepin Theatre Trust State Theatre stage in June for the Spotlight Showcase. **Coffee with Dr. K** - 7:30-8:30 a.m. January 15 at the Downtown White Bear Lake Caribou Coffee. The fourth Staff and Community Well-Being Series session, "Using Mindfulness to Increase Well-Being and Effectiveness in the Classroom and at Home" will take place at 7 pm Jan. 15 in the North Campus Theater. The Facilities Planning Committee is wrapping up the first phase of it's work. Ninety community and staff members have been working on three committees related to learning spaces, community spaces, and physical conditions. The committee will bring the results of their work to the next School Board Work-Study meeting on January 28. It is important to remember to dress warmly on these cold winter days. The White Bear Lake Area Educational Foundation, through "The Closet," has an ample supply of jackets, mittens, hats and scarves. Should you know any families who could benefit from the generosity of our community, please contact "The Closet" at closetwblaef@gmail.com. Members of our Foundation and other volunteers will then contact the family and make confidential arrangements to help those who do not already have warm clothes. Student Liaison Update - The boy's basketball team has a winning score of 11-2 and Boys hockey also has a winning score of 12-1. Student Council's annual Winter Dance will be at South on Saturday, January 26th at 7 PM. This is a great opportunity to be with friends and dress up in everyone's favorite theme... Hawaiian. Also a big thanks to all who donated at the blood drive. With your donations, we were able to collect 136 units of blood, which makes this the largest blood drive our school has had with Memorial Blood Center! If you didn't get a chance to donate there is another opportunity in April for NHS's second blood drive of the year.
4. Recognition of National Board Certified Teachers - Congratulations to elementary teachers Katie Anderson, Jane Briggs, and Evan Weissman for achieving National Board Certification.

D. DISCUSSION ITEMS - None

E. OPERATIONAL ITEMS

1. Newmaster moved and Chapman seconded to approve the Rules of Order and Board Agenda format for 2019. **Voice vote: all ayes. Nays none. Motion carried.**
2. Wilson moved and Fahey seconded to keep the School Board compensation level for 2019 at the same level it was in 2018, which is Chair and Clerk - \$5,450, Vice-Chair and Treasurer - \$5,450 and members \$5,050. **Roll call vote: ayes, Newmater, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
3. Ellison moved and Newmaster seconded to approve the School Board meeting dates for 2019 and from January 2020 through August 2020. **Voice vote: all ayes. Nays none. Motion carried.**
4. Wilson moved and Beloyed seconded to approve the Official Depositories for the School District Funds and Authorized Bank Accounts and Signatures for 2019. **Roll call vote: ayes, Newmater, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
5. Chapman moved and Ellison seconded to approve the White Bear Press as our official publication for the School District for 2019. **Roll call vote: ayes, Newmater, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
6. Wilson moved and Newmaster seconded to approve the appointment of Matthew Mons, Director of Human Resources, as the District Human Rights Officer, and Sara Paul, Assistant Superintendent for Teaching and Learning, as the Title IX Coordinator, and Lisa Ouren, Director of Student Support Services, as the District ADA/504 Coordinator in conformance with School Board policies. **Voice vote: all ayes. Nays: none. Motion carried.**
7. Newmaster moved and Beloyed seconded to authorize Dr. Wayne Kazmierczak as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2019. **Voice vote: all ayes. Nays none. Motion carried.**
8. Ellison moved and Fahey seconded to approve the legal counsel for 2019, as follows: Knutson, Flynn and Deans; Ratwik, Roszak and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A., and others as needed. Authorized personnel to contact legal counsel includes: school board chair, school board vice-chair, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and operations, director of human resources, director of student support services, director of community services, director of communications and community relations, and director of technology and innovation. **Roll call vote: ayes, Newmater, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
9. Wilson moved and Newmaster seconded to appoint Ellen Fahey as White Bear Lake Area School's representative to the Equity Alliance MN board for 2019. **Voice vote: all ayes. Nays none. Motion carried.**
10. Ellison moved and Beloyed seconded to appoint Kim Chapman as White Bear Lake Area School's representative to Intermediate School District 916 School Board for 2019. **Voice vote: all ayes. Nays none. Motion carried.**

11. Beloyed moved and Ellison seconded to approve Policy 419 Tobacco-Free Environment, Policy 421 Gifts to Employees and School Board Members, Policy 511 Student Fundraising, Policy 530 Immunization Requirements, Policy 707 Transportation of Public School Students, Policy 708 Transportation of Nonpublic School Student, Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources. ***Voice vote: all ayes. Nays none. Motion carried.***

12. Action on Approval of Land Purchase Agreements

Wilson moved and Newmaster seconded to go into closed session at 7:47 p.m. pursuant to Minn. Stat. 13D.05, subd. 3(c) to consider an offer to purchase property identified as PID #18.031.21.43.0003 located in the City of Hugo, County of Washington, State of Minnesota. ***Voice vote: All ayes, nays none. Motion carried.***

Chair Mullin reconvened the meeting at 7:55 p.m. Board members present: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Administrators present: Superintendent Kazmierczak, Wald, Mons

Closed session adjourned at 8:10 p.m. and Chair Mullin reopened the meeting at 8:12 p.m.

Wilson moved and Newmaster seconded to approve land purchase agreement identified as PID #18.031.21.43.0003 located in the City of Hugo, County of Washington, State of Minnesota. ***Roll call vote: Ayes, Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays, none. Motion carried.***

F. BOARD FORUM - Newmaster invited all to attend the Korean Cultural Association's Lunar New Year Celebration at North Campus on Jan. 26. Ellison reported that a Mounds View teacher commented on an amazing opportunity for staff in this district which is the Big Sleuth. Fahey reported on the selection of a new Executive Director for Equity Alliance MN. Mullin reported that currently the boys' hockey team is number one on the 4AA ranking.

G. ADJOURNMENT - Wilson moved and Mullin seconded to adjourn at 8:16 p.m.

Submitted by clerk, Ellen Fahey

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

A work study meeting of the White Bear Lake Area School Board was held on **January 28, 2019** at **5:30 p.m.** in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Mullin called the meeting to order at 5:32 p.m.
Roll Call - Present: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson
Student Representative: Pratt, Carroll
Ex-officio: Kazmierczak
Cabinet: Garrison, Maurer, Mons, Ouren, Vette, Wald

B. DISCUSSION ITEMS

1. **Site Level Planning Progress Update to Board Liaisons** - School board members met with their liaison school leaders to hear about the site level planning process. Available in the online board packet is information on each site's mission statement, planning team members and the identified tactics.
2. **Comprehensive Facilities Plan Update** - Paul Aplikowski and Sal Bagley, Wold Architects and Engineers, presented an overview of the learning spaces, community spaces, and physical conditions committee's work along with a summary of the needs assessments developed by each subcommittee. Some committee members were present to provide input and answer questions. Assistant Superintendent for Finance and Operations Tim Wald presented an overview of High School alignment in the district. The presentation is available on the district website.
3. **Overview of FY19 Revised Budget** - Assistant Superintendent for Finance and Operations Tim Wald and Director of Finance Tom Wiczorek presented a revised fiscal year 2018-19 budget and projected budgets for fiscal years 2019-20, 2020-21 and 2021-22. The documents are available on the district website.
4. **2018 Residential Survey Results from The Morris Leatherman Company** - Peter Leatherman from The Morris Leatherman Company presented the results of a 400 random household sample residential survey administered from December 4 through December 19, 2018. The document is available on the district website.

C. ADJOURNMENT - Chair Mullin adjourned the meeting at 8:28 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **February 11, 2019**

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 - January

		<u>1/15/2019</u>	<u>1/31/2019</u>
Direct Deposit	539200-540760	2,166,011.06	
Direct Deposit	540761-542345		1,981,335.63

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
98436	WHITE BEAR LAKE (CITY OF)	2,312.89	1/2/2019	R
98440	AMAZON	49,371.83	1/7/2019	R
98440	AMAZON	-49,371.83	1/7/2019	V
98442	MN TRUE TEAM TRACK & FIELD	950	1/4/2019	R
98445	LAND TITLE CORP	10,000.00	1/7/2019	R
98449	AMAZON	49,371.83	1/9/2019	S
98450	SAM'S CLUB/SYNCHRONY BANK	1,211.08	1/11/2019	S
98451	SAM'S CLUB/SYNCHRONY BANK	516.11	1/11/2019	S
98452	SAM'S CLUB/SYNCHRONY BANK	799.76	1/11/2019	S
98453	SAM'S CLUB/SYNCHRONY BANK	380.3	1/11/2019	S
98454	GREATER TWIN CITIES UNITED WAY	137.5	1/15/2019	R
98455	IUOE LOCAL 70	1,287.53	1/15/2019	R
98456	RAUSCH, STURM, ISRAEL,	153.89	1/15/2019	R
98460	SCHOOL SERVICE EMPLOYEES	7,518.35	1/15/2019	R
98461	US DEPT OF EDUCATION	566.15	1/15/2019	R
98462	WBLA EDUCATIONAL FOUNDATION	2,990.50	1/15/2019	R
98463	WI SCTF	340.25	1/15/2019	R
98464	GURSTEL CHARGO ATTORNEYS AT LAW	269.81	1/15/2019	R
98465	MESSERLI & KRAMER PA	743.86	1/15/2019	R
98466	THE ROSE LAW FIRM, PLLC	264.16	1/15/2019	R
98467	AARP DRIVER SAFETY PROGRAM	505	1/17/2019	R
98468	ACT INC	240	1/17/2019	R
98472	AMERICAN MESSAGING	20.89	1/17/2019	R
98473	AMERICAN TIME	359.8	1/17/2019	R
98475	ANDERSON, CHRIS	83	1/17/2019	R
98477	ARCADE ASPHALT CO	2,475.00	1/17/2019	R
98482	BARTHOLD	1,726.45	1/17/2019	R
98485	BELL, ROYCE	59	1/17/2019	R
98486	BENEDICT, LOIS	91.4	1/17/2019	R
98487	BENNEK, JOE	136	1/17/2019	R
98488	BERG, JASON	83	1/17/2019	R
98490	BITTNER, MARK	77	1/17/2019	R
98492	BLOOD, DOUGLAS	59	1/17/2019	R
98493	BOLAND, JEROME	77	1/17/2019	R
98496	BRAINPOP LLC	1,895.00	1/17/2019	R
98499	THE BUG COMPANY	17.75	1/17/2019	R
98500	BUREAU OF EDUCATION & RESEARCH	259	1/17/2019	R
98504	CHAPMAN, RONALD	83	1/17/2019	R
98507	CLASS CREATOR	352	1/17/2019	R
98508	COMBS, DEWAYNE	77	1/17/2019	R
98509	CONNEY SAFETY	254.68	1/17/2019	R
98512	COURNOYER, DAVID	166	1/17/2019	R
98513	CROWE, ROBERT	77	1/17/2019	R
98517	CUMMINS NPOWER LLC	1,175.00	1/17/2019	R
98518	DALCO CORPORATION	33,658.50	1/17/2019	R

98527 DOOR SERVICE COMPANY	6,156.00	1/17/2019	R
98532 ENGSTROM, MARK	155	1/17/2019	R
98534 EYE MED	2,032.90	1/17/2019	R
98540 FINN SISU	82.4	1/17/2019	R
98547 GEPHART TRUCKING	1,825.00	1/17/2019	R
98548 GLYNN, TOM	77	1/17/2019	R
98551 GOPHER	224.87	1/17/2019	R
98552 GRAINGER	3,748.56	1/17/2019	R
98553 GRAVLEY, STEPHEN	118.06	1/17/2019	R
98557 HALO TRANSPORTATION	5,775.00	1/17/2019	R
98564 HOULE, THOMAS	77	1/17/2019	R
98571 IFD	20,221.51	1/17/2019	R
98573 INNOVATIVE OFFICE SOLUTIONS	35.68	1/17/2019	R
98574 INSPEC INC	6,500.00	1/17/2019	R
98576 JANSEN, BRIAN	87	1/17/2019	R
98578 JESSEN, MISTY	31.3	1/17/2019	R
98579 JOHNSON, BRIAN	500	1/17/2019	R
98581 JONES SCHOOL SUPPLY CO INC	123.48	1/17/2019	R
98582 JUNIOR LIBRARY GUILD	56	1/17/2019	R
98584 KARLSBURGER FOODS INC	273	1/17/2019	R
98585 KATH FUEL OIL SERVICE CO	16,193.20	1/17/2019	R
98586 KEYSTONE INTERPRETING SOLUTIONS	268	1/17/2019	R
98592 KRAFT CONTRACTING & MECHANICAL	901.03	1/17/2019	R
98593 LABELLE, PAUL	83	1/17/2019	R
98601 LENZ, KELLY	69	1/17/2019	R
98604 L T G POWER EQUIPMENT	692.55	1/17/2019	R
98605 LYLE, TOM	77	1/17/2019	R
98606 MACALESTER COLLEGE	475.41	1/17/2019	R
98612 METRO ECSU	50	1/17/2019	R
98617 MN CHILDRENS MUSEUM	487.5	1/17/2019	R
98620 MN TRUE TEAM TRACK & FIELD	190	1/17/2019	R
98622 MNAEYC-MNSACA	2,198.00	1/17/2019	R
98623 MN INTERSCHOLASTIC ATHLETIC ADM ASSOC	350	1/17/2019	R
98625 NAPA AUTO PARTS	169.94	1/17/2019	R
98628 NATL MAH JONGG LEAGUE INC	32	1/17/2019	R
98634 NORTH STAR BANK	7,650.00	1/17/2019	R
98635 NORTHBOUND CREATIVE	1,475.35	1/17/2019	R
98636 NORTHEAST METRO INTERMEDIATE DISTRICT 916	93,673.83	1/17/2019	R
98637 NORTHERN LANDSCAPE & IRRIGATION INC	1,700.00	1/17/2019	R
98642 ORTIZ, KLEBER	1,000.00	1/17/2019	R
98644 PAI	627.25	1/17/2019	R
98647 PHYSICAL POWERS LLC	4,825.00	1/17/2019	R
98658 REVOLUTION SPORTING GOODS	4,850.00	1/17/2019	R
98661 RODRIGUEZ, ANTHONY	77	1/17/2019	R
98664 SAGDALEN, REBEKAH	35	1/17/2019	R
98666 SANTI, KRIS	34.75	1/17/2019	R
98672 SEVERSON, LAUREL	100	1/17/2019	R

98674	SNODDY, JASON	83	1/17/2019	R
98675	SOLBERG, BEVERLY	850	1/17/2019	R
98676	SOLUTION TREE	6,500.00	1/17/2019	R
98679	STATE SUPPLY CO	56.79	1/17/2019	R
98683	STILLWATER HIGH SCHOOL	105	1/17/2019	R
98684	STRATEGIC STAFFING SOLUTIONS	2,165.63	1/17/2019	R
98686	TEACHER SYNERGY LLC	47.95	1/17/2019	R
98688	THURY, GREG	59	1/17/2019	R
98689	THYSSENKRUPP ELEVATOR CORP	3,720.00	1/17/2019	R
98692	TREASURED TRANSPORTATION	69,415.80	1/17/2019	R
98695	TRUCK UTILITIES MFG CO	316	1/17/2019	R
98698	TWIN CITY JANITOR SUPPLY CO	5,188.16	1/17/2019	R
98724	BLUE TARP FINANCIAL INC	55.92	1/23/2019	R
98725	CINTAS CORP #470	180.74	1/23/2019	R
98727	COVER MY TRACTOR	469.99	1/23/2019	R
98729	DEFINITIVE TECHNOLOGY SOLUTIONS	82.8	1/23/2019	R
98732	EARL F ANDERSEN INC	204.04	1/23/2019	R
98733	ECKROTH MUSIC	84	1/23/2019	R
98736	GILLUND ENTERPRISES	392.98	1/23/2019	R
98737	HOME DEPOT CREDIT SERVICES	1,130.99	1/23/2019	R
98740	INNOVATIVE OFFICE SOLUTIONS	458.92	1/23/2019	R
98741	JW PEPPER & SON INC	49.98	1/23/2019	R
98742	KIMBALL MIDWEST	441.99	1/23/2019	R
98744	MACKIN EDUCATIONAL RESOURCES	53.07	1/23/2019	R
98745	MCKESSON MEDICAL-SURGICAL	11,580.87	1/23/2019	R
98746	MILLIGAN, THERESA	50	1/23/2019	R
98747	MN DEPT OF PUBLIC SAFETY	125	1/23/2019	R
98748	NAPA AUTO PARTS	119.97	1/23/2019	R
98751	NORTHEAST METRO INTERMEDIATE DISTRICT 916	44,067.30	1/23/2019	R
98752	NORTHWEST GRAPHIC SUPPLY CO	218.67	1/23/2019	R
98757	SPICUZZA, CINDY	1,800.00	1/23/2019	R
98762	STATE SUPPLY CO	596.17	1/23/2019	R
98763	STAY TUNED PIANO SERVICES	98	1/23/2019	R
98764	SURPLUS SERVICES	141	1/23/2019	R
98766	TERMINAL SUPPLY CO	203.37	1/23/2019	R
98767	WHITE BEAR CENTER FOR THE ARTS	7,600.00	1/23/2019	R
98768	WHITE BEAR TOWNSHIP	3,099.29	1/23/2019	R
98774	XCEL ENERGY	94,875.56	1/23/2019	S
98775	XCEL ENERGY	91,472.63	1/23/2019	S
98777	WELLS FARGO - COMML OPERATIONS	170,650.27	1/28/2019	R
9990980	AIG	6,507.25	1/15/2019	R
9990981	AMERICAN FUNDS	83,512.90	1/15/2019	R
9990982	AMERICAN UNITED LIFE	108,381.57	1/15/2019	R
9990983	AMERIPRISE FINANCIAL SERVICES	13,882.87	1/15/2019	R
9990984	AXA EQUITABLE	29,973.00	1/15/2019	R
9990986	EDUCATION MN ESI BILLING TRUST	36,506.66	1/15/2019	R
9990992	INTERNAL REVENUE SERVICE	794,641.98	1/15/2019	R

9990993	METROPOLITAN LIFE	2,056.66	1/15/2019	R
9990994	MN DEPT OF HUMAN SERVICES	1,736.60	1/15/2019	R
9990996	MN DEPT OF REVENUE	137,130.60	1/15/2019	R
9990997	MN REVENUE	387.43	1/15/2019	R
9990998	MN STATE RETIREMENT	5,182.12	1/15/2019	R
9991000	PUBLIC EMP RETIREMENT ASSOC	148,644.47	1/15/2019	R
9991002	TEACHERS RETIREMENT ASSOC	369,133.85	1/15/2019	R
9991003	VANGUARD SMALL BUSINESS SERVICES	29,650.69	1/15/2019	R
9991004	WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	41,075.98	1/15/2019	R
181900549	BABCOCK, ARIANA	298.28	1/17/2019	A
181900551	BARTH, CARRIE	2,026.00	1/17/2019	A
181900554	BOOTH, KARLA	581.7	1/17/2019	A
181900556	BRISTOW, JILL	170	1/17/2019	A
181900561	DALLY, PENNY	446.54	1/17/2019	A
181900569	ENGSTRAN, PAUL	60	1/17/2019	A
181900570	FEIRN, KERRY	121.57	1/17/2019	A
181900572	FINK, AVIS	383.7	1/17/2019	A
181900573	FLEMING, MARY	62.99	1/17/2019	A
181900578	GILLESPIE, ALISON	475.67	1/17/2019	A
181900581	HARDACRE, CALEB	63.32	1/17/2019	A
181900589	JESKE-WALFOORT, KIMBERLY	543.07	1/17/2019	A
181900593	KAZMIERCZAK, WAYNE	413.27	1/17/2019	A
181900595	KNUTSON, CASSANDRA	31.63	1/17/2019	A
181900598	KRAMLINGER, TRACEY	53	1/17/2019	A
181900600	LAFRINIER, BENJAMIN	1,252.23	1/17/2019	A
181900601	LAMWERS, LINDSAY	89.91	1/17/2019	A
181900620	PELOQUIN, BRIAN	784.15	1/17/2019	A
181900623	PETERSON, ROBERT JR	19	1/17/2019	A
181900624	PIERRE, CHRISTINA	664.9	1/17/2019	A
181900632	RUOHOMAKI, TERESA	30.63	1/17/2019	A
181900634	SALENGER, SETH	451.44	1/17/2019	A
181900636	SANDERS, MALORIE	325	1/17/2019	A
181900644	STREIFF, CHRISTINA	540.96	1/17/2019	A
181900652	VAIL, ANNE	707.03	1/17/2019	A
		2,648,017.48		

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: **February 11, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$500 for Outdoor Classroom	Otter Lake Student Council	Otter Lake Elementary School

RECOMMENDED ACTION: Accept donation.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
April 6-8, 2019 Medford High School	Candace Ryan Josh Lane	South Student Council	0	5	Total Cost per Student: \$65.00 Total Cost: \$1,015.00 approx. Source of Revenue: Covered by Students and Student Council Budget	Parents	Give students the opportunity to network with other student councils around the state to gather new strategies to improve school climate and service.
April 6-8, 2019 Medford High School	Alli McCann	North Student Council	0	4-5	Total Cost per Student: \$65.00 Total Cost: \$1,015.00 approx. Source of Revenue: Covered by Students and Student Council Budget	Advisor	The state convention is a chance for student council leaders to network and collaborate with schools from all over Minnesota. It is also a chance to show off all of the hard work we've done.

May 17-18, 2019 Moose Lake and Cloquet, MN	Tony Walfoort	Ambassadors	1	25 students 3 adult/staff	Total Cost per Student: \$0.00 Total Cost: \$1300 approx. Source of Revenue: Ambassadors Fees/Account	Bus	The goal is to celebrate those who have completed all of the 2 nd year Ambassador requirements. This is the final requirement of the two year lettering process. Students will develop team building skills and challenge their own mindset.
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Recommendation: The administration recommends the School Board approve these field trips.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION/TERMINATION – CLASSIFIED STAFF

TROY GAMBONI – Bus Driver, Bus Garage
Employed by District 624 since 08/30/2018
Effective Date: 01/18/2019

RETIREMENT – CLASSIFIED STAFF

ANDREW KANCANS – Custodian, WBLAHS – South Campus and ALC
Employed by District 624 since 05/07/1979
Effective Date: 02/28/2019

BETH FREBURG – Early Childhood Assistant, Normandy Park
Employed by District 624 since 03/12/2007
Effective Date: 06/07/2019

LAURIE OPITZ – Pupil Support Assistant, Birch Lake Elementary
Employed by District 624 since 09/27/2019
Effective Date: 06/07/2019

RETIREMENT – CERTIFIED STAFF

KAREN BREDENBECK – Science Teacher, WBLAHS – North Campus
Employed by District 624 since 08/27/1985
Effective Date: 06/10/2019

DEBORAH GIRARD – 5th Grade Teacher, Vadnais Heights Elementary
Employed by District 624 since 08/23/2001
Effective Date: 06/10/2019

TRACY GRIPENTROG – 3th Grade Teacher, Willow Lane Elementary
Employed by District 624 since 08/23/2001
Effective Date: 06/10/2019

BEVERLY MUSSER – .8 FTE Occupational Therapist, Normandy
Employed by District 624 since 08/23/2001
Effective Date: 06/10/2019

DIANE NIKKEL – Reach Teacher, Birch Lake, Matoska & Otter Lake Elementary
Employed by District 624 since 01/10/1994
Effective Date: 06/10/2019

SUZANNE WURL – Special Education Teacher, WBLAHS – North Campus
Employed by District 624 since 08/27/1990
Effective Date: 06/10/2019

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF
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JESSE KELLEY – From Campus Security to Media Clerk, Central Middle School
From \$15.56 per hr., 5.25 hrs. per day, To \$17.63 per hr., 6.0 hrs. per day
Effective Date: 12/17/2018

KIMBERLY MILLER – From Part-Time Bus Driver to Full-Time Bus Driver, Bus Garage
From 5.75 hrs. per day, To 7.25 hrs. per day
Effective Date: 01/22/2019

NANCY SKUPA – From Full Time Cook to HS Assistant Head Cook, WBLAHS – South Campus
From \$20.60 per hr., 7.0 hrs. per day, To \$21.46 per hr., 7.0 hrs. per day

PART-TIME LEAVE OF ABSENCE – CERTIFIED STAFF

JANA BUESING – Grade 1 Teacher, Lincoln Elementary
Position .5 (Leave .5)
Effective Date: 2019-2020 School Year

PAMELA JOHNSTONE – Grade 1 Teacher, Lincoln Elementary
Position .5 (Leave .5)
Effective Date: 2019-2020 School Year

AMANDA VERNON – Mathematics Teacher, WBLAHS – North Campus
Position .8 (Leave .2)
Effective Date: 2019-2020 School Year

NEW PERSONNEL – CLASSIFIED STAFF

DONALD LONGENDYKE – Program Assistant Leader, Matoska and Vadnais Heights Elementary
\$13.98/hr., 12.5 hrs. per week, \$4,368.75
Effective Date: 01/07/2019

NOELLE VERBEEK KNAPP – Health Assistant/Child Study Secretary, Willow Lane Elementary
\$18.72/hr., 37.5 hrs. per week, \$13,759.20
Effective Date: 01/10/2019

NEW PERSONNEL – NON-AFFILIATED

CHRISTOPHER LAWLER – Campus Security, Central Middle School
\$15.25 per hr., 26.25 hrs. per week, \$6,965.43
Effective Date: 01/25/2019

LONG TERM SUBSTITUTE – CERTIFIED STAFF

RACHEL BENGTON – Social Studies Teacher, WBLAHS – North Campus

BA, Step 1, \$16,067.92

Effective Date: 01/29/2019 through 06/10/2019

TAYLOR NELSON – Grade 2 Teacher, Birch Lake Elementary

BA, Step 1, \$13,941.34

Effective Date: 01/07/2019 through 04/08/2019

RYAN PUNCOCHAR – Social Studies Teacher, WBLAHS – South Campus

BA, Step 6, \$16,067.92

Effective Date: 01/22/2019 through 04/26/2019

JANAYE STEWART – .8 FTE Certified Nursing Assistant Teacher, WBLAHS – South Campus

BA, Step 1, \$17,431.20

Effective Date: 01/28/2019 through 06/10/2019

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for an annual review. There were no changes recommended for this policy.

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

Recommended Action:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 4 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: September 9, 2002
Revised: January 10, 2005
Revised: May 12, 2008
Revised: January 11, 2010

White Bear Lake Area
School District #624 Policy 414
Revised: October 11, 2010
Revised: November 14, 2011

Annual Review: September 10, 2012
Annual Review: December 9, 2013
Annual Review: December 8, 2014

Annual Review: July 11, 2016
Annual Review: January 8, 2018

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence of an event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. is occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means a person under the age of 18, and, for purposes of Minn. Stat. Ch.260C (Child Protection) and Minn. Stat. Ch 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible, but in no circumstance longer than 24 hours.

- D. “Mandated reporter” means any school personnel, as defined in this policy, who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health, when reasonably able to do so;
 3. failure to provide for necessary supervision or appropriate child care arrangements after considering factors such as the child’s age, mental ability and physical condition; the length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance;
 6. medical neglect as defined by Minn. Stat. § 260C.007, subd. 4, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional

response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- G. "Non-maltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat §125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury;

(9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

Neither physical abuse nor neglect includes a nonmaltreatment mistake.

- J. "Report" means any communication received by the local welfare agency, police 414-4 department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- K. "School personnel" means professional employee or a professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Sub. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation which requires registration under Minn Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders.)
- L. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the building principal or appropriate

administrator and the local welfare agency, police department or county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.

- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The reckless making of a false report may also result in employee discipline.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons

responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, and/or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of any other governmental agency including the Minnesota Department of Education (MDE) and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school district, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a

reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district shall have a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166 subd. 1b(a-b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, subd. 4, clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et.seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

AGENDA ITEM: **Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for an annual review. There was a grammar correction in IV, paragraph B.

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

Recommended Action:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 4 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996

Revised: August 25, 2003

Revised: January 11, 2010

Annual Review: August 8, 2011

Annual Review: September 10, 2012

Annual Review: December 9, 2013

Annual Review: October 13, 2014

Annual Review: November 9, 2015

Annual Review: January 8, 2018

White Bear Lake Area School District #624 Policy 415

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be

disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- D. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- E. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- F. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- G. "Neglect" means failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence

or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- H. "School Personnel" means professional employees or their delegates engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.
- I. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2) ; (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received, possesses a physical or mental infirmity or other physical, mental or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individuals self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point (as defined under Minn. Stat. § 626.5572) responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible, identify the vulnerable adult; the caretaker; the nature and extent of the suspected maltreatment; any evidence of previous maltreatment; the name and address of the reporter; the time, date, and location of the incident; and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose no public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.

- D. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident is guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report, is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation procedures; Licensed Facilities and Services)
Minn. Stat. § 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: WBLASB Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
WBLASB Policy 403 (Discipline Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

AGENDA ITEM: **Policy 522, Student Sex Nondiscrimination**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 522, Student Sex Nondiscrimination, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There was a change in II. General Statement of Policy, under C; and III, Grievance Reporting Procedures, under E.

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

Recommended Action:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 4 School Board meeting agenda or a subsequent meeting for action.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: January 13, 2014
Revised: May 9, 2016
Revised: November 14, 2016

*White Bear Lake Area
School Board Policy 522*

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The School Board hereby designates the ~~Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, 651-407-7550,~~ Assistant Superintendent for Teaching and Learning, 4855 Bloom Avenue, White Bear Lake, 651-407-7539, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, guardian, or community member having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. GRIEVANCE REPORTING PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to

use the report form available from the principal/supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. Building Level Reporting. The building principal/supervisor is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal/supervisor immediately.
- C. Upon receipt of a report or grievance, the principal/supervisor must immediately notify the school district human rights officer, without screening or investigating the report. The responsible person may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the responsible person to the human rights officer. If the report was given verbally, the responsible person shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the responsible person. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The School Board hereby designates the Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, 651-407-7550, as the school district human rights officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves the human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer, including office address and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available publicly on the district website.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; sex discrimination)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross Reference: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 528 (Student Parental, Family, and marital Status
Nondiscrimination)

AGENDA ITEM: **Policy 619, Staff Development for Standards**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 619, Staff Development for Standards, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There was a change in II. General Statement of Policy; III. Standards for Staff Development, IV. Training and Professional Development addition to A and deletion in B.

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Minnesota Academic Standards and with students as they progress to achievement of those Minnesota Academic Standards and meet the requirements of federal law.

Recommended Action:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 4 School Board meeting agenda or a subsequent meeting for action.

Adopted: May 26, 1998
Revised: June 11, 2001
Revised: May 9, 2005
Revised: January 11, 2010
Revised: April 9, 2012

*White Bear Lake
School District #624 Policy 619*

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Minnesota Academic Standards and with students as they progress to achievement of those Minnesota Academic Standards and meet the requirements of federal law, ~~the No Child Left Behind Act~~.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the Minnesota Academic Standards and ~~the No Child Left Behind Act~~ federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The district Staff Development Committee, using input from building principals and the Teaching and Learning team, shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Minnesota Academic Standards and ~~the No Child Left Behind Act~~ federal law at all levels. The School Board will be advised on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Minnesota Academic Standards effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Minnesota Academic Standards implementation throughout all levels of the school district programs.
- D. In-service, staff meeting, and district and building-level staff development plans and programs shall focus on improving implementation of the Minnesota Academic Standards at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality,

vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teacher/Administrators

1. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.
2. ~~The school district will assign an administrator to serve as a highly objective uniform state standard or evaluation ("HOUSSE") reviewer. The administrator shall meet with teachers and, where appropriate, certify the teacher's application for highly qualified status.~~

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act Every Student Succeeds Act)

Cross References: WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 616 (School District System Accountability)

E. OPERATIONAL ITEMS

AGENDA ITEM: Action on Revised Fiscal Year 2019 Budget

MEETING DATE: February 11, 2019

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

The preliminary budget for the 2018-2019 school year was approved at the June 11, 2018 school board meeting. Each year the board approves the revised budget at or near the midpoint of the school year.

Attached please find a summary of the revised fiscal year 2019 budget. This revised budget was reviewed with the Executive Finance Committee and presented to the School Board for discussion at the January 28, 2019 work-study session along with projected budgets for fiscal years 2019-2020 and 2020-2021.

At the February 11, 2019 School Board meeting, the revised budget will be proposed for approval.

The proposed preliminary budget for the 2019-2020 school year will be reviewed at the May 20, 2019 work session and will be presented for board approval at the June 11, 2019 meeting.

RECOMMENDED ACTION:

Approve the revised budget as recommended.

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

	Actual 2017	Revised 2018	Actual 2018	Preliminary 2019	Revised 2019	Projected 2020	Projected 2021	Projected 2022
1 General Fund								
2 Revenue								
3 Local sources								
4 Property taxes	23,808,740	23,390,625	23,936,695	25,491,799	26,502,781	27,732,923	28,010,252	28,290,355
5 Investment earnings	241,938	250,000	340,801	265,000	325,000	325,000	325,000	325,000
6 Other	3,233,704	3,400,000	3,523,717	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000
7 State sources	61,758,255	65,019,295	65,052,830	67,464,722	67,464,722	68,863,893	70,528,051	71,533,332
8 Special Education	11,926,095	12,436,918	12,046,280	12,996,579	12,996,579	13,581,425	14,192,589	14,831,256
9 Federal sources	2,732,657	2,808,315	2,693,184	2,819,000	2,867,000	2,867,000	2,867,000	2,867,000
10 Total revenue	\$ 103,701,389	\$ 107,305,153	\$ 107,593,507	\$ 112,437,100	\$ 113,556,082	\$ 116,770,241	\$ 119,322,893	\$ 121,246,942
11 Expenditures								
12 Current								
13 Administration	4,428,948	4,576,783	4,439,908	4,666,353	4,666,353	4,730,829	4,820,116	4,909,118
14 District support services	2,150,921	2,042,067	2,296,538	2,076,113	2,289,729	2,313,815	2,346,412	2,379,662
15 Elementary and secondary regular instruction	47,911,170	49,895,167	50,957,421	52,224,060	53,376,254	54,084,157	55,042,186	56,019,376
16 Vocational education instruction	1,534,004	929,441	1,466,873	947,050	1,504,961	1,522,056	1,545,191	1,568,788
17 Special education instruction	20,846,113	21,218,016	22,539,238	22,489,821	24,166,884	24,517,715	24,992,506	25,476,793
18 Instructional support services	7,901,076	7,874,475	8,697,268	8,337,451	8,926,152	9,025,180	9,159,198	9,295,896
19 Pupil support services	4,355,368	4,560,032	4,734,570	4,650,188	4,762,507	4,828,803	4,918,523	5,010,038
20 Transportation	7,270,171	7,627,658	7,988,841	7,729,435	7,831,030	7,863,499	7,907,441	7,952,261
21 Sites and buildings	8,382,462	8,688,529	8,272,213	8,217,153	8,163,251	8,230,002	8,320,339	8,412,482
22 Fiscal and other fixed cost programs	318,782	300,000	295,206	300,000	300,000	308,775	320,651	332,764
23 Debt service								
24 Principal	664,137	690,180	690,181	717,200	717,200	745,270	779,432	795,020
25 Interest and fiscal charges	406,164	381,000	380,524	353,900	353,900	325,780	296,547	281,720
Budget Reductions						(1,750,000)	(1,150,000)	(1,250,000)
26 Total expenditures	\$ 106,169,316	\$ 108,783,348	\$ 112,758,781	\$ 112,708,724	\$ 117,058,222	\$ 116,745,882	\$ 119,298,541	\$ 121,183,917
27 Excess (deficiency) of revenue over expenditures	(2,467,927)	(1,478,195)	(5,165,274)	(271,624)	(3,502,140)	24,359	24,351	63,026
28 Other financing sources (uses)								
29 District Reserves								
30 Assigned for Subsequent Years Budgets		1,300,000						
31 Assigned for Secondary Facilities	500,000	500,000						
32 Assigned for Construction & Capital Improvements	450,000	250,000		150,000				
33 Assigned for Carryovers	610,000	560,000		550,000	550,000	550,000	550,000	550,000
34 Assigned for Strategic Priorities	250,000	50,000		50,000	50,000			
35 Student Transportation Vehicles		300,000		130,000	350,000			
36 Capital lease issued								
37 Proceeds from sale of assets	2,387							
38 Prior Period Adjustment								
39 Transfer In								
40 Transfer to Community Service Fund								
41 Total other financing sources (uses)	\$ 1,812,387	\$ 2,960,000	\$ -	\$ 880,000	\$ 950,000	\$ 550,000	\$ 550,000	\$ 550,000
42 Net change in fund balances	(655,540)	1,481,805	(5,165,274)	608,376	(2,552,140)	574,359	574,351	613,026
43 Fund balances								
44 Beginning of year	27,505,144	25,039,604	25,039,604	19,874,330	19,874,330	16,372,190	16,396,549	16,420,900
45 Ending Fund Balance (Assigned and Unassigned)	25,039,604	23,561,409	19,874,330	19,602,706	16,372,190	16,396,549	16,420,900	16,483,926
46 Ending Fund Balance (Assigned)	12,872,907	9,912,907	5,572,835	5,345,828	4,622,835	1,565,312	1,015,312	465,312
47 Ending Fund Balance (Unassigned)	\$ 12,166,697	\$ 13,648,502	\$ 14,301,495	\$ 14,256,878	\$ 11,749,355	\$ 14,831,237	\$ 15,405,589	\$ 16,018,614
48 Ending Fund Balance (Unassigned as % of expenditures)	11.5%	12.5%	12.7%	12.6%	10.0%	12.7%	12.9%	13.2%
49 Nutritional Services								
50 Revenues	4,607,261	4,567,275	4,563,172	4,667,571	4,673,671	4,743,776	4,814,933	4,887,157
51 Expenditures	4,426,363	4,555,196	4,375,549	4,705,251	4,805,001	4,901,101	4,999,123	5,099,106
52 Excess (deficiency) of revenue over expenditures	180,898	12,079	187,623	(37,680)	(131,330)	(157,325)	(184,190)	(211,948)
53 Ending Fund Balance	\$ 501,338	\$ 513,417	\$ 688,961	\$ 651,281	\$ 557,631	\$ 400,306	\$ 216,116	\$ 4,168
54 Ending Fund Balance (as % of expenditures)	11.3%	11.3%	15.7%	13.8%	11.6%	8.2%	4.3%	0.1%
55 Community Services								
56 Revenues	5,647,653	5,231,877	6,081,836	5,751,119	6,253,193	6,409,523	6,569,761	6,734,005
57 General Fund Transfer								
58 Expenditures	5,470,711	5,383,250	6,147,818	6,018,649	6,411,783	6,523,989	6,638,159	6,754,327
59 Excess (deficiency) of revenue over expenditures	176,942	(151,373)	(65,982)	(267,530)	(158,590)	(114,466)	(68,398)	(20,322)
60 Ending Fund Balance	\$ 1,647,673	\$ 1,496,300	\$ 1,581,691	\$ 1,314,161	\$ 1,423,101	\$ 1,308,635	\$ 1,240,237	\$ 1,219,915
61 Ending Fund Balance (as % of expenditures)	30.1%	27.8%	25.7%	21.8%	22.2%	20.1%	18.7%	18.1%

AGENDA ITEM: **Action on Annual Resolution Authorizing Administration to Contract for Budgeted Items**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Minnesota Statutes section 123B.52 addresses the Superintendent's and Business Manager's authority to lease, purchase, and contract for goods and services. In our Administration, the title of the business manager is Assistant Superintendent for Finance and Operations. Specifically, subdivision 2 states, "The board may authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the budget as approved by the board." The Board's delegation of authority under this provision applies so long as the estimated amount of a transaction does not exceed \$175,000. In those instances, the Board must explicitly authorize the transaction. The statute changed during the 2018 legislative session and moved the threshold to \$175,000 from \$100,000. Moving forward, the Board will renew this authority to enter into contracts on an annual basis at the Board's annual organizational meeting in January.

RECOMMENDED ACTION: Motion to confirm the School Board's understanding that the Superintendent and Assistant Superintendent for Finance and Operations have been duly authorized to lease, purchase, and contract for goods and services within the budget as approved by the Board in amounts up to \$175,000 and restatement of authorization for the same pursuant to Minnesota Statutes section 123B.52, subdivision 2.

AGENDA ITEM: **Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore (if necessary).**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Extract of Minutes of Meeting of the School Board Independent School District 624 White Bear Lake, Minnesota Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, White Bear Lake, Minnesota, was held on the 11th day of February 2019, at 7:00 o'clock p.m.

The following members were present:

and the following members were absent:

Board Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE

WHEREAS, the financial condition of the school district and a reduction in student course enrollment dictates that the school board must reduce expenditures immediately, and

WHEREAS, this reduction in expenditure must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce

expenditures and make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions as per the board fund balance policy.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

RECOMMENDED ACTION: Approve resolution.

AGENDA ITEM: **Action on Acceptance of Bid for 2019 HVAC Replacement Project-Phase 2 at Otter Lake Elementary**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find a bid tabulation for work related to HVAC replacement at Otter Lake Elementary. This project is included in the District's Long Term Facilities Plan and will be funded using proceeds from Long Term Facilities Maintenance Bonds that were issued in March 2018.

After reviewing the information with our project engineer; Hallberg Engineering, it is recommended we award the project to the low bidder, Kraft Mechanical for the amount of \$307,835. The highest bid for the project was \$498,800.

Company	Base Bid	Add #1 Received	Responsible Contractor	Bid Bond
Kraft Mechanical	\$307,835	✓	✓	✓
Nasseff	\$307,900	✓	✓	✓
Cool Air Mechanical	\$383,800	✓	✓	✓
Thelen Heating & Roofing	\$454,000	✓	✓	✓
Modern Plumbing	\$498,800	✓	✓	✓

RECOMMENDED ACTION

Move to accept the bid for the 2019 HVAC Replacement Project- Phase 2 at Otter Lake Elementary submitted by Kraft Mechanical in the amount of \$307,835.



February 5, 2019

Mr. Dan Roeser
Buildings & Grounds coordinator
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: Otter Lake Elementary School
HVAC Replacement Phase 2
Project No. R18-3387.000

Dear Dan,

As you are aware we opened bids on February 5, 2019 for the above referenced project. Attached is a Bid Tab. Kraft Mechanical is the low bidder in the sum of \$307,835.00:

We have contacted Kraft Mechanical and they are comfortable with their bid and ready to proceed.

We, as your Engineers, recommend that you award the project to Kraft Mechanical at your February 11, 2019 board meeting.

Sincerely,

HALLBERG ENGINEERING, INC.

Tim Rabbitts
Executive Vice President

Enc (1)

Cc: Eric Pearson – Kraft Mechanical
Keith Weinzierl - HEI



BID TABULATION

Otter Lake Elementary School
HVAC Replacement - Phase 2
Project No. R18-3387.000

Date: February 5, 2019
Time: 2:00 p.m.

COMPANY	Base Bid	Add #1 Received	Responsible Contractor	Bid Bond
Kraft Mechanical	\$307,835.00	Yes	Yes	Yes
Nasseff	\$307,900.00	Yes	Yes	Yes
Cool Air Mechanical	\$383,800.00	Yes	Yes	Yes
Thelen Heating & Roofing	\$454,000.00	Yes	Yes	Yes
Modern Plumbing	\$498,800.00	Yes	Yes	Yes

Mechanical/Electrical/Commissioning/Energy

1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370

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AGENDA ITEM: **Action on Acceptance of Bid for 2019 Window Replacement Project at White Bear Lake Area High School – North Campus**

MEETING DATE: **February 11, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find a bid tabulation for work related to window replacement at White Bear Lake High School- North Campus. This project is included in the District's Long Term Facilities Maintenance Plan and will be funded using proceeds from Long Term Facilities Maintenance Bonds that were issued in March 2018.

After reviewing the information with our project engineer; Inspec, it is recommended we award the project to the low bidder, S & J Glass for the work associated with the base bid of \$618,600. The highest bid for the project was \$1,373,542. Alternate bids will not be accepted at this time.

Contractor	Addendum 1 & 2	Bid Security	Resp Contractor Affidavit	Base Bid	Add Alternate 1	Add Alternate 2	Add Alternate 3
S & J Glass	✓	✓	✓	\$618,600	\$162,200	\$30,000	\$8,800
Val Pro Windows	✓	✓	✓	\$734,965	\$180,317	\$37,232	\$7,846
WL Hall	✓	✓	✓	\$1,373,542	\$293,661	\$45,196	\$17,588

RECOMMENDED ACTION

Move to accept the base bid for the 2019 Window Replacement Project at White Bear Lake Area High School- North Campus submitted by S & J Glass in the amount of \$618,600.



INSPEC

Smart engineering of

roofs, walls, windows,

pavements

and waterproofing

February 5, 2019

Mr. Dan Roeser
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

RE: Letter of Recommendation for 2019 Window Replacement at White Bear Lake
High School – North Campus
Inspec Project No.: 214618

Dear Mr. Roeser:

On February 5, 2019, bids were received for the above-referenced project. S&J Glass Inc. submitted the lowest bid for the work at White Bear Lake High School – North Campus in the base bid amount of \$618,600.00. S&J was given an opportunity to review their bid, and, they have confirmed their understanding of the project scope and indicated that they would be able to perform the work for the specified bid amount.

S&J Glass have successfully completed projects of similar size and scope in the past including:

- Orono High School – Contract amount \$898,900.00 – Curtain wall, storefront, entrances.
- Shakopee City Hall – Contract amount \$495,600.00 – Curtain wall, storefront, entrances.
- Waconia Elementary School – Contract mount \$536,600.00 – Curtain wall, storefront, entrances

Therefore, we recommend that the 2019 Window Replacement at White Bear Lake High School – North Campus be awarded to S&J Glass Inc.

Please do not hesitate to call if you have any questions.

Sincerely,

INSPEC

Gavin Grady, EIT
Project Manager/Consultant

GG/bap

Enclosure: Bid Tab Results

cc: File

5801 Duluth Street
Minneapolis, MN 55422
Ph. 763-546-3434
Fax 763-546-8669

Chicago

Milwaukee

Minneapolis

Rochester

www.inspec.com

BID TABULATION

White Bear Lake Area Schools

PROJECT: 2019 Window Replacement at White Bear Lake High School-North Campus

BID DATE / TIME: February 5, 2019 at 10:00 AM

PROJECT # 214618-001

Preliminary Bid Tabulation - Bids are Contingent Upon Further Review

[illegible]