

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

May 13, 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: May 3, 2019

A student recognition will be held on Monday, May 13, 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, May 13, 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. Recognize Student Liaisons to the School Board
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Snow Days for January, 2019
2. First Reading of School Board Policies:
 - a. Policy 212, School Board Member Development
 - b. Policy 701.1, Modification of School District Budget
 - c. Policy 709, Student Transportation Safety Policy
 - d. Policy 713, Student Activity Accounting

E. OPERATIONAL ITEMS

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

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **May 13, 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: **May 13, 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, April 8, 2019** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Vice Chair Chapman called the meeting to order at 7:00 p.m.
2. Roll Call: Present: Beloyed, Chapman, Ellison, Fahey, Newmaster, Wilson.
Absent: Mullin
Ex-officio: Kazmierczak
Student liaison: Pratt
Cabinet: Garrison, Maurer, Mons, Ouren, Vette, Wald
3. Pledge of Allegiance
4. Wilson moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Fahey moved and Beloyed seconded to approve the Consent Agenda consisting of:
 - Approval of minutes for regular meeting of March 11 and work-study of March 25;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution for acceptance of gifts with thank you letters directed to the donors – *Resolution*: WHEREAS, the School Board believes it necessary and appropriate to accept the gifts that are reflected upon the following pages, and WHEREAS, these gifts are consistent with State laws, School Board policy, and administrative practices; and WHEREAS, acceptance of these gifts are consistent with the mission and educational programs of the white Bear Lake Area Schools; and THEREFORE BE IT RESOLVED, that the School Board authorizes the acceptance and use of the gifts;
 - Passage of resolution to approve Human Resources items to include:
 - **Resignation/Termination/Non-Renewal– Classified Staff**
Tre Austin– Pupil Support Assistant, Sunrise Middle School
Employed by District 624 since 09/04/2018
Effective Date: 01/25/2019
Daniela Burshten– Part Time Cook, Oneka Elementary
Employed by District 624 since 09/19/2017
Effective Date: 03/04/2019
Dawn Nelson– Part Time Cook, WBLAHS – North Campus
Employed by District 624 since 09/04/2018
Effective Date: 04/15/2019
Derek Price– Program Assistant Leader, Lincoln Elementary
Employed by District 624 since 01/02/2019
Effective Date: 03/08/2019
Kristi Schmitz– Part Time Cook, Sunrise Park Middle School
Employed by District 624 since 09/07/2017
Effective Date: 06/07/2019
 - **Resignation/Termination/Non-Renewal – Certified Staff**
Hilary Farrington– Kindergarten Teacher, Hugo Elementary
Employed by District 624 since 08/29/2011
Effective Date: 06/10/2019
Anne Kronebusch– Grade 4 Teacher, Oneka Elementary
Employed by District 624 since 08/26/2010
Effective Date: 06/10/2019

Maria Leeson– Mathematics Teacher, WBLAHS – North Campus

Employed by District 624 since 08/20/2018

Effective Date: 06/10/2019

Daniel Lemke– Special Education Teacher, Transition Education Center

Employed by District 624 since 08/20/2018

Effective Date: 06/10/2019

➤ **Resignation/Termination/Non-Renewal – Non-Affiliated**

Christopher Lawler– Campus Security, Central Middle School

Employed by District 624 since 01/25/2019

Effective Date: 03/12/2019

Mee Xiong Yang– Cultural Liaison, Normandy Park

Employed by District 624 since 05/02/2013

Effective Date: 04/25/2019

➤ **Resignation/Termination/Non-Renewal – Professional**

Timothy Schochenmaier– Principal, Central Middle School

Employed by District 624 since 07/01/2014

Effective Date: 06/30/2019

➤ **Retirement – Classified Staff**

Jeffrey Ivey – Custodial, Vadnais Heights Elementary

Employed by District 624 since 10/03/2011

Effective Date: 07/31/2019

Claire Moritz – Health Assistant, Vadnais Heights Elementary

Employed by District 624 since 09/17/1996

Effective Date: 06/07/2019

Francoise Pellegrin – Program Assistant Leader, Oneka Elementary

Employed by District 624 since 12/15/2008

Effective Date: 06/01/2019

Patricia Rossini – Production Clerk, WBLAHS – North Campus

Employed by District 624 since 02/11/2004

Effective Date: 07/01/2019

Susan Spangenberg – Pupil Support Assistant, Willow Elementary

Employed by District 624 since 09/05/2017

Effective Date: 06/07/2019

➤ **Retirement – Certified Staff**

Pamela Brown – Language Arts Teacher, Central Middle School

Employed by District 624 since 08/24/2000

Effective Date: 06/10/2019

Lavonne Doran – Grade 1 Teacher, Hugo Elementary

Employed by District 624 since 09/01/1987

Effective Date: 06/10/2019

Jane Edgell – ECSE Teacher, Normandy Park

Employed by District 624 since 08/24/2000

Effective Date: 06/10/2019

Ellen Gevers – Grade 2 Teacher, Lincoln Elementary

Employed by District 624 since 08/24/1998

Effective Date: 06/10/2019

Lori Grady – Special Education Teacher, Normandy Park

Employed by District 624 since 08/27/1987

Effective Date: 06/10/2019

Carol Midthun – Media Specialist, Central Middle School

Employed by District 624 since 08/24/1998

Effective Date: 06/10/2019

Betsey Peterson – Media Specialist, Lakeaires, Matoska & Willow Elementary
Employed by District 624 since 01/25/2002

Effective Date: 06/10/2019

Deanna Peterson – Mathematics Teacher, WBLAHS – South Campus

Employed by District 624 since 08/25/2005

Effective Date: 06/10/2019

Paula Rittenhouse – FACS Teacher, Central Middle School

Employed by District 624 since 08/27/1992

Effective Date: 06/10/2019

Lori Schouvieller – Literacy Coach, Vadnais Heights Elementary

Employed by District 624 since 08/22/2016

Effective Date: 06/10/2019

Keif Svendsen – Social Studies Teacher, WBLAHS – South Campus

Employed by District 624 since 08/24/1989

Effective Date: 06/10/2019

Robin Villwock – School Psychologist, Oneka, Otter & ALC

Employed by District 624 since 04/05/1999

Effective Date: 06/10/2019

Kathryn Whelan – Reach Teacher, Lakeaires, Lincoln & Willow Elementary

Employed by District 624 since 08/23/1999

Effective Date: 06/10/2019

➤ **Retirement – Non-Affiliated**

Scott Larson – Maintenance Manager, District Center

Employed by District 624 since 09/06/1985

Effective Date: 04/30/2019

➤ **Change In Assignment - Classified**

Shannon Aichele – Bus Aide, Bus Garage

From 29.0 hrs. per week to 33.0 hrs. per week

Effective Date: 01/02/2019

Donald Longendyke – Program Assistant Leader, Many Schools

From 12.5 hrs. per week to 25.75 hrs. per week

Effective Date: 03/05/2019

Nicole Schimd – Tier I Field Technician, Otter, Vadnais & District Center

From 20.0 hrs. per week to 40.0 hrs. per week

Effective Date: 03/21/2019

Kevin Siebenaler – From Asst. Head Engineer Bldg. B, Vadnais Heights

Elementary to Head Engineer Bldg. B, Willow Elementary

From \$22.20 + Shift \$.30 per hr. to \$23.36 per hr.

Effective Date: 03/18/2019

Richard Wilcox – From Head Engineer, Several Buildings

To Facility and Equipment Repair Technician, District Wide

From \$24.87 + Long. 20, \$.85 per hr. To \$24.59 + Long. 20 \$.85, & \$1.00 Add-

on. Effective Date: 04/01/2019

➤ **Temporary Change In Assignment - Classified**

Janelle Anderson – Instructional Assistant, Vadnais Heights Preschool

From 18.75 hrs. per week to 25.25 hrs. per week

Effective Date: 04/09/2019 Through 05/24/2019

Rachel Leafblad – Pupil Support Assistant, Normandy Park

From 12.0 hrs. per week to 22.0 hrs. per week

Effective Date: 04/09/2019 Through 06/07/2019

- **Change In Assignment – Certified**
Amy Oian – From .8 FTE Social Worker, Transition Education Center to .8 FTE Social Worker and .2 FTE School Psychologist
 Effective Date: 2019-2020 School Year
- **Return From Leave Of Absence – Certified**
Lori Felton – Intervention Teacher, Matoska Elementary
 From .5 FTE Position/.5 FTE Leave to 1.0 FTE Position
 Effective Date: 2019-2020 School Year
- **Part Time Leave Request – Certified Staff**
Denise Deen – Birth to 2 Teacher, Normandy Park
 Position .8 FTE (Leave .2 FTE)
 Effective Date: 2019-2020 School Year
Catherine Olson – Mathematics Teacher, ALC
 Position .8 FTE (Leave .2 FTE)
 Effective Date: 2019-2020 School Year
- **Full Time Leave Request – Certified Staff**
Kari Baillet – Grade 2 Teacher, Matoska Elementary
 Employed by District since 08/26/2004
 Effective Date: 2019-2020 School Year
Cara Cardoso – Psychologist, Hugo Elementary
 Employed by District since 08/22/2012
 Effective Date: 2019-2020 School Year
Joseph Christensen – Social Studies Teacher, WBLAHS – North Campus
 Employed by District since 08/22/2012
 Effective Date: 2019-2020 School Year
Christine Moren – Grade 5 Teacher, Oneka Elementary
 Employed by District since 08/22/2016
 Effective Date: 11/07/2018 Through 03/07/2019
Benjamin Nakagaki – AVID/RTI, WBLAHS – North Campus
 Employed by District since 08/25/2005
 Effective Date: 2019-2020 School Year
Paul Seeba – Social Studies Teacher, WBLAHS – North Campus
 Employed by District since 08/30/1999
 Effective Date: 11/12/2018 – 01/27/2019 and 03/04/2019 – 06/10/2019
- **Three Year Extended Leave Request – Certified Staff**
Dona Kass – Speech Pathologist, Hugo Elementary
 Employed by District since 09/24/2019
 Effective Date: 2019-2020 School Year through 2021-2022 School Year
- **Part-Time Teacher Program – Certified Staff**
Denise Deen – Birth to 2 Teacher, Normandy Park
 Employed by District since 12/03/2001
 Effective Date: 2019-2020 School Year
- **New Personnel – Classified Staff**
Rosemarie Rossbach – Part-Time Cook, Lincoln Elementary
 \$15.09/hr., 22.5 hrs. per week, \$2,919.91
 Effective Date: 04/09/2019
Karin Stevens – Program Assistant Leader, Hugo Elementary & Sunrise Park Middle School
 \$13.98/hr., 19.0 hrs. per week, \$3,984.30
 Effective Date: 03/18/2019
Mary Towner – Part-Time Cook, Central Middle School
 \$15.09/hr., 18.75 hrs. per week, \$3,451.83
 Effective Date: 03/06/2019

- **New Personnel – Non-Affiliated**
C J Harris – Campus Security, Central Middle School
 \$15.56/hr., 27.25 hrs. per week, \$4,738.02
 Effective Date: 03/18/2019
- **New Personnel – Professional**
Lori Mosser – Elementary Principal, Oneka Elementary
 \$125,412
 Effective Date: 07/01/2019
- **Long TERM SUBSTITUTE – CERTIFIED STAFF**
Jennifer Hansel – Art Teacher, Sunrise Park Middle School
 MA, Step 1, \$14,109.85
 Effective Date: 03/22/2019 through 06/10/2019
Rachael Harrington – Physical Education Teacher, Oneka Elementary
 BA, Step 1, \$11,608.86
 Effective Date: 03/29/2019 through 06/10/2019
Katerine Lunde – Grade 5 Teacher, Vadnais Heights Elementary
 MA, Step 2, \$7,658.35
 Effective Date: 03/18/2019 through 04/26/2019
Leigh Mills – Kindergarten Teacher, Hugo Elementary
 BA, Step 13, \$15,381.20
 Effective Date: 04/03/2019 through 06/10/19
Alexander Westad – Social Studies Teacher, WBLAHS – North Campus
 MA, Step 1, \$16,337.72
 Effective Date: 03/04/2019 through 06/10/2019

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

B. PUBLIC FORUM - No speakers

C. INFORMATION ITEMS

1. Northeast Youth & Family Services (NYFS) Presentation – Jerry Hromatka from NYFS provided information on this nonprofit organization, which provides a continuum of services in mental health and community service in partnership with 15 municipalities and 4 school districts. The presentation is available in the board packet.
2. Superintendent’s Report - Before the meeting students who represented the district in state-level Alpine Ski, Wrestling, Boys’ Hockey and recipients of Scholastic Art awards were recognized. The Middle School Musical production of “Willy Wonka, Jr.” will take place April 25, 26 and 27. Tickets are available on the district website. A limited number of free tickets are available at our Senior Program as well. A complete listing of this spring’s district productions may be found on the district website. The district's 2019 Teacher of the Year will be named at the Extravaganza event on April 25 at 4:30 p.m., WBLAHS - South Campus Theater. April recognitions are Poetry Month, Math and Statistics Awareness Month, Paraprofessional Appreciation Day, National Library Week, Assistant Principals Week, National Library Workers’ Day, Public School Volunteer Week, Administrative Professionals Week, and Administrative Professionals Day.
Student Liaison Report - Student Council held their annual spring showdown where 10 teams participated in activities from slushie chug to hungry, hungry humans. They also

held a shoe drive. National Honors Society members helped with the kid pack event put on by the White Bear Food Shelf. NHS also elected their new executive board for next year so congratulations to Madison, Noelle, Julia, and Matthew. The Juniors were finally able to take the ACT provided by the school as their original date got snowed out. The middle schoolers have been working on their musical Willy Wonka, which will be performed April 25th-27th so make sure to buy a ticket before they sell out.

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:

- a. Policy 403 Discipline, Suspension and Dismissal of School District Employees
 - b. Policy 404 Employment Background Checks
 - c. Policy 405 Veteran's Preference
 - d. Policy 520, Student Surveys
 - e. Policy 602 Organization of School Calendar and School Day
- These policies will be on the May 13, 2019 School Board meeting agenda for action.

E. OPERATIONAL ITEMS

1. Wilson moved and Newmaster seconded to approve the E3 Grant from the White Bear Lake Area Educational Foundation in the amount of \$4,000. **Roll call vote: ayes: *Beloyed, Chapman, Ellison, Fahey, Newmaster, Wilson.* Nays: none. Motion carried.**
2. Wilson moved and Beloyed seconded to approve the bids as shown for the 2019 Roof Replacement Projects for the total amount of \$3,242, 810.00.
Area Learning Center, McPhillips Bros. Roofing, \$579,370.00.
Hippodrome Ice Arena, Central Roofing Company, \$416,240.00.
Normandy Park, McPhillips Bros. Roofing, \$685,600.00.
Sunrise Park Middle School, McPhillips Bros. Roofing, \$720,150.00.
(Note: Central Roofing Company the original lowest bid of \$525,870.00 withdrew from the bid due to errors in their proposal. Therefore, making McPhillips Bros. Roofing the next lowest bid.)
Vadnais Heights Elementary School, Central Roofing Company, \$202,700.00.
Willow Lane Elementary School, McPhillips Bros. Roofing, \$638,750.00. **Roll call vote: ayes: *Beloyed, Chapman, Ellison, Fahey, Newmaster, Wilson.* Nays: none. Motion carried.**
3. Ellison moved and Newmaster seconded to approve the change of White Bear Lake Area Schools' total district population from 63,672 to 66,647 as indicated by Minnesota State Demographer, Dr. Susan Brower. **Voice vote: all ayes. Motion carried.**
4. Ellison moved and Beloyed seconded to approve Policy 514 Bullying Prevention, Policy 615 Testing Accommodations, Modifications, and Exemptions for IEPS, Section 504 Plans and LEP Students, Policy 618 Assessment of Student Achievement, Policy 713 Student Activity Accounting, and Policy 806 Crisis Management as recommended by the Policy Committee and Cabinet. **Voice vote: all ayes. Motion carried.**

- F. BOARD FORUM** - Wilson reported that the WBLAEF Golf Tournament will be held June 24 at Indian Hills Golf Club. Information is available at www.wblaef.org Fahey reported that the final Equity Alliance MN board leadership training will be April 16. Ellison reported that after judging at the History Day regional competition held at South Campus 28 projects from WBLAS

students will be going to the State competition. Chapman thanked the donors listed in the consent agenda.

- G. ADJOURNMENT** - Wilson moved and Chapman seconded to adjourn at 8:11 p.m. *Voice vote: all ayes. Motion carried.*

Submitted by Ellen Fahey, clerk

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

A work-study meeting of the White Bear Lake Area School Board was held on **April 22, 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 5:30 p.m.
Roll Call - Present : Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson
Student Representative: Pratt (6:50 pm), Carroll
Ex-officio: Kazmierczak
Cabinet: Garrison, Maurer, Mons, Ouren, Paul, Vette, Wald

B. DISCUSSION ITEMS

1. **Facilities Planning Committee Report** - Committee members Jill Engwer, Britt Fouks, Jerrod Leder and facilitator Sal Bagley from Wold Architects and Engineers presented an overview of the facilities planning process and the recommended solution to address facility needs district-wide. Representatives from Kraus Anderson and Wold Architects were also present to answer questions.
Recommendation for Secondary sites is to expand and remodel North Campus to be one 9-12 High School, allocation to expand site, relocate bus / maintenance facility, South Campus to be grades 6-8 Middle School, Central MS expand into current District Office, renovate Sunrise Park into District Center for District Office, Early Childhood Center, Transitions Education Center, and Senior Center.
Recommendation for Elementary sites is to build a new Elementary School for 720 students in north part of District, expand Oneka Elementary and Otter Lake Elementary to accommodate a capacity of 720 students each, create K-5 grade configuration across all elementary buildings, create two Early Childhood Centers at Hugo & Sunrise Park, remodel media centers at all buildings, new furniture for all classrooms District-wide, and address identified program needs District-wide. Further information is available on the district website.
2. **Proposed Recommended Budget Adjustments** - Director of Human Resources and General Counsel Matt Mons and Assistant Superintendent of Finance and Operations Tim Wald provided information on the proposed reductions in

expenditures for the FY 2020 preliminary budget. Further information is available in the board packet on the district website.

C. ADJOURNMENT - Chair Mullin adjourned the meeting at 8:36 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDED ACTION:

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

White Bear Lake Area Schools Electronic Transfers - April

		<u>4/15/2019</u>	<u>4/30/2019</u>
Direct Deposit	548613-550168	1,960,239.22	
Direct Deposit	550169-551740		1,998,581.46

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
100201	AMAZON	\$ 34.20	4/4/2019	S
100202	AMAZON	\$ 185.93	4/4/2019	S
100203	CUB FOODS OF WHITE BEAR TWSHP	\$ 606.66	4/4/2019	R
100204	EHLERS	\$ 190.00	4/4/2019	R
100205	THE LEUKEMIA & LYMPHOMA SOCIETY	\$ 3,480.61	4/4/2019	R
100206	SAM'S CLUB/SYNCHRONY BANK	\$ 711.33	4/4/2019	S
100207	SAM'S CLUB/SYNCHRONY BANK	\$ 292.24	4/4/2019	S
100208	SAM'S CLUB/SYNCHRONY BANK	\$ 359.89	4/4/2019	S
100209	SAM'S CLUB/SYNCHRONY BANK	\$ 1,250.08	4/4/2019	S
100210	SAM'S CLUB/SYNCHRONY BANK	\$ 33.54	4/4/2019	S
100211	SAM'S CLUB/SYNCHRONY BANK	\$ 1,086.02	4/4/2019	S
100212	GURSTEL CHARGO ATTORNEYS AT LAW	\$ 94.94	4/8/2019	R
100213	MESSERLI & KRAMER PA	\$ 861.06	4/8/2019	R
100214	GREATER TWIN CITIES UNITED WAY	\$ 135.00	4/8/2019	R
100215	IUOE LOCAL 70	\$ 1,204.01	4/8/2019	R
100216	RAUSCH, STURM, ISRAEL,	\$ 80.96	4/8/2019	R
100217	SCHOOL SERVICE EMPLOYEES	\$ 7,776.40	4/8/2019	R
100218	US DEPT OF EDUCATION	\$ 580.59	4/8/2019	R
100219	WBLA EDUCATIONAL FOUNDATION	\$ 535.50	4/8/2019	R
100220	WI SCTF	\$ 340.25	4/8/2019	R
100221	CITY OF VADNAIS HEIGHTS	\$ 1,450.00	4/8/2019	R
100222	AARP DRIVER SAFETY PROGRAM	\$ 435.00	4/10/2019	S
100223	AARP DRIVER SAFETY PROGRAM	\$ 470.00	4/10/2019	S
100224	ABBOTT PAINT & CARPET INC	\$ 79.34	4/10/2019	R
100225	ABEE INC	\$ 3,240.00	4/10/2019	R
100226	ACER AMERICA CORP	\$ 152.04	4/10/2019	R
100227	ACP DIRECT	\$ 50.85	4/10/2019	R
100228	AFTON ALPS SKI AREA	\$ 484.00	4/10/2019	R
100229	ALL STRINGS ATTACHED	\$ 270.00	4/10/2019	R
100230	ALLSTREAM	\$ 3,974.06	4/10/2019	R
100231	AMERICAN MESSAGING	\$ 20.87	4/10/2019	R
100232	AMERICAN CANCER SOCIETY - COACHES VS CANCER	\$ 486.33	4/10/2019	R
100233	AMERIPRIDE SERVICES	\$ 1,122.20	4/10/2019	R
100234	APPLE VALLEY HS ULTIMATE	\$ 566.50	4/10/2019	R
100235	ARCADE ASPHALT CO	\$ 6,200.00	4/10/2019	R
100236	ARCH LANGUAGE NETWORK	\$ 1,040.00	4/10/2019	R
100237	ARNSDORFF, DANIEL	\$ 2,605.88	4/10/2019	R
100238	ASSOC OF SCHOOL BUSINESS OFFICIALS INTL	\$ 230.00	4/10/2019	R
100239	ATC GROUP SERVICES LLC	\$ 4,605.94	4/10/2019	R
100240	BALD EAGLE SPORTSMENS ASSOC	\$ 5,600.00	4/10/2019	R
100241	BARNES & NOBLE	\$ 201.09	4/10/2019	R
100242	BARTHOLD	\$ 1,537.25	4/10/2019	R
100243	BEST WESTERN WB COUNTRY INN	\$ 2,439.92	4/10/2019	R
100244	BLICK ART MATERIALS	\$ 1,485.22	4/10/2019	R
100245	BLUE TARP FINANCIAL INC	\$ 51.97	4/10/2019	R

100246 BSN SPORTS	\$	2,122.82	4/10/2019 R
100247 THE BUG COMPANY	\$	16.00	4/10/2019 R
100248 CAPTIVATE MEDIA & CONSULTING	\$	1,050.00	4/10/2019 R
100249 CARGILL INC	\$	11,713.68	4/10/2019 R
100250 CAROLINA BIOLOGICAL SUPPLY	\$	67.25	4/10/2019 R
100251 CDW GOVERNMENT INC	\$	218.34	4/10/2019 R
100252 CHILDREN'S THEATER COMPANY	\$	16.00	4/10/2019 R
100253 CINTAS CORP #470	\$	236.93	4/10/2019 R
100254 CITY OF HUGO	\$	121.06	4/10/2019 R
100255 CLEAN IMAGE	\$	343.50	4/10/2019 R
100256 COBORNS DELIVERS	\$	162.02	4/10/2019 R
100257 COMMITTEE FOR CHILDREN	\$	36.00	4/10/2019 R
100258 CONNEY SAFETY	\$	383.70	4/10/2019 R
100259 CONTINENTAL CLAY CO	\$	180.23	4/10/2019 R
100260 CONTINENTAL RESEARCH CORP	\$	251.05	4/10/2019 R
100261 COOPS SPORTSWEAR	\$	336.00	4/10/2019 R
100262 COUNCIL FOR EXCEPTIONAL CHILDREN	\$	35.43	4/10/2019 R
100263 COUTURE, CHARLES	\$	150.00	4/10/2019 R
100264 CTB INC	\$	259.00	4/10/2019 R
100265 CUMMINS NPOWER LLC	\$	3,155.70	4/10/2019 R
100266 CUNNINGHAM, NICK	\$	70.00	4/10/2019 R
100267 CUSTOM ROASTING	\$	114.60	4/10/2019 R
100268 DALCO CORPORATION	\$	57,000.10	4/10/2019 R
100269 DANIEL, HANNAH	\$	193.71	4/10/2019 R
100270 DELLWOOD COUNTRY CLUB	\$	1,096.83	4/10/2019 R
100271 DELTA EDUCATION	\$	44.44	4/10/2019 R
100272 DEMCO INC	\$	951.76	4/10/2019 R
100273 DENNE, MICHAEL	\$	74.00	4/10/2019 R
100274 DISCOUNT SCHOOL SUPPLY	\$	1,054.24	4/10/2019 R
100275 DIVERSIFIED SNACK DISTRIBUTION	\$	1,773.85	4/10/2019 R
100277 DOMINOS PIZZA	\$	7,938.09	4/10/2019 R
100278 DONATELLI'S	\$	409.60	4/10/2019 R
100279 DOOR SERVICE COMPANY	\$	1,565.00	4/10/2019 R
100280 DOUGLAS, SANDRA	\$	300.00	4/10/2019 R
100281 DEFINITIVE TECHNOLOGY SOLUTIONS	\$	331.20	4/10/2019 R
100282 EARL F ANDERSEN INC	\$	406.98	4/10/2019 R
100284 ECKROTH MUSIC	\$	548.52	4/10/2019 R
100285 ED'S TROPHIES INC	\$	206.50	4/10/2019 R
100286 EQUITY ALLIANCE MN	\$	2,250.00	4/10/2019 R
100287 ESPECIAL NEEDS LLC	\$	113.90	4/10/2019 R
100288 F&N OPERATIONS LLC	\$	368.19	4/10/2019 R
100290 FASTENAL COMPANY	\$	469.00	4/10/2019 R
100291 FESTIVAL FOODS-KNOWLAN'S	\$	248.92	4/10/2019 R
100292 FIRST STUDENT INC	\$	8,827.23	4/10/2019 R
100293 FRATTALONES HARDWARE STORES	\$	699.27	4/10/2019 R
100294 GALLAGHERS NORTHWESTERN TIRE CO INC	\$	4,370.17	4/10/2019 R
100295 GENERAL OFFICE PRODUCTS CO	\$	36,236.25	4/10/2019 R

100296 GOPHER	\$	3,980.00	4/10/2019 R
100297 GRAINGER	\$	4,980.70	4/10/2019 R
100298 GRANDMA'S BAKERY INC	\$	27.75	4/10/2019 R
100299 GREAT LAKES COCA COLA DIST LLC	\$	122.88	4/10/2019 R
100300 GRUBS, BROOK	\$	89.98	4/10/2019 R
100301 GRUPA PORTRAIT STUDIO	\$	125.00	4/10/2019 R
100302 HAAS MUSICAL INSTRUMENT REPAIR	\$	55.00	4/10/2019 R
100303 HAYES SPECIALTIES CORP.	\$	29.39	4/10/2019 R
100304 HEGGIES PIZZA	\$	1,170.40	4/10/2019 R
100305 HENNESSEY, ALEXANDER	\$	195.00	4/10/2019 R
100306 HERC-U-LIFT	\$	30.38	4/10/2019 R
100307 HIAWATHA HOMECARE	\$	1,428.00	4/10/2019 R
100308 HISDAHL INC	\$	202.28	4/10/2019 R
100309 HOGLUND BUS AND TRUCK CO	\$	3,666.77	4/10/2019 R
100310 HUDSON HIGH SCHOOL	\$	185.00	4/10/2019 R
100311 IDC AUTOMATIC	\$	147.64	4/10/2019 R
100312 IDENTITYSTORES	\$	80.00	4/10/2019 R
100315 IFD	\$	138,249.65	4/10/2019 R
100316 INNOVATEK12 SBC	\$	1,000.00	4/10/2019 R
100319 INNOVATIVE OFFICE SOLUTIONS	\$	759.55	4/10/2019 R
100320 INSPEC INC	\$	1,000.00	4/10/2019 R
100321 JOHNSON CONTROLS FIRE PROTECTION LP	\$	1,712.33	4/10/2019 R
100322 JOHNSON, SHARON	\$	431.36	4/10/2019 R
100323 JUNIOR LIBRARY GUILD	\$	367.20	4/10/2019 R
100324 JW PEPPER & SON INC	\$	145.95	4/10/2019 R
100325 KARLSBURGER FOODS INC	\$	407.10	4/10/2019 R
100326 KATH FUEL OIL SERVICE CO	\$	18,761.07	4/10/2019 R
100327 KIMBALL MIDWEST	\$	1,071.59	4/10/2019 R
100328 KONICA MINOLTA PREMIER FINANCE	\$	6,604.25	4/10/2019 R
100331 KRAFT CONTRACTING & MECHANICAL	\$	31,030.59	4/10/2019 R
100332 KREMER SERVICES LLC	\$	2,012.46	4/10/2019 R
100333 KULLY SUPPLY COMPANY	\$	1,556.69	4/10/2019 R
100334 LAKESHORE LEARNING MATERIALS	\$	1,273.56	4/10/2019 R
100335 LAKESHORE PLAYERS	\$	330.00	4/10/2019 R
100336 LARSON ENGINEERING INC	\$	6,200.00	4/10/2019 R
100337 LDA MINNESOTA	\$	5,741.47	4/10/2019 R
100338 LEARNING A-Z	\$	109.95	4/10/2019 R
100339 THE LEUKEMIA & LYMPHOMA SOCIETY	\$	1,474.18	4/10/2019 R
100340 LIBERTY CLASSICAL ACADEMY	\$	6,750.00	4/10/2019 R
100341 LIBRARY STORE INC	\$	236.87	4/10/2019 R
100342 LRP PUBLICATIONS	\$	284.50	4/10/2019 R
100343 L T G POWER EQUIPMENT	\$	386.82	4/10/2019 R
100344 MACKIN EDUCATIONAL RESOURCES	\$	312.07	4/10/2019 R
100345 MAHTOMEDI HIGH SCHOOL ISD #832	\$	133.00	4/10/2019 R
100345 MAHTOMEDI HIGH SCHOOL ISD #832	\$	(133.00)	4/22/2019 V
100346 MARIAN UNIVERSITY	\$	730.00	4/10/2019 R
100349 MCDONOUGH'S WATERJETTING AND	\$	8,466.84	4/10/2019 R

100350 MN COMMUNITY EDUC ASSOC (MCEA)	\$	95.00	4/10/2019 R
100351 MCNERTNEY, HOWARD	\$	70.00	4/10/2019 R
100352 MEADOWOOD TOOL CO	\$	855.40	4/10/2019 R
100353 METRO MEALS ON WHEELS INC	\$	5,679.75	4/10/2019 R
100354 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	2,061.35	4/10/2019 R
100355 MINNESOTA REVENUE	\$	39.56	4/10/2019 R
100356 MINVALCO INC	\$	1,031.73	4/10/2019 R
100357 MITCHELL, PATRICIA	\$	600.00	4/10/2019 R
100358 MN BOARD OF SCHOOL ADMINISTRATORS	\$	150.00	4/10/2019 R
100359 MN BOYS BASKETBALL COACHES ASSOC	\$	50.00	4/10/2019 R
100360 MN CENTRAL SCHOOL BUS	\$	721.60	4/10/2019 R
100361 MN HISTORICAL SOCIETY	\$	776.00	4/10/2019 R
100362 MN PCS USERS GROUP	\$	15.00	4/10/2019 R
100363 MN POLLUTION CONTROL AGENCY	\$	25.00	4/10/2019 R
100364 MONTGOMERY, JACOB	\$	28.09	4/10/2019 R
100365 MOUNDS VIEW HIGH SCHOOL	\$	240.00	4/10/2019 R
100366 MN SCHOOL BOARDS ASSN	\$	30.00	4/10/2019 R
100367 MUMBLEAU, RICHARD	\$	350.00	4/10/2019 R
100368 NAPA AUTO PARTS	\$	49.75	4/10/2019 R
100369 NASH, JAIME	\$	105.00	4/10/2019 R
100370 NASSEFF MECH CONTRACTORS	\$	415.00	4/10/2019 R
100371 NATL RECOGNITION PRODUCTS	\$	69.43	4/10/2019 R
100372 NCPERS MINNESOTA	\$	160.00	4/10/2019 R
100373 NEOFUNDS BY NEOPOST	\$	55.65	4/10/2019 R
100374 NICKELODEON UNIVERSE	\$	675.00	4/10/2019 R
100375 NIXON, CATHERINE	\$	75.00	4/10/2019 R
100376 NORCENTRONIX DISTRIBUTING	\$	190.00	4/10/2019 R
100377 NORTH CENTRAL BLUE BIRD BUS SALES	\$	17,518.89	4/10/2019 R
100378 NORTH STAR BANK	\$	7,650.00	4/10/2019 R
100379 NORTHBOUND CREATIVE	\$	370.50	4/10/2019 R
100381 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$	135,297.73	4/10/2019 R
100382 NORTHEAST METRO PERKINS IV CONSORTIUM	\$	235.00	4/10/2019 R
100382 NORTHEAST METRO PERKINS IV CONSORTIUM	\$	(235.00)	4/22/2019 V
100383 NORTHERN FOREST PRODUCTS LLC	\$	802.83	4/10/2019 R
100384 OLYMPIC COMMUNICATIONS, INC.	\$	165.00	4/10/2019 R
100385 ORDWAY CENTER FOR PERFORMING	\$	960.00	4/10/2019 R
100386 ORTIZ, KLEBER	\$	3,500.00	4/10/2019 R
100387 OVERTURF, CAROLYNE	\$	5.00	4/10/2019 R
100388 PADEFORD EIVER BOATS	\$	50.00	4/10/2019 R
100389 PAI	\$	562.02	4/10/2019 R
100390 PEARSON CLINICAL	\$	192.39	4/10/2019 R
100391 PENN-MCGEE, DAVID	\$	171.00	4/10/2019 R
100392 PESI	\$	206.94	4/10/2019 R
100393 PETERSON, JENNIFER	\$	245.00	4/10/2019 R
100395 PETERSON BROS ROOFING & CONST	\$	6,209.79	4/10/2019 R
100396 PETERSON, WILLIAM	\$	70.00	4/10/2019 R
100397 PFEFFER, DOUGLAS JR	\$	46.00	4/10/2019 R

100398	POVOLNY, KATHLEEN	\$	90.00	4/10/2019	R
100399	PRIOR LAKE GIRLS LAX JAMBOREE	\$	300.00	4/10/2019	R
100400	RAMSEY COUNTY	\$	4,424.00	4/10/2019	R
100401	REGENTS OF THE UNIV OF MN	\$	400.00	4/10/2019	R
100402	REGION 4AA	\$	120.00	4/10/2019	R
100403	REHBEIN TRANSIT CO	\$	19,026.17	4/10/2019	R
100404	RENTAL REHAB & REPAIR	\$	2,585.00	4/10/2019	R
100405	REV.COM	\$	5.00	4/10/2019	R
100406	ROE, ERIN	\$	445.00	4/10/2019	R
100407	ROSLIEN, SHARON E	\$	946.50	4/10/2019	R
100408	RUDE, LISA	\$	225.00	4/10/2019	R
100409	SAARI, ALICIA	\$	260.82	4/10/2019	R
100410	SAFEWAY DRIVING SCHOOL	\$	9,450.00	4/10/2019	R
100411	SCHMIT TOWING	\$	470.42	4/10/2019	R
100412	SCHOLASTIC BOOK FAIRS	\$	86.51	4/10/2019	R
100413	SCHOLASTIC INC	\$	3,423.10	4/10/2019	R
100414	SCHOLASTIC READING CLUB	\$	41.03	4/10/2019	R
100415	SCHWALBACH, ELIZABETH	\$	25.00	4/10/2019	R
100416	SEBCO BOOKS	\$	570.07	4/10/2019	R
100417	SETTERLUND, LISA	\$	125.00	4/10/2019	R
100418	SHAMELESS INC	\$	852.50	4/10/2019	R
100419	SHRED-IT USA - MINNEAPOLIS	\$	355.47	4/10/2019	R
100420	SMITLEY, SHARON	\$	100.00	4/10/2019	R
100421	SCHOOL NUTRITION ASSOC (SNA)	\$	45.00	4/10/2019	R
100422	SOUTHWEST BINDING & LAMINATING	\$	217.00	4/10/2019	R
100423	ST PAUL AREA ATHENA AWARDS	\$	250.00	4/10/2019	R
100430	STAPLES ADVANTAGE	\$	1,546.14	4/10/2019	R
100431	STATE SUPPLY CO	\$	2,244.51	4/10/2019	R
100432	DARCY RODRIGUEZ	\$	300.00	4/10/2019	R
100433	STUDENT SUPPLY	\$	191.30	4/10/2019	R
100434	SUPER DUPER PUBLICATIONS	\$	72.49	4/10/2019	R
100435	SWANSON, SHANNON	\$	445.62	4/10/2019	R
100436	SYNCHRONY BANK	\$	52.77	4/10/2019	R
100437	TAMARACK NATURE CENTER	\$	412.50	4/10/2019	R
100438	TEACHER SYNERGY LLC	\$	177.89	4/10/2019	R
100439	TERSCH PRODUCTS	\$	177.86	4/10/2019	R
100440	THYSSENKRUPP ELEVATOR CORP	\$	3,720.00	4/10/2019	R
100441	TOWLE, JOSHUA	\$	500.00	4/10/2019	R
100442	TRADE PRESS INC	\$	643.00	4/10/2019	R
100443	TRANS-MISSISSIPPI BIO SUPPLY	\$	187.23	4/10/2019	R
100444	TRIO SUPPLY COMPANY	\$	5,446.50	4/10/2019	R
100445	TRUCK UTILITIES MFG CO	\$	125.40	4/10/2019	R
100446	TRUSTED EMPLOYEES	\$	1,228.00	4/10/2019	R
100447	TURFWERKS INC	\$	73.70	4/10/2019	R
100448	TUSA, COLLEEN	\$	75.00	4/10/2019	R
100449	TWH CONSULTING	\$	3,000.00	4/10/2019	R
100450	TWIN CITY TRANSPORTATION INC	\$	65,673.80	4/10/2019	R

100451 TWIN PINES IMPRINTING	\$	100.00	4/10/2019 R
100452 UHL CO INC	\$	17,223.00	4/10/2019 R
100453 UNIVERSITY OF ST THOMAS	\$	150.00	4/10/2019 R
100454 UNRL	\$	1,005.00	4/10/2019 R
100456 US FOODS CULINARY EQUIP & SUPPLIES	\$	2,891.60	4/10/2019 R
100457 VANG, LISA	\$	40.40	4/10/2019 R
100458 VIKING ELECTRIC SUPPLY	\$	5,435.27	4/10/2019 R
100459 WHITE BEAR CENTER FOR THE ARTS	\$	10,800.00	4/10/2019 R
100460 WHITE BEAR DANCE CENTER	\$	1,050.00	4/10/2019 R
100461 WHITE BEAR GLASS INC	\$	540.00	4/10/2019 R
100462 WHITE BEAR LAKE (CITY OF)	\$	1,192.74	4/10/2019 S
100463 WHITE BEAR LAKE (CITY OF)	\$	823.84	4/10/2019 S
100464 WHITE BEAR LAKE (CITY OF)	\$	484.69	4/10/2019 S
100465 WHITE BEAR LAKE (CITY OF)	\$	2,019.79	4/10/2019 S
100466 WELNETZ, ZOE	\$	375.00	4/10/2019 R
100467 WERDON, RYAN	\$	530.77	4/10/2019 R
100468 WIMER, MARY	\$	150.00	4/10/2019 R
100469 WINDSTREAM	\$	343.18	4/10/2019 R
100470 WINNICK SUPPLY	\$	35.94	4/10/2019 R
100471 WOLD ARCHITECTS AND ENGINEERS	\$	2,667.70	4/10/2019 R
100472 WORLD'S FINEST CHOCOLATE INC	\$	6,095.00	4/10/2019 R
100473 YOUNG MATHEW	\$	328.78	4/10/2019 R
100474 ZEIMETZ, ANN	\$	150.00	4/10/2019 R
100475 MN JUNIOR BASS	\$	2,000.00	4/12/2019 R
100476 AARP DRIVER SAFETY PROGRAM	\$	495.00	4/25/2019 R
100477 ADS ON BOARDS, LLC	\$	450.00	4/25/2019 R
100478 AGNESS, LEE	\$	32.00	4/25/2019 R
100480 AGROPUR INC	\$	17,337.32	4/25/2019 R
100481 AMAZON	\$	6.65	4/25/2019 S
100482 AMAZON	\$	48.28	4/25/2019 S
100483 AMERICAN TIME	\$	427.68	4/25/2019 R
100484 ANDERSON, JAMES	\$	50.00	4/25/2019 R
100485 ANDERSON, PATRICIA	\$	13.60	4/25/2019 R
100486 ANIMAL HUMANE SOCIETY	\$	110.00	4/25/2019 R
100487 APPLE COMPUTER INC	\$	299.00	4/25/2019 R
100488 ARCH LANGUAGE NETWORK	\$	1,000.00	4/25/2019 R
100489 ASSOC OF RECOVERY SCHOOLS	\$	300.00	4/25/2019 R
100490 ASL INTERPRETING SERVICES	\$	120.00	4/25/2019 R
100491 ASSOCIATED HEARING OF ST. PAUL	\$	4,130.00	4/25/2019 R
100492 ATC GROUP SERVICES LLC	\$	6,062.20	4/25/2019 R
100493 ATLAS PEN & PENCIL LLC	\$	175.71	4/25/2019 R
100494 AUDUBON CENTER OF THE NORTH WOODS	\$	3,720.00	4/25/2019 R
100495 BELOYED, DEBORAH	\$	746.27	4/25/2019 R
100496 BENEDICT, LOIS	\$	91.40	4/25/2019 R
100497 BERGER, BRIAN	\$	210.00	4/25/2019 R
100498 BETTCHER, PAUL	\$	70.00	4/25/2019 R
100499 BIG BELL ICE CREAM CO	\$	50.00	4/25/2019 R

100501 BLICK ART MATERIALS	\$	1,198.25	4/25/2019 R
100502 BLUE CROSS / BLUE SHIELD OF MN	\$	24,197.50	4/25/2019 R
100503 BLUEBIRD SCREEN PRINT	\$	11,771.93	4/25/2019 R
100504 BOFA AMERICAS, INC	\$	3,731.00	4/25/2019 R
100505 BOORMAN COUNSELING	\$	500.00	4/25/2019 R
100506 BSN SPORTS	\$	12,274.32	4/25/2019 R
100507 BURNS, ANN	\$	133.00	4/25/2019 R
100508 CAPITAL ONE COMMERCIAL	\$	459.64	4/25/2019 R
100509 CAPOCASA, WILLIAM	\$	70.00	4/25/2019 R
100510 CARDINAL, KATHLEEN	\$	36.55	4/25/2019 R
100511 CARLSON WAGONLIT TRAVEL	\$	625.00	4/25/2019 R
100512 CDW GOVERNMENT INC	\$	310.00	4/25/2019 R
100513 CENTENNIAL HIGH SCHOOL ISD #12	\$	100.00	4/25/2019 R
100514 CENTERSHOT MINISTRIES	\$	210.00	4/25/2019 R
100515 CHILDREN'S THEATER COMPANY	\$	1,820.00	4/25/2019 R
100516 CINTAS CORP #470	\$	105.74	4/25/2019 R
100517 COMCAST	\$	290.92	4/25/2019 R
100518 COMMERCIAL KITCHEN SERVICES	\$	1,137.19	4/25/2019 R
100519 CONCORDIA COLLEGE - MOORHEAD	\$	125.00	4/25/2019 R
100520 CONERY, STEVEN	\$	79.00	4/25/2019 R
100521 CONNEY SAFETY	\$	525.05	4/25/2019 R
100522 COOPS SPORTSWEAR	\$	620.00	4/25/2019 R
100523 COUNTRY VIDEO BARN	\$	756.18	4/25/2019 R
100524 CUB FOODS OF WHITE BEAR TWSHP	\$	2,954.84	4/25/2019 R
100525 CULLIGAN BOTTLED WATER	\$	75.75	4/25/2019 R
100526 CUSTOM IMAGE	\$	528.00	4/25/2019 R
100527 DELLWOOD COUNTRY CLUB	\$	4,176.93	4/25/2019 R
100528 DELTA EDUCATION	\$	475.29	4/25/2019 R
100529 DEMCO INC	\$	157.46	4/25/2019 R
100530 DISCOUNT SCHOOL SUPPLY	\$	1,088.15	4/25/2019 R
100531 DOMINOS PIZZA	\$	612.40	4/25/2019 R
100532 DONATELLI'S	\$	2,631.34	4/25/2019 R
100533 DOUBLETREE BY HILTON	\$	853.20	4/25/2019 R
100535 DEFINITIVE TECHNOLOGY SOLUTIONS	\$	14,546.56	4/25/2019 R
100536 ECKROTH MUSIC	\$	527.80	4/25/2019 R
100537 ECM PUBLISHERS INC	\$	1,195.00	4/25/2019 R
100538 EHLERS	\$	4,715.00	4/25/2019 R
100539 EXPLAIN EVERYTHING SALES, INC	\$	700.00	4/25/2019 R
100540 THE FABULOUS PHOTO BOOTH	\$	650.00	4/25/2019 R
100541 FAIRCLOUGH, KARI	\$	1,200.00	4/25/2019 R
100542 FESTIVAL FOODS-KNOWLAN'S	\$	513.48	4/25/2019 R
100543 FIRST STUDENT INC	\$	266,866.73	4/25/2019 R
100544 FLINN SCIENTIFIC INC	\$	211.14	4/25/2019 R
100545 FLIPS GYMNASTICS LLC	\$	1,425.00	4/25/2019 R
100546 FOREST LAKE PRINTING	\$	268.00	4/25/2019 R
100547 FREE SPIRIT PUBLISHING CO	\$	350.37	4/25/2019 R
100548 FAIRVIEW SPORTS & ORTHOPEDIC CARE	\$	285.00	4/25/2019 R

100549 FUN EXPRESS LLC	\$	341.84	4/25/2019 R
100550 GABRIEL, STACY	\$	200.00	4/25/2019 R
100551 GARVEY, PATRICIA	\$	21.25	4/25/2019 R
100552 GEIB, SCOTT	\$	78.00	4/25/2019 R
100553 GOEBEL, KATELIN	\$	35.00	4/25/2019 R
100554 GOLDCOM INC	\$	75.06	4/25/2019 R
100555 GOPHER	\$	2,653.23	4/25/2019 R
100556 GOTHMANN TOM	\$	133.00	4/25/2019 R
100557 GRANDMA'S BAKERY INC	\$	81.00	4/25/2019 R
100558 GRANDMAS SALOON & GRILL	\$	697.80	4/25/2019 R
100559 GREAT RIVER OFFICE PRODUCTS	\$	372.00	4/25/2019 R
100560 GRITZMACHER, SHAWN	\$	600.00	4/25/2019 R
100561 GROTH MUSIC CO	\$	67.50	4/25/2019 R
100562 GROUP MEDICAREBLUE RX	\$	25,200.00	4/25/2019 R
100563 GROUP TRAVEL PLANNERS	\$	13,894.00	4/25/2019 R
100564 HALLBERG ENGINEERING INC	\$	900.00	4/25/2019 R
100565 HALO TRANSPORTATION	\$	4,466.00	4/25/2019 R
100566 HAMBURGER, JULIA	\$	450.00	4/25/2019 R
100567 HAMEL, NANCY	\$	30.00	4/25/2019 R
100568 HANSON, DARLENE	\$	14.90	4/25/2019 R
100569 HANSON, GENO	\$	70.00	4/25/2019 R
100570 HANSON, GORDON	\$	70.00	4/25/2019 R
100571 HEALTHPARTNERS	\$	7,928.44	4/25/2019 R
100572 HEALY AWARDS INC	\$	541.74	4/25/2019 R
100573 HEINEMANN	\$	100.00	4/25/2019 R
100574 HERC-U-LIFT	\$	757.20	4/25/2019 R
100575 HIAWATHA HOMECARE	\$	2,254.00	4/25/2019 R
100576 HINRICHS, PETER	\$	79.00	4/25/2019 R
100577 HISDAHL INC	\$	1,156.85	4/25/2019 R
100578 IFD	\$	763.32	4/25/2019 R
100581 INNOVATIVE OFFICE SOLUTIONS	\$	1,802.75	4/25/2019 R
100582 INSTRUMENTALIST AWARDS	\$	408.00	4/25/2019 R
100583 ISD #622 NO ST PAUL/MAPLEWOOD	\$	3,565.92	4/25/2019 R
100584 JAYTECH INC	\$	1,333.18	4/25/2019 R
100585 JOHNSON, CULLEN	\$	41.93	4/25/2019 R
100586 JOHNSON, GERALD	\$	70.00	4/25/2019 R
100587 JOHNSON, JEANETTE	\$	36.00	4/25/2019 R
100588 JOHNSON, KEITH	\$	70.00	4/25/2019 R
100589 JW PEPPER & SON INC	\$	194.07	4/25/2019 R
100590 KATH FUEL OIL SERVICE CO	\$	1,737.85	4/25/2019 R
100591 KELLER GOLF COURSE	\$	978.00	4/25/2019 R
100592 KELVIN LP	\$	52.00	4/25/2019 R
100593 KENNY PRODUCTS	\$	274.00	4/25/2019 R
100594 KEYS CAFE & BAKERY	\$	400.00	4/25/2019 R
100595 KEYSTONE INTERPRETING SOLUTIONS	\$	268.00	4/25/2019 R
100596 KNAUSS, CHANTELL	\$	74.86	4/25/2019 R
100598 KRAFT CONTRACTING & MECHANICAL	\$	16,178.46	4/25/2019 R

100599 LACROSSE BALLS DIRECT	\$	1,320.00	4/25/2019 R
100600 LAKESHORE LEARNING MATERIALS	\$	2,926.87	4/25/2019 R
100601 LALIBERTE, ELAINE	\$	19.55	4/25/2019 R
100602 LANGUAGE LINE SERVICES	\$	204.91	4/25/2019 R
100603 LARSON, BEVERLEY	\$	23.59	4/25/2019 R
100604 LEARNING A-Z	\$	83.31	4/25/2019 R
100605 LEARNING THINGS	\$	993.27	4/25/2019 R
100606 LIFETIME ATHLETIC	\$	168.00	4/25/2019 R
100607 LINDER, ROBERT	\$	78.00	4/25/2019 R
100608 L T G POWER EQUIPMENT	\$	149.50	4/25/2019 R
100609 MACKIN EDUCATIONAL RESOURCES	\$	717.18	4/25/2019 R
100610 MN ASSOC FOR CHILDREN'S MENTAL HEALTH	\$	152.15	4/25/2019 R
100611 MAD SCIENCE OF MINNESOTA	\$	1,170.00	4/25/2019 R
100612 MADISON NATIONAL LIFE	\$	46,719.27	4/25/2019 R
100613 MAHS/MASC	\$	1,015.00	4/25/2019 R
100614 MAILFINANCE INC	\$	449.61	4/25/2019 R
100615 CITY OF MAPLEWOOD	\$	17,022.46	4/25/2019 R
100616 MARCO, INC	\$	534.76	4/25/2019 R
100617 MARIER, MARYJANE	\$	102.45	4/25/2019 R
100618 MASON, MICHAEL	\$	505.60	4/25/2019 R
100619 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	1,000.00	4/25/2019 R
100620 MCGIVERN, JEROME	\$	70.00	4/25/2019 R
100621 MCNERTNEY, HOWARD	\$	78.00	4/25/2019 R
100622 MEDTOX LABORATORIES	\$	225.75	4/25/2019 R
100623 METRO ECSU	\$	2,435.00	4/25/2019 R
100624 METRO MEALS ON WHEELS INC	\$	100.00	4/25/2019 R
100625 METRO SOUND AND LIGHTING	\$	1,706.40	4/25/2019 R
100626 MILLIGAN, THERESA	\$	41.50	4/25/2019 R
100627 MINDWORKS RESOURCES INCORPORATED	\$	5,780.00	4/25/2019 R
100628 MINNESOTA FITNESS	\$	1,067.00	4/25/2019 R
100629 MINNETONKA HIGH SCHOOL	\$	25.00	4/25/2019 R
100630 MINVALCO INC	\$	1,680.42	4/25/2019 R
100631 MN CHILDRENS MUSEUM	\$	234.00	4/25/2019 R
100632 MN CHILD CARE HEALTH CONSULTANTS	\$	215.00	4/25/2019 R
100633 MN DEPT OF LABOR & INDUSTRY	\$	400.00	4/25/2019 R
100634 MN HS CYCLING LEAGUE	\$	125.00	4/25/2019 R
100635 MN STATE HIGH SCHOOL LEAGUE	\$	50.00	4/25/2019 R
100636 MOORHEAD MACHINERY & BOILER CO	\$	2,761.98	4/25/2019 R
100637 MORROW, DONALD	\$	78.00	4/25/2019 R
100638 MSP COMMUNICATIONS	\$	695.00	4/25/2019 R
100639 MUSIC CONNECTION INC	\$	120.00	4/25/2019 R
100640 NASP INC	\$	140.00	4/25/2019 R
100641 NASSEFF MECH CONTRACTORS	\$	16,304.92	4/25/2019 R
100642 NATL RECOGNITION PRODUCTS	\$	760.00	4/25/2019 R
100643 NORTH BRANCH MIDDLE SCHOOL	\$	120.00	4/25/2019 R
100644 NORTHBOUND CREATIVE	\$	2,021.52	4/25/2019 R
100645 NORTHERN DOOR COMPANY	\$	651.00	4/25/2019 R

100646 NOVAK, JANICE	\$	462.00	4/25/2019 R
100647 O'NEILL ELECTRIC	\$	34,816.00	4/25/2019 R
100648 O'NEIL, LOIS	\$	15.09	4/25/2019 R
100649 OFF THE EDGE DRAGON BOAT TEAM	\$	3,475.00	4/25/2019 R
100650 OFFICE DEPOT	\$	50.93	4/25/2019 R
100651 ON SITE SANITATION INC	\$	1,910.38	4/25/2019 R
100652 OXYGEN SERVICE CO INC	\$	95.55	4/25/2019 R
100653 PAIN IN THE GLASS	\$	150.00	4/25/2019 R
100654 PASLAWSKI, VERONICA	\$	45.00	4/25/2019 R
100655 PAUL VADNAIS PLUMBING & WELL	\$	215.00	4/25/2019 R
100656 PAULSON, MIKE	\$	133.00	4/25/2019 R
100658 PETERSON BROS ROOFING & CONST	\$	7,329.97	4/25/2019 R
100659 PITNEY BOWES INC	\$	71.25	4/25/2019 R
100660 POKELA, KEITH	\$	210.00	4/25/2019 R
100661 PRAXAIR DISTRIBUTION INC	\$	30.33	4/25/2019 R
100662 PRESS PUBLICATIONS	\$	300.00	4/25/2019 R
100663 PRO SOUND AND LIGHT	\$	799.00	4/25/2019 R
100664 PRO-ED INC	\$	116.60	4/25/2019 R
100665 PROFESSIONAL INTERPRETING	\$	154.40	4/25/2019 R
100666 PURINTON, KEITH	\$	70.00	4/25/2019 R
100667 QUAD AREA CHAMBER OF COMMERCE	\$	180.00	4/25/2019 R
100668 RAK CONSTRUCTION INC	\$	1,623.60	4/25/2019 R
100671 RAMSEY COUNTY	\$	15,334.75	4/25/2019 R
100672 RAMSEY COUNTY	\$	35,400.00	4/25/2019 S
100673 RAMSEY COUNTY	\$	670.00	4/25/2019 S
100674 RAMSEY COUNTY	\$	3,080.00	4/25/2019 S
100675 RATHKE, DANIEL	\$	78.00	4/25/2019 R
100676 REHBEIN TRANSIT CO	\$	1,329.21	4/25/2019 R
100677 REPUBLIC SERVICES #899	\$	6,649.31	4/25/2019 R
100678 RIVISTAS SUBSCRIPTION SERVICES	\$	1,037.30	4/25/2019 R
100679 ROE, ERIN	\$	495.00	4/25/2019 R
100680 ROETTGER, DORIS	\$	15.00	4/25/2019 R
100681 SAFETY-KLEEN CORP	\$	360.34	4/25/2019 R
100682 SAFEWAY DRIVING SCHOOL	\$	9,135.00	4/25/2019 R
100683 SAIKO, KATHY	\$	15.30	4/25/2019 R
100684 SAINTS NORTH MAPLEWOOD	\$	1,308.00	4/25/2019 R
100685 SARFF, MARIJO	\$	21.25	4/25/2019 R
100686 SCHMIT TOWING	\$	1,612.86	4/25/2019 R
100687 SCHMITT MUSIC COMPANY	\$	187.35	4/25/2019 R
100688 SCHOLASTIC INC	\$	82.35	4/25/2019 R
100689 SCHOLASTIC BOOK CLUBS INC	\$	64.50	4/25/2019 R
100690 SCHOOL FIX CATALOG	\$	356.40	4/25/2019 R
100691 SCHOOL HEALTH CORPORATION	\$	202.81	4/25/2019 R
100692 SCHROEHER, JANE	\$	225.00	4/25/2019 R
100693 SCOTT ELECTRIC	\$	531.00	4/25/2019 R
100694 SEEVER, GRAY	\$	320.00	4/25/2019 R
100695 SERENDIPITY ART AND DESIGN SERV	\$	2,750.00	4/25/2019 R

100696 SEW EASY DESIGNS	\$	189.59	4/25/2019 R
100697 SIDONS, LISA	\$	295.28	4/25/2019 R
100698 SIGHTLINE DISPLAYS LLC	\$	352.77	4/25/2019 R
100699 SCHOOL NUTRITION ASSOC (SNA)	\$	13.00	4/25/2019 R
100700 SOLARWINDS	\$	968.52	4/25/2019 R
100701 SOUERS, RANDY	\$	78.00	4/25/2019 R
100702 SPSI INC	\$	1,009.53	4/25/2019 R
100703 ST PAUL SAINTS	\$	240.00	4/25/2019 R
100706 STAPLES ADVANTAGE	\$	1,640.92	4/25/2019 R
100707 STAR TRIBUNE	\$	27.10	4/25/2019 R
100708 STATE SUPPLY CO	\$	409.73	4/25/2019 R
100709 STAY TUNED PIANO SERVICES	\$	565.00	4/25/2019 R
100710 STEVE WEISS MUSIC	\$	991.95	4/25/2019 R
100711 STRATEGIC STAFFING SOLUTIONS	\$	1,237.50	4/25/2019 R
100712 SYNOVIA SOLUTIONS	\$	1,551.40	4/25/2019 R
100713 TEACHER SYNERGY LLC	\$	87.99	4/25/2019 R
100714 TEACHERS DISCOVERY	\$	104.25	4/25/2019 R
100715 TENNIS WAREHOUSE	\$	527.20	4/25/2019 R
100716 TIME FOR KIDS	\$	415.80	4/25/2019 R
100717 TRADE PRESS INC	\$	294.00	4/25/2019 R
100718 TRANS-MISSISSIPPI BIO SUPPLY	\$	250.61	4/25/2019 R
100719 TREASURED TRANSPORTATION	\$	81,822.64	4/25/2019 R
100720 TRIO SUPPLY COMPANY	\$	3,640.46	4/25/2019 R
100721 TSA CONSULTING GROUP	\$	935.86	4/25/2019 R
100722 TURNING A NEW PAGE	\$	418.00	4/25/2019 R
100723 TWIN CITY HARDWARE	\$	189.29	4/25/2019 R
100724 TYLER TECHNOLOGIES INC	\$	1,801.80	4/25/2019 R
100725 UHL CO INC	\$	2,272.45	4/25/2019 R
100726 UNIFIED SPECIAL OLYMPICS	\$	33.75	4/25/2019 R
100727 VARSITY SPIRIT FASHIONS	\$	99.77	4/25/2019 R
100728 VOGEL, MICHAEL	\$	78.00	4/25/2019 R
100729 VOYAGEUR OUTWARD BOUND SCHOOL	\$	547.50	4/25/2019 R
100730 WALSWORTH PUBLISHING CO	\$	4,697.51	4/25/2019 R
100731 WAYZATA HIGH SCHOOL	\$	100.00	4/25/2019 R
100732 WHITE BEAR FLORAL SHOP	\$	45.95	4/25/2019 R
100733 WHITE BEAR GLASS INC	\$	249.00	4/25/2019 R
100734 WHITE BEAR LOCKSMITH INC	\$	61.75	4/25/2019 R
100735 WHITE BEAR TOWNSHIP	\$	4,320.25	4/25/2019 R
100736 WHITE BEAR LAKE ROTARY CLUB	\$	231.50	4/25/2019 R
100737 WEBER, MARK	\$	133.00	4/25/2019 R
100738 WELLNER LAW PLLC	\$	200.00	4/25/2019 R
100739 WEST MUSIC COMPANY	\$	36.90	4/25/2019 R
100740 WEVIDEO, INC.	\$	149.00	4/25/2019 R
100741 WHITING, BRUCE	\$	80.00	4/25/2019 R
100742 WHITSON, CLIFF	\$	140.00	4/25/2019 R
100743 WHS ROYAL GRAPHICS	\$	97.00	4/25/2019 R
100744 WILLETT, RON	\$	156.00	4/25/2019 R

100745 WINNICK SUPPLY	\$	18.92	4/25/2019 R
100746 THE WORKS	\$	762.50	4/25/2019 R
100747 XCEL ENERGY	\$	81,629.65	4/25/2019 S
100748 XCEL ENERGY	\$	51,508.50	4/25/2019 S
100749 ZABADAL, GEORGE	\$	70.00	4/25/2019 R
100750 ZOOM ID	\$	2,695.00	4/25/2019 R
100751 VIAVATTINE, JOSEPH	\$	2,058.57	4/26/2019 R
181900826 VIAVATTINE, JOSEPH	\$	(347.41)	4/26/2019 V
181900949 ALI, OMAR	\$	21.08	4/11/2019 A
181900949 DETERMAN, THOMAS	\$	28.44	4/11/2019 R
181900949 DETERMAN, THOMAS	\$	(28.44)	4/16/2019 V
181900950 ANDERSON, JON	\$	65.00	4/11/2019 A
181900950 FEIRN, FREDERICK	\$	616.18	4/11/2019 R
181900950 FEIRN, FREDERICK	\$	(616.18)	4/16/2019 V
181900951 ANZEL, ASHLIE	\$	32.78	4/11/2019 A
181900952 AXELL, FRANKLIN	\$	93.23	4/11/2019 A
181900953 BABCOCK, ARIANA	\$	195.00	4/11/2019 A
181900954 BABIASH, JENNIFER	\$	114.36	4/11/2019 A
181900955 BARKER, JACQUELINE	\$	25.00	4/11/2019 A
181900956 BERTELSEN, CHERYL	\$	35.89	4/11/2019 A
181900957 BILSKEMPER, JOSHUA	\$	102.42	4/11/2019 A
181900958 CANNIFF, AMY	\$	332.14	4/11/2019 A
181900959 CARLSON-CASA DE CALVO, JANET	\$	74.94	4/11/2019 A
181900960 CLARK, RYAN	\$	51.94	4/11/2019 A
181900961 COOK, TRACY	\$	172.78	4/11/2019 A
181900962 CORNER, AMY	\$	27.41	4/11/2019 A
181900963 DAVIES, ALISON	\$	224.53	4/11/2019 A
181900964 DERBY, SARA	\$	124.59	4/11/2019 A
181900965 DRANGE, ANGELA	\$	65.00	4/11/2019 A
181900966 DURAND, JENNIFER	\$	289.94	4/11/2019 A
181900967 ENGSTRAN, PAUL	\$	65.00	4/11/2019 A
181900968 FINKE, CARLA	\$	31.98	4/11/2019 A
181900969 FROST, MEGAN	\$	14.49	4/11/2019 A
181900970 GILLESPIE, ALISON	\$	106.47	4/11/2019 A
181900971 GRAVLEY, STEPHEN	\$	63.49	4/11/2019 A
181900972 GRAY, DONALD	\$	223.06	4/11/2019 A
181900973 HAGEN, CHERYL	\$	207.35	4/11/2019 A
181900974 HAHN, LAURIE	\$	300.00	4/11/2019 A
181900975 HARDACRE, CALEB	\$	19.50	4/11/2019 A
181900976 HAUTMAN, CHRISTOPHER	\$	1,829.00	4/11/2019 A
181900977 HERDER, KENDRA	\$	24.60	4/11/2019 A
181900978 HOPKINS, JULIE	\$	18.68	4/11/2019 A
181900979 HUBBARD, MICHELLE	\$	421.74	4/11/2019 A
181900980 JENSEN, KATHLEEN	\$	269.00	4/11/2019 A
181900981 KATH, ABBY	\$	158.61	4/11/2019 A
181900982 KAZMIERCZAK, WAYNE	\$	219.84	4/11/2019 A
181900983 KENTFIELD, KELLY	\$	47.85	4/11/2019 A

181900984 KIRSCHLING, JULIENNE	\$	110.00	4/11/2019 A
181900985 KLECKER, KEVIN	\$	248.30	4/11/2019 A
181900986 KLIER, BECKY	\$	40.00	4/11/2019 A
181900987 KRUEGER, LAURA	\$	110.78	4/11/2019 A
181900988 KRUSEMARK, CARY	\$	140.45	4/11/2019 A
181900989 LARSON, BRITA	\$	33.06	4/11/2019 A
181900990 LEMIEUX, TAMARA	\$	28.42	4/11/2019 A
181900991 LOCKWOOD, KEITH	\$	118.17	4/11/2019 A
181900992 LUNDBLAD, ANGELA	\$	28.13	4/11/2019 A
181900993 MALDONADO PEREZ, GUILLERMO	\$	321.32	4/11/2019 A
181900994 MCCOLLOUGH, MICHAEL	\$	10.00	4/11/2019 A
181900995 MEYER, KELLY	\$	67.86	4/11/2019 A
181900996 MILES, MARY	\$	223.57	4/11/2019 A
181900997 MOORE, JENNIFER	\$	37.99	4/11/2019 A
181900998 MOSSER, LORI	\$	10.00	4/11/2019 A
181900999 NASVIK, CRAIG	\$	55.13	4/11/2019 A
181901000 OLSON, MARK	\$	68.11	4/11/2019 A
181901001 PAGEL, AMANDA	\$	31.32	4/11/2019 A
181901002 PAUL, SARA	\$	341.86	4/11/2019 A
181901003 PAULSON, THOMAS	\$	153.56	4/11/2019 A
181901004 PELOQUIN, BRIAN	\$	1,028.00	4/11/2019 A
181901005 PETERSON, DONNA	\$	18.91	4/11/2019 A
181901006 PINNOW, PAIGE	\$	280.09	4/11/2019 A
181901007 PUJOLS, JUAN	\$	92.80	4/11/2019 A
181901008 RATLIFF, GERALD	\$	35.96	4/11/2019 A
181901009 REISDORFER, CARRIE	\$	10.00	4/11/2019 A
181901010 RITTENHOUSE, PAULA	\$	39.94	4/11/2019 A
181901011 ROSSITER, DANIEL	\$	47.76	4/11/2019 A
181901012 SCHEUERELL, PAMELA	\$	31.05	4/11/2019 A
181901013 SCHMIDT, HEATHER	\$	385.12	4/11/2019 A
181901014 SCHNEIDER, APRIL	\$	269.00	4/11/2019 A
181901015 SCHOCHENMAIER, TIMOTHY	\$	184.42	4/11/2019 A
181901016 SCHROEDER, AMANDA	\$	160.26	4/11/2019 A
181901017 SCHULTE, DARRELL	\$	650.00	4/11/2019 A
181901018 SHELSTAD, JACQUALINE	\$	195.00	4/11/2019 A
181901019 STONEHOUSE, JULIA	\$	319.88	4/11/2019 A
181901020 STRAND, TROY	\$	174.13	4/11/2019 A
181901021 SYNAN, ERIN	\$	63.27	4/11/2019 A
181901022 TARNOWSKI, ERIN	\$	10.00	4/11/2019 A
181901023 THIBAUT, DEBRA	\$	300.00	4/11/2019 A
181901024 TUCKNER, ABBY	\$	300.00	4/11/2019 A
181901025 VAN ARRAGON, JANEL	\$	307.98	4/11/2019 A
181901026 VETTE, MARISA	\$	195.00	4/11/2019 A
181901027 VIAVATTINE, JOSEPH	\$	1,711.16	4/11/2019 A
181901027 VIAVATTINE, JOSEPH	\$	(1,711.16)	4/26/2019 V
181901028 WAHLSTRAND, HEATHER	\$	129.90	4/11/2019 A
181901029 WEBER, ALYSSA	\$	10.00	4/11/2019 A

181901030	WIECZOREK, THOMAS	\$	7.47	4/11/2019	A
181901031	DETERMAN, THOMAS	\$	28.44	4/16/2019	A
181901032	FEIRN, FREDERICK	\$	616.18	4/16/2019	A
181901033	ACCIARI, NICOLE	\$	280.20	4/25/2019	A
181901034	ANDERSON, JON	\$	40.03	4/25/2019	A
181901035	BATENHORST, LYNSEY	\$	585.80	4/25/2019	A
181901036	BEGE, JEFFREY	\$	163.62	4/25/2019	A
181901037	BOOTH, KARLA	\$	117.45	4/25/2019	A
181901038	BURKE, ERIN	\$	144.00	4/25/2019	A
181901039	BURTON, SANDRA	\$	259.88	4/25/2019	A
181901040	CARLINSCHAUER, KYLE	\$	337.58	4/25/2019	A
181901041	CASE, ABIGAIL	\$	132.79	4/25/2019	A
181901042	DEEN, DENISE	\$	192.56	4/25/2019	A
181901043	DRANGE, ANGELA	\$	80.44	4/25/2019	A
181901044	EDBERG, REBECCA	\$	360.17	4/25/2019	A
181901045	FINK, AVIS	\$	180.00	4/25/2019	A
181901046	FINKE, CARLA	\$	144.26	4/25/2019	A
181901047	GALYON, AMY	\$	54.52	4/25/2019	A
181901048	GARGARO, LAURA	\$	197.00	4/25/2019	A
181901049	GRIEBENOW, BRIAN	\$	123.29	4/25/2019	A
181901050	HAGESTUEN, FAITH	\$	31.55	4/25/2019	A
181901051	HAHN, LAURIE	\$	50.00	4/25/2019	A
181901052	HENRY, STEVEN	\$	377.51	4/25/2019	A
181901053	HOGEN, KARIN	\$	10.00	4/25/2019	A
181901054	HORAZDOVSKY, LEILA	\$	354.43	4/25/2019	A
181901055	HOUSE, VANESSA	\$	138.62	4/25/2019	A
181901056	KASS, DONA	\$	22.62	4/25/2019	A
181901057	KELLEY, GRACE	\$	160.08	4/25/2019	A
181901058	LAFRINIER, JENNIFER	\$	517.07	4/25/2019	A
181901059	LAMWERS, LINDSAY	\$	128.09	4/25/2019	A
181901060	LASSILA, BECKY	\$	967.46	4/25/2019	A
181901061	MALMER, ALYSSA	\$	74.24	4/25/2019	A
181901062	MARSH, KATHERINE	\$	103.06	4/25/2019	A
181901063	MCGARTHWAITE, MICHAEL	\$	54.52	4/25/2019	A
181901064	MCPHERSON, KIRSTEN	\$	9,181.22	4/25/2019	A
181901065	MELDE, REBECCA	\$	51.10	4/25/2019	A
181901066	MENGEL, MARY	\$	70.00	4/25/2019	A
181901067	MEYER, KELLY	\$	60.03	4/25/2019	A
181901068	MUSTAR, ELISABETH	\$	229.50	4/25/2019	A
181901069	NASVIK, CRAIG	\$	673.63	4/25/2019	A
181901070	NOHR, KATIE	\$	850.00	4/25/2019	A
181901071	OGDEN, TERESA	\$	100.00	4/25/2019	A
181901072	PHETTEPLACE, WANDA	\$	192.88	4/25/2019	A
181901073	RATLIFF, GERALD	\$	10.44	4/25/2019	A
181901074	ROSSITER, DANIEL	\$	212.78	4/25/2019	A
181901075	RUOHOMAKI, TERESA	\$	66.12	4/25/2019	A
181901076	SAMPOANG, DESSERAY	\$	155.67	4/25/2019	A

181901077 SANDERS, MALORIE	\$	375.41	4/25/2019 A
181901078 SCHOMMER, ANDREW	\$	6.38	4/25/2019 A
181901079 SCHUEBEL, ANGELA	\$	48.72	4/25/2019 A
181901080 SCHWEIZER, JENNIFER	\$	187.26	4/25/2019 A
181901081 SKOGEN, MATTHEW	\$	10.00	4/25/2019 A
181901082 STEADLAND, KEITH	\$	36.88	4/25/2019 A
181901083 SYNAN, ERIN	\$	54.04	4/25/2019 A
181901084 TULBERG, AMY	\$	20.88	4/25/2019 A
181901085 WATTERS, LAURA	\$	203.45	4/25/2019 A
	\$	1,865,077.88	

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: **May 13, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
School Supplies	Joanne Swanberg	Lakeaires Elementary
\$20 Carol Glover Memorial	Billie Sheak and Cheryl Krueger	Lincoln Elementary School
\$20 Carol Glover Memorial	Patricia Fredrickson	Lincoln Elementary School
\$25 Carol Glover Memorial	Gerald and Kimberly Jansen	Lincoln Elementary School
\$500 Gift Card in memory of Carol Glover	Todd Jennings – CEO Gopher Sports	Lincoln Elementary School
\$15 Carol Glover Memorial	Rosetta and Brian Mason	Lincoln Elementary School
\$20 Carol Glover Memorial	Robert, Beverly and Lisa Ann Gillespie	Lincoln Elementary School
\$20 Carol Glover Memorial	Norma and Jeffrey Taylor	Lincoln Elementary School
\$20 Carol Glover Memorial	Patricia Rund	Lincoln Elementary School
\$20 Carol Glover Memorial	Z James and Barbara Brenk	Lincoln Elementary School
\$20 Carol Glover Memorial	Jill Gebeke	Lincoln Elementary School
\$20 Carol Glover Memorial	Rolf and Marilyn Hanson	Lincoln Elementary School
\$20 Carol Glover Memorial	Thomas and Julieanne Paulson	Lincoln Elementary School
\$20 Carol Glover Memorial	Christopher and Kathleen Alexander	Lincoln Elementary School
\$25 Carol Glover Memorial	Patricia Lopez	Lincoln Elementary School
\$25 Carol Glover Memorial	Ronald and Sharon Nelson	Lincoln Elementary School

\$25 Carol Glover Memorial	L. Thomas and Nancy Carlson	Lincoln Elementary School
\$25 Carol Glover Memorial	John and Kathryn Scwartz	Lincoln Elementary School
\$25 Carol Glover Memorial	Joan Knutson	Lincoln Elementary School
\$25 Carol Glover Memorial	Ardis and Eugene Danger	Lincoln Elementary School
\$25 Carol Glover Memorial	Judith and Keith Johnstone	Lincoln Elementary School
\$25 Carol Glover Memorial	William and Stephanie Oliver McNamara	Lincoln Elementary School
\$25 Carol Glover Memorial	George and Shirley Kimball	Lincoln Elementary School
\$25 Carol Glover Memorial	Michael and Karen Roe	Lincoln Elementary School
\$25 Carol Glover Memorial	Philip and Carol Skyes	Lincoln Elementary School
\$25 Carol Glover Memorial	Collette Chaput	Lincoln Elementary School
\$25 Carol Glover Memorial	Phyllis and Elizabeth Bastian	Lincoln Elementary School
\$25 Carol Glover Memorial	Matthew and Karen Tracy	Lincoln Elementary School
\$25 Carol Glover Memorial	Jack and Nancy Dzubnar	Lincoln Elementary School
\$25 Carol Glover Memorial	Paul and Margaret King	Lincoln Elementary School
\$25 Carol Glover Memorial	Steven Peterson	Lincoln Elementary School
\$25 Carol Glover Memorial	Mark and Keta Lindstrom	Lincoln Elementary School
\$25 Carol Glover Memorial	Lorna Breiter	Lincoln Elementary School
\$25 Carol Glover Memorial	Joanne Carlson	Lincoln Elementary School
\$25 Carol Glover Memorial	Anthony and Jennifer Zajac	Lincoln Elementary School
\$25 Carol Glover Memorial	Charles and Renee Gebeke	Lincoln Elementary School
\$25 Carol Glover Memorial	James and Sharon Roland	Lincoln Elementary School
\$30 Carol Glover Memorial	Jan Johnson and Greg Lundberg	Lincoln Elementary School
\$30 Carol Glover Memorial	G.E. and M.A. Hines	Lincoln Elementary School
\$30 Carol Glover Memorial	Heather Norman	Lincoln Elementary School
\$30 Carol Glover Memorial	Philip and Kathryn Siegle	Lincoln Elementary School

\$30 Carol Glover Memorial	Trevor and Kimberly Scherber	Lincoln Elementary School
\$30 Carol Glover Memorial	Craig and Julie Nasvik	Lincoln Elementary School
\$40 Carol Glover Memorial	Mary Benson	Lincoln Elementary School
\$40 Carol Glover Memorial	Anthony and Hollie Ciresi	Lincoln Elementary School
\$40 Carol Glover Memorial	Michael and Sylvia Lovett	Lincoln Elementary School
\$40 Carol Glover Memorial	Sally Grimes	Lincoln Elementary School
\$44 Carol Glover Memorial	George Kimball	Lincoln Elementary School
\$50 Carol Glover Memorial	Michael and Kathleen Gebeke	Lincoln Elementary School
\$50 Carol Glover Memorial	R Kevin and Kathryn Mackin	Lincoln Elementary School
\$50 Carol Glover Memorial	Steven Middleton-Koller	Lincoln Elementary School
\$50 Carol Glover Memorial	Roger and Bonnie Morrisey	Lincoln Elementary School
\$50 Carol Glover Memorial	Thomas and Theresa Lyndon	Lincoln Elementary School
\$50 Carol Glover Memorial	Dennis and Barbara Fredrick	Lincoln Elementary School
\$50 Carol Glover Memorial	David and Linda Wiklund	Lincoln Elementary School
\$50 Carol Glover Memorial	James and Leann Galvin	Lincoln Elementary School
\$50 Carol Glover Memorial	Daniel and Debra Schmidt	Lincoln Elementary School
\$50 Carol Glover Memorial	Brian and Katie Ness	Lincoln Elementary School
\$50 Carol Glover Memorial	Thomas and Cynthia Clark	Lincoln Elementary School
\$50 Carol Glover Memorial	Karen Robins	Lincoln Elementary School
\$50 Carol Glover Memorial	James and Linda Anderson	Lincoln Elementary School
\$75 Carol Glover Memorial	Jeffery Hahn and Grettel Hecht	Lincoln Elementary School
\$100 Carol Glover Memorial	Peter and Kirstin Anderson	Lincoln Elementary School
\$100 Carol Glover Memorial	Sarah Meek and Eric Swanson	Lincoln Elementary School
\$100 Carol Glover Memorial	Raymond Johnston	Lincoln Elementary School
\$500 Birdie Marketing Drawing Winner	MN HS Golf Coaches Association	WBLAHS - South Campus Golf Team

\$1,450 (70 mill ends @\$20 + 50 pcs of aluminum @ \$50/lot)	Superior Machine Inc.	WBLAHS – South Campus Industrial Technology
\$325 for the 2019 Excellence Event	Michael and Sylvia Lovett	WBLAHS – South Campus
\$250 for the 2019 Excellence Event	AspecLED	WBLAHS – South Campus
\$214	Health Partners	Willow Lane Elementary
\$3,200	City of Gem Lake	Willow Lane Elementary
\$1,000	Vadnais Heights Lions Club	Willow Lane Elementary
\$105	YourCause, LLC Trustee for Wells Fargo Community Support Campaign	Willow Lane Elementary
\$105	YourCause, LLC Trustee for Wells Fargo Community Support Campaign	Willow Lane Elementary
\$50	Peter and Ana King	Lincoln Elementary
\$90	YourCause, LLC Trustee for Wells Fargo Educational Matching Gifts Program	Willow Lane Elementary
\$90	YourCause, LLC Trustee for Wells Fargo Community Support Campaign	Willow Lane Elementary
\$373	North Star Recycling	Willow Lane Elementary
\$48	Saints North	Willow Lane Elementary
\$500 in black paper	Nimble Impression – Alan Haskins	Lincoln Elementary
Four VIP Passes good for free Admission to the Arboretum	Minnesota Landscape Arboretum	Lincoln Elementary
\$40 for lunch accounts	Penny Rendall	Matoska International IB World School
\$500 for the Trap & Skeet Team	Woody's Rebar Co, Inc.	WBLAHS – South Campus
\$500 for the Trap & Skeet Team	Ronald & Heidi Gunderson	WBLAHS – South Campus
\$250	Sara Paul	White Bear Lake Area School District
\$100	Elizabeth & William Simmer	Matoska International IB World School
\$500	3M Foundation	Willow Lane Elementary
\$140 Carol Glover Memorial	Royal Credit Union Health and Human Performance Dept.	Lincoln Elementary
\$100 Carol Glover Memorial	Beth and Fran LaFave	Lincoln Elementary
\$300 Baseball program	Roberts Management Group LLC	WBLAHS – South Campus
\$300	Bradley Messerschmidt with Allina Health	WBLAHS – North Campus

School Supplies	Vivian Nguyen	Otter Lake Elementary
\$160 Deep Portage Donation For Students In Need	CBC Crew LLC DBA Style Encore	Otter Lake Elementary
\$500 Fishing Team Donation	Graybar – Rep. Scott Moseman	WBLAHS – South Campus

RECOMMENDED ACTION: Accept donation.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **May 13, 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
May 13-17, 2019 Two Harbors, MN	Ben Craig	ALC/Outward Bound	5	12	Total Cost per Student: \$0.00 Total Cost: \$8,971.25 approx. Source of Revenue: Student Activity	School Bus	Team Building. Leadership Development. Pilot of site plan activities.
June 7-14, 2019 National History Day University of Maryland	Huy Nguyen	Sunrise Park Students	0	3	Total Cost per Student: \$0.00 Total Cost: \$3,600.00 approx. Source of Revenue: District Center Funds	Flight	National History Day Qualifier representing ISD624 and Minnesota

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/NON-RENEWAL– CLASSIFIED STAFF

DODI ANDERSON– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/24/2018
Effective Date: 06/07/2019

MELINDA BOE– Instructional Assistant, Lakeaires Elementary
Employed by District 624 since 09/10/2018
Effective Date: 06/07/2019

OLIVIA COEN– Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/03/2018
Effective Date: 06/07/2019

WENDY COLE– Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 09/04/2018
Effective Date: 06/07/2019

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

KA BAO JENNRICH– Instructional Assistant, Vadnais Heights Elementary
Employed by District 624 since 01/18/2018
Effective Date: 06/07/2019

ANGELA JOHNSON– Pupil Support Assistant, Lincoln Elementary
Employed by District 624 since 11/05/2018
Effective Date: 06/07/2019

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

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

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

CHRISTINE LA PEAN– Instructional Assistant, Willow Lane Elementary
Employed by District 624 since 09/10/2018
Effective Date: 06/07/2019

ABBY MAAS– Instructional Assistant, Lincoln Elementary

Employed by District 624 since 09/04/2018

Effective Date: 06/07/2019

RACHEL MARTIN– Instructional Assistant, Birch Lake Elementary

Employed by District 624 since 01/02/2019

Effective Date: 06/07/2019

LINDSEY MOREHEAD– Instructional Assistant, Willow Lane Elementary

Employed by District 624 since 09/11/2018

Effective Date: 06/07/2019

AMANDA PAGEL– Pupil Support Assistant, Normandy and Vadnais Height Elementary

Employed by District 624 since 09/04/2018

Effective Date: 04/05/2019

EMME PERREIRA– Pupil Support Assistant, Central Middle School

Employed by District 624 since 09/04/2018

Effective Date: 06/07/2019

FREDDIE PERTEET-BECKER– Instructional Assistant, Willow Lane Elementary

Employed by District 624 since 09/11/2018

Effective Date: 06/07/2019

LADRENA RAKOWSKI– Program Assistant Leader, Willow Lane Elementary

Employed by District 624 since 01/05/2019

Effective Date: 04/18/2019

ALEXANDER RICK– Pupil Support Assistant, Sunrise Park Middle School

Employed by District 624 since 10/15/2018

Effective Date: 04/26/2019

SAMANTHA SHADE– Pupil Support Assistant, WBLAHS – South Campus

Employed by District 624 since 09/05/2017

Effective Date: 06/07/2019

CHRIS SWENSON– Pupil Support Assistant, Central Middle School

Employed by District 624 since 09/04/2018

Effective Date: 06/07/2019

LAURA WEAVER– Instructional Assistant, Birch Lake Elementary

Employed by District 624 since 11/01/2018

Effective Date: 06/07/2019

FUE XIONG– Instructional Assistant, Willow Lane Elementary

Employed by District 624 since 09/20/2018

Effective Date: 06/07/2019

ANNA ZAMZOW– Instructional Assistant, Willow Lane Elementary

Employed by District 624 since 09/13/2018

Effective Date: 06/07/2019

RESIGNATION/TERMINATION/NON-RENEWAL – CERTIFIED STAFF

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

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

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

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

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

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

GUILLERMO MALDONADO PEREZ– Peer Reviewer, District Wide
Employed by District 624 since 08/20/2018
Effective Date: 06/10/2019

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

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

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

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

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

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

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

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

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

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

RESIGNATION/TERMINATION/NON-RENEWAL – PROFESSIONAL

MARK GARRISON– Director of Technology, District Center
Employed by District 624 since 10/18/2010
Effective Date: 06/19/2019

RETIREMENT – CLASSIFIED STAFF

MARCIA LANDGRAFF – Pupil Support Assistant, Sunrise Park Middle School
Employed by District 624 since 03/05/1999
Effective Date: 06/07/2019

RETIREMENT – CERTIFIED STAFF

MARY POKORNY – Media Specialist, Birch, Lincoln and Otter Lake Elementary
Employed by District 624 since 04/16/2010
Effective Date: 06/10/2019

CHANGE IN ASSIGNMENT - CLASSIFIED

SAMANTHA OSBERG – Program Assistant Leader, Lincoln Elementary
Added BEAR fundamentals Assist Leader, Birch Lake Elementary
\$13.98per hr., 26.5 hrs. per week, \$6,662.86
Effective Date: 03/20/2019

PENNY WALKER – PT ECSE Pupil Support Assistant, Birch Lake Elementary
Added School Readiness Plus Instr. Asst., Vadnais Heights Elementary
\$18.33per hr., 9.75 hrs. per week, \$1,072.30
Effective Date: 04/12/2019

CHANGE IN ASSIGNMENT – CERTIFIED

TAYLOR OGNE – From Preschool Teacher, Birch Lake Elementary
To Birth – 3 Early Childhood Special Education Teacher, Normandy Park
BA, Step 2, \$44,190.00
Effective Date: 2019-2020 School Year

PART TIME LEAVE REQUEST – CERTIFIED STAFF

DAG RISENG– Special Education Teacher, District Wide
Position .6 FTE (Leave .4 FTE)
Effective Date: 2019-2020 School Year

STEPHANIE TOLLISON– School Psychologist, Sunrise Park Middle School
Position .8 FTE (Leave .2 FTE)
Effective Date: 2019-2020 School Year

NEW PERSONNEL – CLASSIFIED STAFF

DAVID OLSON – Head Custodial Engineer Multiple Buildings, Bellaire, Lakeaires & Otter Lake
\$24.07per hr., 40.0 hrs. per week, \$8,665.20
Effective Date: 04/29/2019

GARY SCHMALTZ – Assistant Head Custodial Engineer “B” Building, Vadnais Heights Elementary
\$21.40hr. + \$.30 Shift Diff., 40.0 hrs. per week, \$9,547.99
Effective Date: 04/15/2019

NEW PERSONNEL – CERTIFIED STAFF

ARTHUR CRUTCH – Language Arts Teacher, WBLAHS – North Campus
BA, Step 5, \$48,051.00
Effective Date: 2019-2020 School Year

MADALYN FAUTH – Language Arts Teacher, Central Middle School
BA, Step 1, \$43,310.00
Effective Date: 2019-2020 School Year

LISA KEHE – Mathematics Teacher, WBLAHS – South Campus
BA, Step 1, \$43,310.00
Effective Date: 2019-2020 School Year

WALLACE POPE – Social Studies Teacher, WBLAHS – South Campus
BA, Step 1, \$43,310.00
Effective Date: 2019-2020 School Year

SAMANTHA SWANSON – Physics Teacher, Sunrise Park Middle School and ALC
BA, Step 1, \$43,310.00
Effective Date: 2019-2020 School Year

LA'SONYA TAYLOR – FACS Teacher, Central Middle School
MA+60, Step 9, \$68,639.00
Effective Date: 2019-2020 School Year

JENNA VOLLMER – Early Childhood Special Education Teacher, Normandy Park
MA, Step 1, \$48,023.00
Effective Date: 2019-2020 School Year

AMANDA ZAIS – .8 FTE Mathematics Teacher, WBLAHS – South Campus
BA, Step 1, \$34,648.00
Effective Date: 2019-2020 School Year

NEW PERSONNEL – NON-AFFILIATED

PAUL ENGSTRAN – Maintenance Supervisor, District Wide
40 Hours per week, \$13,961.53 (Pro-Rated on \$66,000.00)
Effective Date: 04/15/2019

STEPHANIE VANG – Marketing Specialist, Community Services
20 Hours per week, \$3,368.00 (Pro-Rated on \$25,000.00)
Effective Date: 05/13/2019

NEW PERSONNEL – PROFESSIONAL

CATHRYN PETERSON – Secondary Principal, Central Middle School
\$132,845.00
Effective Date: 07/01/2019

LONG TERM SUBSTITUTE – CERTIFIED STAFF

KATHERINE LUNDE – Grade 4 Teacher, Oneka Elementary
MA, Step 2, \$7,913.62
Effective Date: 04/29/2019 through 06/10/2019

SHANA MORRISETTE – Spanish Teacher, Otter Lake Elementary
MA, Step 12, \$11,716.61
Effective Date: 04/26/2019 through 06/10/2019

TAYLOR NELSON – Grade 3 Teacher, Birch Lake Elementary
BA, Step 1, \$6,920.67
Effective Date: 04/29/2019 through 06/10/2019

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: **Recognize Student Liaisons to the School Board**
MEETING DATE: **May 13, 2019**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Don Mullin, School Board Chair**

BACKGROUND:

The White Bear Lake Area School Board would like to commend and recognize **Makena Pratt**, 12th grade student, and **Madison Carroll**, 11th grade student, for their outstanding role as the 2018-19 Student Representatives on the School Board.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **May 13, 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: **Snow Days January, 2019**

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Minnesota Statutes, section 120A.41 requires school districts' calendars to provide at least 165 instructional days for grades one through 11 unless the school is approved for a four-day week.

That same statute requires the following annual instructional hours for both school districts and charter schools:

425 hours for kindergarten
850 hours for full-day kindergarten
935 hours for grades one through six
1,020 hours for grades seven through 12

The Legislature has passed and Governor Walz has signed a snow day relief bill (Laws of Minnesota 2019, Chapter 5 – SF 1743), regarding school days canceled during the 2018-19 school year due to health and safety concerns.

To meet the minimum number of days for seniors and the Area Learning Center it is recommended that the Board move to adopt three snow days, January 22-24, 2019 as instructional days as permitted by the new law.

The only group of students who will not meet the required number of hours for instruction is the Area Learning Center. To meet the requirement of 1020 hours, the ALC has added five minutes to their school day from April 29 to June 6.

The law also requires districts to compensate employees who were not compensated or were not permitted to work on restored days. The only group this will impact is the bus drivers, as all other groups are paid when we are closed during weather emergencies as per their collective bargaining agreements.

AGENDA ITEM: **Policy 212, School Board Member Development**
MEETING DATE: **May 13, 2019**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 212, School Board Member Development, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There is an addition to II. General Statement of Policy A.

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 10 School Board meeting agenda or a subsequent meeting for action.

Adopted: November 13, 1995
Revised: December 14, 2009

White Bear Lake Area School Board Policy 212

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 701.1, Modification of School District Budget, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading. There is an addition to II. General Statement of Policy A.

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 10 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 10, 2012

Revised:

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

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

revenues and fund balances in a fund.

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

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

AGENDA ITEM: **Policy 709, Student Transportation Safety Policy**
MEETING DATE: **May 13, 2019**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

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

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 10 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 9, 1996

*White Bear Lake Area
School Board Policy 709*

Revised: September 9, 2013

Revised: May 8, 2017

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

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

B. Student Training.

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

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

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

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

2. Consequences of rule violation(s).

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

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

1st report: Warning with a copy of report sent home to parent/guardian.

2nd report: Student will be placed on probation and the parent/guardian will be notified that further behavior infractions will result in loss of ridership privileges.

3rd report: Student will be suspended from the bus for 3 days or longer.

4th report: Student will be suspended from the bus for 5 days or longer.

5th report: Student will be suspended from the bus for 10 days or loss of privileges for remainder of school year.

6th report: Meeting with parent/guardian. Possible loss of bus ridership privileges for the remainder of the school year.

(1) Other Discipline.

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

(2) Records.

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

Safety Director.

(3) Vandalism/Bus Damage

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

(4) Notice.

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

(5) Criminal Conduct.

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety:

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

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

B. Parent and Guardian Notification:

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

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

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

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

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

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

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

F. Completing required reports.

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

G. Completing required training programs successfully.

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

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

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

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

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

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

B. Use of Signals, Loading or Unloading

The driver shall follow the following procedures:

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

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

C. Crossing Highways and Streets

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

D. Type III Vehicles

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

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

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

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

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

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

1. Pre-Trip Inspection

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

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

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

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

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

3. Special Education Transportation

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

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

4. Emergency Procedures

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

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

5. First Aid

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

6. Private or Confidential Student Information

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

7. Student Discipline

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

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

8. Human Relations

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

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

9. Chemical Abuse

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

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

B. Evaluation.

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

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

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

VIII. EMERGENCY PROCEDURES

A. Fire.

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

B. Injuries/Medical Emergencies.

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

C. Tornado.

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

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

D. Evacuation.

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

E. Accident.

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

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

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

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

F. Cold Weather Stop.

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

G. Dangerous Weapons

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

H. Lights.

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

I. Getting Assistance.

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

IX. VEHICLE MAINTENANCE STANDARDS

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

X. SCHOOL TRANSPORTATION COORDINATOR

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

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

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

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

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 713, Student Activity Accounting, is a new policy and was reviewed by the School Board Policy Committee and Cabinet.

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 10 School Board meeting agenda or a subsequent meeting for action.

Adopted: _____

MSBA/MASA Model Policy 713
Orig. 2004

Revised: _____

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

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

B. Extracurricular Activities

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

C. Non-Student Activities

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

III. DEFINITIONS

A. Co-curricular Activity

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

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

B. Curricular Activity

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

C. Extracurricular (Noncurricular/Supplementary) Activity

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

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

D. Public Purpose Expenditure

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

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Co-curricular Activities

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

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

B. Extracurricular Activities

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

V. **DEMONSTRATION OF ACCOUNTABILITY**

A. Annual External Audit

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

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

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

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

E. OPERATIONAL ITEMS

AGENDA ITEM: **Snow Day Relief Bill**

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The Legislature has passed and Governor Walz has signed a snow day relief bill (Laws of Minnesota 2019, Chapter 5 – SF 1743), regarding school days canceled during the 2018-19 school year due to health and safety concerns. This bill was discussed earlier in tonight's agenda.

School boards must pass a resolution to count up to three days to count toward instructional days and meet the required number instructional hours.

RECOMMENDED ACTION:

It is recommended that the Board move to adopt three snow days, January 22-24, 2019, as instructional days as permitted by the new law.

AGENDA ITEM: **Policy 403, Discipline, Suspension and Dismissal of School District Employees**

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 403, Discipline, Suspension and Dismissal of School District Employees, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading. There are minor changes to this policy in sections III Discipline and IV Forms of Discipline.

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

RECOMMENDED ACTION:

Approve School Board Policy 403, Discipline, Suspension and Dismissal of School District Employees, as recommended by the Policy Committee and Cabinet.

403 DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules.

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge, depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by **the** administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance.

An employee's substandard performance may result in the imposition of discipline ranging from ~~an oral~~ **a written** reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format.

C. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of **directives** ~~oral warnings~~, written warnings and/or other forms of discipline;
4. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts ~~on~~ the employee's performance;
5. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
6. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position.
7. falsification of credentials and experience;
8. unauthorized destruction of school district property;
9. neglect of duty;
10. violation of the rights of others as provided by federal and state laws related to human rights.
11. other sufficient grounds relating to any other act constituting inappropriate conduct;

IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. ~~oral warning~~;
2. written warning or reprimand;
3. probation;

4. ~~disciplinary suspension, demotion or leave of absence with pay;~~
5. disciplinary suspension, demotion or leave of absence without pay; and
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct or improving the employee's performance.

Legal References: Minn. Stat. § 123.34, Subd. 9 (Superintendent)
Minn. Stat. 123.35, Subds. 5 and 6 (Employment and discharge of teachers and employees)
Minn. Stat. § 125.12 (Teachers)
Minn. Stat. § 125.17 (Teacher tenure)
Minn. Stat. § 125.121 (Coaches)
Minn. Stat. § 197.46 et. seq. (Veterans Preference Act)

AGENDA ITEM: **Policy 404, Employment Background Checks**

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 404, Employment Background Checks, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading. There are changes to this policy in sections I. Purpose, II General Statement of Policy, and III Procedures,

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide volunteer services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of service providers, independent contractors, and student employees in the school district

RECOMMENDED ACTION:

Approve School Board Policy 404, Employment Background Checks, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: January 11, 2010
Revised: October 11, 2010

White Bear Lake Area School District #624 Policy 404
Revised: October 8, 2012
Revised: July 16, 2018

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of **service providers**, ~~volunteers~~, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. An individual will not commence employment until the school district receives the results of the criminal history background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined

in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and/or the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, **service provider**, independent contractor, or student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer or granted permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- ~~C. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:~~
- ~~1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;~~
 - ~~2. the other school hiring authority conducted a criminal background check within the previous 12 months;~~
 - ~~3. the individual executes a written consent form giving the school district access to the results of the check; and~~
 - ~~4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.~~
- D. For all non-state residents who are offered employment with or the opportunity to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the individual's resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district. Such individuals must provide an executed criminal history consent form.

- E. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- F. Copies of this policy shall be available in the school district's employment office and will be distributed, upon request, to applicants for employment and individuals who are offered the opportunity to provide ~~athletic coaching services or other extracurricular academic coaching~~ **volunteer** services. The requirement to submit to a criminal history background check may be included with the basic criteria for employment or providing services in the position posting and position advertisements.
- G. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- H. If the criminal history background check precludes the individual from employment with, or providing services to, the school district, the individual will be so advised.
- I. The school district shall apply these procedures to **service providers and** independent contractors.
- J. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

- Legal References:**
- Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
 - Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
 - Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

AGENDA ITEM: **Policy 405, Veteran's Preference**
MEETING DATE: **May 13, 2019**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Matthew Mons, Director of Human Resources**

BACKGROUND:

School Board Policy 405, Veteran's Preference, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading. There are no changes to this policy.

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

RECOMMENDED ACTION:

Approve School Board Policy 405, Veteran's Preference, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: January 9, 2012
Revised: April 14, 2014
Revised: February 12, 2018

White Bear Lake Area
School District #624 Policy 405

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing, or good faith abolishment of position. This paragraph does not apply to the position of teacher.

III. PROCEDURES

- A. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a nondisabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- B. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
 - C. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
 - D. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
 - E. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
 - F. **The** A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.
 - G. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
 - H. The VPA and the provisions of this policy do not apply to the position of superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
 Minn. Stat. § 197.455 (Veteran's Preference Applied)
 Minn. Stat. § 197.46 (Veterans Preference Act)

Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

AGENDA ITEM: **Policy 520, Student Surveys**

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 520, Student Surveys, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading. There are minor changes to this policy in sections III Student Surveys in General and a new V Notice.

The purpose of this policy is occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

RECOMMENDED ACTION:

Approve School Board Policy 520, Student Surveys, as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997
Revised: May 9, 2005
Revised: January 9, 2012

*White Bear Lake Area
School Board Policy 520*

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys/data will be reported anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or **has** the opportunity to opt out of the survey **depending upon how the survey is funded**. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent/guardian;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the education curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et. seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) “Personal information” means individually identifiable information including a student's or parent's first and last name; a home or other physical address (including street

name and the name of the city or town); a telephone number; or a Social Security identification number.

- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
 - (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

- b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any non-emergency invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2, Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. These notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

~~D. The school district shall give parents and students notice of their rights under this section.~~

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to

participate in a student survey by United States mail, email, or another direct form of communication.

C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information: Parent Notice and Opportunity for Opting Out)
20 U.S.C. 1232g (Family Educational Right and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
C.N. v. Ridgewood Bd. Of Educ., 430 F. 3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School District, 427 F.3d. 1197 (9th Cir. 2005)

Cross References: WBLASB Policy 515 (Protection and Privacy of Student Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)

AGENDA ITEM: **Policy 602, Organization of School Calendar and School Day**

MEETING DATE: **May 13, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 602, Organization of School Calendar and School Day, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading. A new section has been added V. E-Learning Days.

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

RECOMMENDED ACTION:

Approve School Board Policy 602, Organization of School Calendar and School Day, as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997

White Bear Lake Area School Board Policy 602

Revised: June 11, 2001

Revised: May 9, 2005

Revised: December 10, 2012

Revised: May 9, 2016

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

It is important to parents/guardians, students, employees, and the general public to have advance knowledge of the school calendar and school day to effectively plan for the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board in accordance with Minnesota Statute. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days, hours, and other provisions of law. The school calendar shall establish student days, workshop days for staff, allow for emergency closings and provide other information related to students, staff and parents/guardians.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Teacher workshop days may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer or other process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider the successful implementation of the current calendar and such factors as cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, school bus schedules, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)

Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment, Contracts;
Termination)
Minn. Stat. § 122A.41, Subds, 4 and 4a (Teacher Tenure Act; Cities of the
First Class, Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter
School)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids;
Appropriation)

Cross References: WBLASB Policy 425 (Staff Development)