

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

February 12, 2018

MISSION STATEMENT

The mission of the White Bear Lake Area School District, a leader in innovative education and community partnerships, is to ensure our students:

- **develop a love for learning,**
- **excel academically,**
- **are inspired to realize their dreams, and**
- **become engaged citizens with a global understanding**

by challenging each student with a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

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

To: Members of the School Board

From: Wayne A. Kazmierczak
Superintendent of Schools

Date: February 5, 2018

A student recognition will be held on Monday, February 12, 2017 at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

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

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

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

C. INFORMATION ITEMS

1. Superintendent's Report

D. DISCUSSION ITEMS

1. Indian Resolution of Concurrence
2. Proposed School Year Calendar for 2018-19
3. First Reading of School Board Policies:
 - a. Policy 413, Harassment and Violence
 - b. Policy 425, Staff Development
 - c. Policy 524, Electronic Technologies Acceptable Use Policy
 - d. Policy 708, Transportation of Nonpublic School Students
 - e. Policy 711, Video Recording on School Buses

E. OPERATIONAL ITEMS

1. Action on Indian Resolution of Concurrence
2. Action on Long Term Facilities Maintenance Plan
3. Action on Resolution to Issue General Obligation Bonds
4. Action on Reimbursement Resolution
5. Action on Bid for Roofing Project at Central Middle School, Summer of 2018
6. Action on Tentative Agreement with School Service Employees SEIU Local 284 Paraprofessionals
7. Action on Tentative Agreement with School Service Employees SEIU Local 284 Secretarial and Clerical
8. Action on Tentative Agreement with Principals' Association
9. Action on Tentative Agreement with Administrators' Association
10. Action on School Board Policies:
 - a. Policy 405, Veterans Preference
 - b. Policy 610, Field Trips

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **February 12, 2018**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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

Consent Agenda

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

RECOMMENDATION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **February 12, 2018**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDATION: Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, January 8, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Vice Chair Mullin called the meeting to order at 7:00 p.m.
2. Oath of Office of Elected Officials- Superintendent Kazmierczak gave the oath of office to the newly elected board members Beloyed, Chapman, Ellison, and Mullin. They were congratulated by all present.
3. Roll Call – Present: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson
Ex-Officio: Kazmierczak
Cabinet: Cooper, Daniels, Garrison, Maurer, Paul, Vette, Wald
Student School Board Representative: Rensted
4. Pledge of Allegiance
5. Newmaster motioned and Wilson seconded to approve the agenda as presented.
Voice vote: all ayes. Motion carried.
6. Reorganization of School Board: Chapman nominated Mullin as Chair. Wilson nominated Chapman as Vice Chair. Wilson nominated Fahey as Clerk. Chapman nominated Wilson as Treasurer.
7. Chapman motioned and Newmaster seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of December 13, 2016;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips; and
 - Passage of resolution to approve personnel issues to include:
 - **Resignation/Termination – Classified**
Christine La Pean – Program Assistant Leader, Matoska Elementary
Employed by District 624 since 03/16/2016
Effective Date: 12/25/2017
Anna Nelson – Program Assistant Leader, Matoska Elementary
Employed by District 624 since 09/11/2017
Effective Date: 01/12/2018
Lanae Nelson – Administrative Assistant, District Center
Employed by District 624 since 04/18/2016
Effective Date: 12/30/2017
Heidi Newpower – Part Time Cook, Central Middle School
Employed by District 624 since 09/06/2011
Effective Date: 01/04/2018
Carri Paavala – Part Time Cook, Central Middle School
Employed by District 624 since 09/25/2017
Effective Date: 12/12/2017

Lynn Zeleny – Part Time Cook, Central Middle School
Employed by District 624 since 01/04/2016
Effective Date: 12/18/201

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

Joseph Held – Campus Security, WBLAHS – South Campus
Employed by District 624 since 09/05/2017
Effective Date: 12/06/2017

➤ **Temporary Change In Assignment – Classified Staff**

Nicole Schaffer – Pupil Support Assistant, Lakeaires Elementary
From 4.0 hrs. per day to 5.4 hrs. per day
Effective Date: 01/02//2018

➤ **Temporary Change In Assignment – Certified Staff**

Adriana Kolodny – Spanish Teacher, Birch Lake Elementary
From 1.0 FTE to .6 FTE
Effective Date: 12/04/2017

Suzanne Shearon – Speech Language Teacher, Willow Elementary
From .6 FTE to .8 FTE
Effective Date: 12/04/2017

➤ **Permanent Change In Assignment – Certified Staff**

Monica Kubow – School Nurse, WBLAHS – South Campus and ALC
From .6 FTE to .7 FTE
Effective Date: 01/02//2018

Michelle Li – Chinese Teacher, Lincoln Elementary
From .8 FTE to 1.0 FTE
Effective Date: 11/27/2017

➤ **New Personnel – Classified Staff**

Susan Belheumer– Full Time Bus Driver, Bus Garage
\$17.85/hr., 7.5 hrs. per day/ 123 days, \$16,466.62
Effective Date: 12/01/2017

Tenesha Flipp– Part Time Cook, Sunrise Middle School
\$14.79/hr., 3.5 hrs. per day/ 113 days, \$5,849.44
Effective Date: 12/14/2017

Larry Hanson – Part Time Cook, Sunrise Middle School
\$14.79/hr., 3.5 hrs. per day/ 113 days, \$5,849.44
Effective Date: 12/14/2017

Matthew Lapakko – Pupil Support Assistant, Central Middle School
\$18.00/hr., 6.5 hrs. per day, 104 days, \$12,168.00
Effective Date: 01/02/2018

Sahmoe Loo – Program Aide, Several Buildings
\$12.53/hr., 2.9 hrs. per day, 155 days, \$5,632.23
Effective Date: 11/27/2017

Saysamone Phomphene – Human Resources Specialist, District Center;
\$28.17/hr., 8 hrs. per day/ 143 days, \$32,226.48
Effective Date: 12/13/2017

Lisa Tibbets – Program Assistant Leader, Matoska Elementary
\$13.44/hr., 2.75 hrs. per day, 129 days, \$4,767.84
Effective Date: 01/02/2018

➤ **NEW PERSONNEL – NON-AFFILIATED**

Nicole Oswald – Out of School Time Inclusion Specialist, District-Wide
8.0 hrs. per day, 125 days, \$24,479.80(Pro-rated on \$50,918.00)
Effective Date: 01/08/2018

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

B. PUBLIC FORUM - There were no speakers

C. INFORMATION ITEMS

1. Overview of Welcome to White Bear Week and Update on Registration Information for 2018-19 – Director of Communications and Community Relations Marisa Vette highlighted program offerings and upcoming open houses at all district sites. Complete information on program offerings and open house dates are available on the district website.
2. Superintendent's Report – This evening students were recognized for state-level accomplishments in junior varsity bowling, girls swimming and the Fall Musical. Paraprofessional Recognition Week is Jan. 22-26. The focus of the Minnesota School Board Association leadership conference this week is Student Achievement: Passion, Perseverance, and Possibility. The White Bear Lake Area Education Foundation through The Closet has an ample supply of warm clothing. If you know of a family in need of winter clothing contact The Closet at closetwblaef@gmail.com and a volunteer will contact you. Student Liaison Report - The WBLAHS drumline will play on the Super Bowl Live Stage Jan. 26 and Feb. 3. Five North Campus students raised over \$1000 to donate to Solid Ground. South Campus students and staff were involved in an event to raise awareness of sex trafficking with proceeds donated to the December Organization. Juniors on the girls' varsity hockey team, Sydney Shearen and Calla Frank, are currently in Russia playing for team USA in the U-18 World Championship. South Campus Ambassadors prepared bags of items and handed them out to homeless people during winter break.

D. DISCUSSION ITEMS

1. First Reading of Policies:
 - a) Policy 405, Veterans Preference
 - b) Policy 610, Field TripsThese policies will be on the February 12, 2018 school board agenda for action.

E. OPERATIONAL ITEMS

1. Wilson moved and Fahey seconded to approve the 2018 School Board Operating Procedures. ***Voice vote: all ayes. Motion carried.***
2. Wilson moved and Fahey seconded to approve an increase in the School Board members' compensation as follows: ***Roll call vote: ayes: Beloyed, Fahey, Newmaster, Wilson; nays, Chapman, Mullin; Abstain, Ellison. Motion carried.***
3. Newmaster moved and Chapman seconded to approve the Regular and Work Study Meeting schedule for 2018 with recommended changes of moving the July Board meeting/work-study session back one week and adding February 22 as a professional development day for the Board. ***Voice vote: all ayes. Motion carried.***
4. Chapman moved and Newmaster seconded to approve the official depositories for the school district funds and authorized bank accounts and signatures for 2018. ***Roll call vote: ayes: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson; nays, none. Motion carried.***
5. Fahey moved and Wilson seconded to approve the White Bear Press as the official publication for the school district for 2018. ***Roll call vote: ayes: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson; nays: none. Motion carried.***
6. Newmaster moved and Fahey seconded to approve the appointment of Mitch Cooper, Director of Human Resources, as the District Human Rights Officer, and Sara Paul, Assistant Superintendent for Teaching and Learning, as the Title IX Coordinator, and Kathleen Daniels, Director of Student Support Services, as the District ADA/504 Coordinator in conformance with School Board policies. ***Voice vote: all ayes. Motioned carried.***
7. Fahey moved and Wilson seconded to authorize Dr. Wayne Kazmierczak as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2018. ***Voice vote: all ayes. Motion carried.***
8. Wilson moved and Chapman seconded to approve the legal counsel for 2018, as follows: Knutson, Flynn and Deans; Ratwik, Roszak and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A., and others, as needed with the following amendment:

(Operational Item #8) to include school board vice-chair in the list of and others, as needed. This will now read as: Authorized personnel to contact legal counsel includes: school board chair, ***school board vice-chair***, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and

operations, director of human resources, director of student support services, director of community services, director of communications and community relations, and director of technology and innovation. **Roll call vote: ayes: Beloyed, Chapman, Ellsion, Fahey, Mullin, Newmaster, Wilson; nays: none. Motion carried.**

9. Fahey moved and Newmaster seconded to approve Policy 406 Public and Private Personnel Data, Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults, Policy 424, License Status, Policy 515 Protection and Privacy of Pupil Records. NOTE: Policy 413 Harassment and Violence was returned to the policy committee for one correction. **Roll call vote: all ayes. Motion carried.**

F. BOARD FORUM - Wilson welcomed the students in the audience and gave a brief of the purpose of the organizational meeting. Mullin welcomed new board members. Newmaster invited all to attend the Annual Lunar New Year celebration at North Campus on Jan. 27th at 1 p.m.

G. ADJOURNMENT – Wilson moved and Mullin seconded to adjourn the meeting at 8:01 p.m. **Voice vote: all ayes. Motion carried.**

Submitted by: Ellen Fahey, Clerk

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

A special meeting of the White Bear Lake Area School Board was held on **January 29, 2018** at **5:30 p.m.** in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN

Purpose: The purpose of the special meeting is for the Board to address items that were on the agenda for its January 22, 2018 work-study session, which was cancelled due to weather. The Board will also consider and take official action on the administration's recommendation on two student expulsions.

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 (5:37pm), Wilson
Student Representative: Pratt, Rensted
Ex-officio: Kazmierczak
Cabinet: Cooper, Daniels, Maurer, Vette, Wald

B. DISCUSSION ITEMS

1. **Building Principals Report on Student Success and Building Initiatives to Building Liaison** - School board members met with their liaison school leaders.
2. **Summary Report on Each Building from Board Members** - Each board member gave a summary of their discussion.
3. **Overview of Long Term Facilities Maintenance Plan and Intent to Sell Bonds** - Assistant Superintendent for Finance and Operations Tim Wald, Director of Finance Tom Wieczorek, and Building Operations Supervisor Dan Roeser presented four documents for discussion: the timeline for the upcoming bond issuance; the Long Term Facilities Maintenance (LTFM) plan for fiscal years FY18 - FY22; the 10-year LTFM expenditure plan which will be submitted to the MDE; and the 10-year LTFM revenue plan that will be submitted to the MDE. The intention is to issue general obligation bonds in the total principal amount of \$16.13 million to finance projects in the approved 10-year facility plan. The documents are available on the district website.
4. **Overview of Reimbursement Resolution** - Assistant Superintendent for Finance and Operations Tim Wald and Director of Finance Tom Wieczorek presented the

document *Resolution Establishing Procedures for Reimbursement of Certain Expenditures from Proceeds of Future Bond Issues or Other Borrowings* prepared by the District's bond counsel Thomas Deans from the law firm Knutson, Flynn & Deans, P.A. The document is available on the district website.

5. **2018-2019 School Year Calendar Discussion** - Director of Human Resources Mitch Cooper, Assistant Superintendent for Finance and Operations Tim Wald, Teaching and Learning Coordinator Ann Malwitz, and Assessment Coordinator Brian Morris presented information on a proposed 6-12 Flexible Learning Day. Student representatives Makenna Pratt and Ashley Rensted presented feedback from approximately forty-five South Campus students. The presentation is available on the district website.

RECESS: Chair Mullin called the meeting into recess at 8:02 p.m.

6. **Negotiations Study Session** - Chair Mullin reconvened the meeting at 8:11 p.m. This portion of the meeting was closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25. Board members present: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson. Administrators present: Superintendent Kazmierczak, Cooper, Wald, Wieczorek

C. ACTION ITEMS

1. **Closed session pursuant to Minn. Stat. 13D.05, subd. 2(a)(3) for consideration of proposed student expulsions.**

The meeting continued in closed session at 8:27 p.m. to discuss proposed student expulsions. Pursuant to Minnesota Statutes Section 13D.05, subdivision 2(a)(3) any portion of a meeting must be closed if private educational data is discussed. Board members present: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson. Administrators present: Superintendent Kazmierczak, Wald.

The meeting went into open session at 9:03 p.m.

2. **Motion to approve resolutions expelling Student A and Student B**

Newmaster moved and Chapman seconded to adopt a resolution that Pupil A and Pupil B be expelled as a student in the White Bear Lake Area School District until July 1, 2018, effective immediately. ***Roll call vote: all ayes. Motion carried***

- D. **ADJOURNMENT** - Wilson moved and Mullin seconded to adjourn at 9:06 p.m.

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDATION:

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

White Bear Lake Area Schools

Electronic Transfers - January

		<u>1/12/2018</u>	<u>1/31/2018</u>
Direct Deposit	505325-506787	1,835,979.77	
Direct Deposit	506788-508308		2,379,385.25

Check Nbr	Vendor Name	Check Date	Check Amount
171800523	ANDERSON, JON C	01/02/2018	200.00
171800524	BABCOCK, ARIANA K	01/02/2018	90.25
171800525	BEGE, JEFFREY T	01/02/2018	160.03
171800526	BERNIER, CARYN S	01/02/2018	110.48
171800527	CHEOLIS, LIBBY B	01/02/2018	158.89
171800528	CLYNE, KRISTINE L	01/02/2018	20.00
171800529	DAHLEM, TERESA	01/02/2018	447.00
171800530	DALLY, PENNY WONG	01/02/2018	155.95
171800531	DYMIT, MARIE S	01/02/2018	67.41
171800532	EDGELL, JANE E	01/02/2018	85.06
171800533	ENGSTRAN, PAUL A	01/02/2018	65.00
171800534	FINKE, CARLA J	01/02/2018	27.77
171800535	GRADY, LORI J	01/02/2018	26.75
171800536	GRANT, SHANNON	01/02/2018	39.82
171800537	GREENE, VICTORIA L	01/02/2018	300.23
171800538	HOLLY, TRACY L	01/02/2018	57.78
171800539	KALLAS, MELISSA LEE	01/02/2018	9.63
171800540	KASS, DONA MARIE	01/02/2018	94.96
171800541	KIRSCHLING, KURT M	01/02/2018	115.03
171800542	KNUTSON, CASSANDRA M	01/02/2018	29.73
171800543	LAFRINIER, BENJAMIN N	01/02/2018	360.00
171800544	LARSON, BOBBIE JEAN	01/02/2018	29.97
171800545	LAVALLEY, NICOLE R	01/02/2018	523.09
171800546	LODERMEIER, EILEEN F	01/02/2018	377.82
171800547	MARIER, JAMES JOSEPH	01/02/2018	1,529.82
171800548	MCMACKINS, SARA B	01/02/2018	219.35
171800549	MILES, STACY LYNN	01/02/2018	89.08
171800550	NELSON, LANAE G	01/02/2018	16.15
171800551	OLEARY, CHADRICK J	01/02/2018	156.91
171800552	PIERSON, CATHERINE A	01/02/2018	40.66
171800553	POKORNY, MARY J	01/02/2018	419.24
171800554	RATLIFF, GERALD	01/02/2018	10.70
171800555	RIEBOW, MATTHEW R	01/02/2018	214.53
171800556	RUANE, ANDREA C	01/02/2018	92.02
171800557	RYAN, DENISE M	01/02/2018	325.54
171800558	STIRLING, CONNIE B	01/02/2018	63.32
171800559	SUOJA, WENDY T	01/02/2018	91.48
171800560	THIBAUT, DEBRA S	01/02/2018	275.00
171800561	TULBERG, AMY C	01/02/2018	81.85
171800562	WHITBY, SANDRA LYNN	01/02/2018	33.17

40	ACH	Check(s) For a Total of	7,211.47
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	40	ACH	Checks For a Total of	7,211.47
	0	Computer	Checks For a Total of	0.00
Total For	40	Manual, Wire Tran, ACH & Computer	Checks	7,211.47
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		7,211.47

Check Nbr	Vendor Name	Check Date	Check Amount
90598	AARP DRIVER SAFETY PROGRAM	01/04/2018	260.00
90599	AARP DRIVER SAFETY PROGRAM	01/04/2018	140.00
90600	ADAMS, MARTY	01/04/2018	210.00
90601	AFFINITY HEARING LLC	01/04/2018	210.00
90602	AMAZON	01/04/2018	1,616.01
90603	AMAZON	01/04/2018	2,012.30
90604	AMAZON	01/04/2018	362.66
90605	AMAZON	01/04/2018	946.50
90606	AMAZON	01/04/2018	1,126.38
90607	AMAZON	01/04/2018	413.75
90608	AMAZON	01/04/2018	226.28
90609	AMERICAN MESSAGING	01/04/2018	28.32
90610	AMER RED CROSS	01/04/2018	1,161.00
90611	AMERIPRIDE SERVICES	01/04/2018	978.97
90612	ANDERSON, STACY JAMES	01/04/2018	140.00
90613	ANDERSON, TOM L	01/04/2018	140.00
90614	ANIMAL HUMANE SOCIETY	01/04/2018	55.00
90615	ARCADE ASPHALT CO	01/04/2018	3,600.00
90616	ARCH LANGUAGE NETWORK	01/04/2018	1,950.00
90617	ASL INTERPRETING SERVICES	01/04/2018	120.00
90618	ASTLEFORD INTERNATIONAL TRUCKS	01/04/2018	200.94
90619	ATC GROUP SERVICES LLC	01/04/2018	5,050.82
90620	BARR, SAM	01/04/2018	58.00
90621	BEHLOW, DAVID	01/04/2018	207.02
90622	BEST BUY BUSINESS ADVANTAGE AC	01/04/2018	6,289.78
90623	BOYER TRUCKS	01/04/2018	56.80
90624	BREMER BANK	01/04/2018	667.64
90625	CAPOCASA, WILLIAM J	01/04/2018	76.00
90626	CARLSON, DIANE	01/04/2018	90.00
90627	CDW GOVERNMENT INC	01/04/2018	858.89
90628	CENTURY COLLEGE	01/04/2018	62,100.00
90629	CHAMPIONSHIP PRODUCTS UNLTD	01/04/2018	407.00
90630	COBORNS DELIVERS	01/04/2018	40.73
90631	COLLER, RONALD	01/04/2018	149.00
90632	COLYER, KERRY	01/04/2018	84.00
90633	CONNEY SAFETY	01/04/2018	544.80
90634	CONSOLIDATED WELDING SUPPLY CO	01/04/2018	995.32
90635	CONTINENTAL RESEARCH CORP	01/04/2018	2,333.66
90636	COOPER, KENNETH	01/04/2018	116.00
90637	CUB FOODS OF WHITE BEAR TWSHP	01/04/2018	3,182.64
90638	CUB FOODS OF WHITE BEAR TWSHP	01/04/2018	270.83
90639	DEISTING, ASHLEY	01/04/2018	152.00
90640	DEMCO INC	01/04/2018	73.91
90641	DISCOUNT SCHOOL SUPPLY	01/04/2018	113.09
90642	DONATELLI'S	01/04/2018	150.06
90643	DOOR SERVICE COMPANY	01/04/2018	463.00
90644	ED'S TROPHIES INC	01/04/2018	16.00
90645	EDUC PROGRAMS LLC	01/04/2018	200.00
90646	ELLWEIN, DAN	01/04/2018	65.00
90647	FASTENAL COMPANY	01/04/2018	2.56

Check Nbr	Vendor Name	Check Date	Check Amount
90648	FESTIVAL FOODS-KNOWLAN'S	01/04/2018	375.78
90649	FIRST STUDENT INC	01/04/2018	118,860.09
90650	FROST, TREVOR	01/04/2018	140.00
90651	GALLAGHERS NORTHWESTERN TIRE C	01/04/2018	766.00
90652	GIANTS RIDGE GOLF & SKI RESORT	01/04/2018	180.00
90653	GLYNN, TOM	01/04/2018	76.00
90654	GOLDCOM INC	01/04/2018	30.15
90655	THE GOOD ACRE	01/04/2018	173.13
90656	GOPHER	01/04/2018	458.07
90657	GOULSON, DALE	01/04/2018	82.00
90658	GREAT RIVER OFFICE PRODUCTS	01/04/2018	18.41
90659	GROTH MUSIC CO	01/04/2018	36.00
90660	GULENCHYN, MICHAEL	01/04/2018	84.00
90661	HEINEMANN	01/04/2018	90.75
90662	HERC-U-LIFT	01/04/2018	558.00
90663	HOBART SERVICE	01/04/2018	345.72
90664	HOERNING, CODY	01/04/2018	76.00
90665	HOME DEPOT CREDIT SERVICES	01/04/2018	152.30
90666	HOUGHTON MIFFLIN HARCOURT	01/04/2018	738.89
90667	HOUSE OF PRINT	01/04/2018	8,613.97
90668	Vendor Continued Check	01/04/2018	0.00
90669	IFD	01/04/2018	26,413.34
90670	JAYTECH INC	01/04/2018	3,153.61
90671	JENSEN, KEVIN J	01/04/2018	170.00
90672	JIRIK, RICK	01/04/2018	76.00
90673	JUNIOR LIBRARY GUILD	01/04/2018	325.17
90674	JW PEPPER & SON INC	01/04/2018	179.74
90675	KAEHLER, MICHAEL	01/04/2018	84.00
90676	KARLSBURGER FOODS INC	01/04/2018	47.64
90677	Vendor Continued Check	01/04/2018	0.00
90678	KATH FUEL OIL SERVICE CO	01/04/2018	1,683.20
90679	KIRCHBERG PAUL	01/04/2018	170.00
90680	KOLTES, GREGORY	01/04/2018	58.00
90681	KRAFT CONTRACTING & MECHANICAL	01/04/2018	6,758.10
90682	KUBASCH, CHAD	01/04/2018	116.00
90683	KVITRUD, JIM	01/04/2018	82.00
90684	LAKE AREA FLOORING	01/04/2018	16,600.00
90685	LAKESHORE LEARNING MATERIALS	01/04/2018	309.33
90686	LEARNING ZONE EXPRESS	01/04/2018	90.83
90687	L T G POWER EQUIPMENT	01/04/2018	195.05
90688	MACKIN EDUCATIONAL RESOURCES	01/04/2018	254.39
90689	Vendor Continued Check	01/04/2018	0.00
90690	Vendor Continued Check	01/04/2018	0.00
90691	MADISON NATIONAL LIFE	01/04/2018	39,767.63
90692	MALLOY/MONTAGUE/KARNOWSKI & CO	01/04/2018	17,157.00
90693	MALLUEGE, SCOTT	01/04/2018	76.00
90694	MARIENFELD, JOYCE	01/04/2018	903.00
90695	MARKET DISTRIBUTING	01/04/2018	963.75
90696	MARKETFEST	01/04/2018	210.00
90697	MCDONOUGH'S WATERJETTING AND	01/04/2018	552.40

Check Nbr	Vendor Name	Check Date	Check Amount
90698	MID CITY SERVICES - INDUSTRIAL	01/04/2018	89.40
90699	MIDWEST BUS PARTS INC	01/04/2018	266.18
90700	MINVALCO INC	01/04/2018	537.30
90701	MN ELEVATOR INC	01/04/2018	307.75
90702	MN TRUE TEAM TRACK & FIELD	01/04/2018	190.00
90703	MN WHITEWATER LLC	01/04/2018	950.00
90704	MN ZOO	01/04/2018	600.00
90705	MOLAN, PATRICK	01/04/2018	82.00
90706	MOORE, CYNTHIA A	01/04/2018	700.00
90707	MOSCA, JEFF	01/04/2018	76.00
90708	MY MEDICAL CLINIC	01/04/2018	70.00
90709	NAPA AUTO PARTS	01/04/2018	607.35
90710	NASCO	01/04/2018	359.08
90711	NASP INC	01/04/2018	5,092.00
90712	NASSEFF MECH CONTRACTORS	01/04/2018	13,582.50
90713	NORTHBOUND CREATIVE	01/04/2018	275.00
90714	NORTHEAST METRO INTERMEDIATE D	01/04/2018	101,333.82
90715	NORTHERN STAR COUNCIL, BSA	01/04/2018	288.00
90716	NUTRITIONAL SERVICE	01/04/2018	300.00
90717	OLSON, DAN	01/04/2018	130.00
90718	PINE TREE APPLE ORCHARD	01/04/2018	570.00
90719	PINZ	01/04/2018	408.00
90720	PITNEY BOWES PURCHASE POWER	01/04/2018	108.99
90721	PLADSON ENVIRONMENTAL INC	01/04/2018	800.00
90722	PLAYBILL INC	01/04/2018	1,605.00
90723	PROFORMA	01/04/2018	332.69
90724	RAMSEY COUNTY	01/04/2018	38,415.87
90725	REHBEIN TRANSIT CO INC	01/04/2018	11,400.00
90726	THE RETROFIT COMPANIES INC	01/04/2018	2,231.20
90727	ROBERTS, STANLEY	01/04/2018	58.00
90728	SAFETY-KLEEN CORP	01/04/2018	383.84
90729	SAINTS NORTH MAPLEWOOD	01/04/2018	524.00
90730	SAM'S CLUB/SYNCHRONY BANK	01/04/2018	1,174.70
90731	SAM'S CLUB/SYNCHRONY BANK	01/04/2018	148.80
90732	SAM'S CLUB/SYNCHRONY BANK	01/04/2018	853.27
90733	SAM'S CLUB/SYNCHRONY BANK	01/04/2018	1,347.87
90734	SCHOOL HEALTH CORPORATION	01/04/2018	25.66
90735	SCHROEHER, JANE	01/04/2018	250.00
90736	SENROR WOOLY	01/04/2018	142.50
90737	Vendor Continued Check	01/04/2018	0.00
90738	STAPLES ADVANTAGE	01/04/2018	1,995.93
90739	STARFALL EDUC FOUNDATION	01/04/2018	270.00
90740	STATE SUPPLY CO	01/04/2018	971.31
90741	SUMMIT COMPANIES	01/04/2018	841.26
90742	SVOR, BRENT	01/04/2018	76.00
90743	SWANSON, STEPHEN	01/04/2018	390.00
90744	SYNOVIA SOLUTIONS	01/04/2018	1,551.40
90745	TECHTRON ENGINEERING	01/04/2018	255.68
90746	THYSSENKRUPP ELEVATOR CORP	01/04/2018	769.32
90747	TRADE PRESS INC	01/04/2018	3,833.01

Check Nbr	Vendor Name	Check Date	Check Amount
90748	TRANS-MISSISSIPPI BIO SUPPLY	01/04/2018	46.20
90749	TREASURED TRANSPORTATION	01/04/2018	25,434.41
90750	T.R.F. SUPPLY CO	01/04/2018	98.80
90751	TRIO SUPPLY COMPANY	01/04/2018	4,333.95
90752	TUFT, JAMES	01/04/2018	130.00
90753	US FOODS CULINARY EQUIP & SUPP	01/04/2018	136.50
90754	VERIZON WIRELESS	01/04/2018	1,494.32
90755	WHITE BEAR FLORAL SHOP	01/04/2018	48.15
90756	WHITE BEAR LAKE (CITY OF)	01/04/2018	16,307.82
90757	WBL PIZZA MAN	01/04/2018	42.56
90758	WHITE BEAR LAKE SPORTS CENTER	01/04/2018	2,125.00
90759	WOLLAN SR, TOM	01/04/2018	76.00
90760	WORLD'S FINEST CHOCOLATE INC	01/04/2018	2,010.00
90761	WORTHLEY, SUZANNE	01/04/2018	378.00
90762	XCEL ENERGY	01/04/2018	63,519.89
90763	YOUNGBLOOD LUMBER COMPANY	01/04/2018	332.72
166	Computer	Check(s) For a Total of	663,049.10

Check Nbr	Vendor Name	Check Date	Check Amount
90199	INNOVATIVE OFFICE SOLUTIONS	01/04/2018	0.00
1	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
90140	DURABLE COMPONENT TECH	01/04/2018	188.00
90526	MN TRUE TEAM TRACK & FIELD	01/04/2018	190.00
90538	PINZ	01/04/2018	510.00
3	Void	Check(s) For a Total of	888.00

	1	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	166	Computer	Checks For a Total of	663,049.10
Total For	167	Manual, Wire Tran, ACH & Computer Checks		663,049.10
Less	3	Voided	Checks For a Total of	888.00
		Net Amount		662,161.10

Check Nbr	Vendor Name	Check Date	Check Amount
171800563	ACCIARI, NICOLE E	01/16/2018	210.79
171800564	BARKLEY, DANIELLE M	01/16/2018	223.62
171800565	BATTERMAN, ANGELA N	01/16/2018	79.18
171800566	BISKE, EMILY R	01/16/2018	54.09
171800567	CANNIFF, AMY E	01/16/2018	101.65
171800568	CARLINSCHAUER, KYLE LEE	01/16/2018	223.03
171800569	CRAIG II, BEN A	01/16/2018	44.91
171800570	DEEN, DENISE T	01/16/2018	377.70
171800571	DERBY, SARA A	01/16/2018	139.59
171800572	DEUEL, LYN M	01/16/2018	33.17
171800573	DORNER, JULIE A	01/16/2018	77.04
171800574	FISH, SUSAN M	01/16/2018	50.83
171800575	GILLESPIE, ALISON CARR	01/16/2018	395.19
171800576	GORHAM, KATHERINE TERESE	01/16/2018	78.63
171800577	GRAY, DONALD E	01/16/2018	246.36
171800578	GROPPOLI, KADI L	01/16/2018	330.37
171800579	GUTHRIE, ASHLEY M	01/16/2018	196.34
171800580	HOROWICKI, LISA M	01/16/2018	57.85
171800581	HUBBARD, MICHELLE K	01/16/2018	26.32
171800582	HYLEN, JENNIFER L	01/16/2018	97.10
171800583	IMMEL, COLLEEN MARIE	01/16/2018	106.21
171800584	JEBENS-SINGH, TARA L	01/16/2018	1,428.44
171800585	JESKE-WALFOORT, KIMBERLY A	01/16/2018	550.96
171800586	JOHNSON, KIRK W	01/16/2018	130.10
171800587	JOHNSON, SADIE R	01/16/2018	123.83
171800588	KANCANS, ANDREW V	01/16/2018	31.57
171800589	KANE-BURBACK, STEPHANIE LYNN	01/16/2018	442.98
171800590	KELLEY, DEBRA K	01/16/2018	213.73
171800591	KELLY-KENNEDY, ERIKA D	01/16/2018	155.42
171800592	KENT, SHEILA B	01/16/2018	66.88
171800593	KENTFIELD, KELLY S	01/16/2018	38.52
171800594	KIRSCHLING, JULIENNE R	01/16/2018	145.52
171800595	KOSTER, PATRICIA L	01/16/2018	63.13
171800596	KRUEGER, LAURA J	01/16/2018	242.34
171800597	KUBOW, MONICA A	01/16/2018	46.81
171800598	LAMWERS, LINDSAY M	01/16/2018	755.26
171800599	LARSON, BOBBIE JEAN	01/16/2018	158.61
171800600	LARSON, TIMOTHY J	01/16/2018	211.37
171800601	LATUFF, JENNIFER J	01/16/2018	190.19
171800602	LUNDBLAD, ANGELA C	01/16/2018	74.09
171800603	MALONEY, JESSE E	01/16/2018	95.93
171800604	MARKUSON, RACHAEL J	01/16/2018	50.00
171800605	MCGARTHWAITE, MICHAEL R	01/16/2018	26.75
171800606	MILLER, MOLLY M	01/16/2018	43.60
171800607	MOORE, JENNIFER RAE	01/16/2018	55.11
171800608	MORRIS, BRIAN J	01/16/2018	511.44
171800609	MOSSER, LORI JEAN	01/16/2018	94.77
171800610	MULLALY, REBECCA L	01/16/2018	656.96
171800611	MURPHY, MARY W	01/16/2018	136.43
171800612	NICKELS, JOLEEN A	01/16/2018	194.79

Check Nbr	Vendor Name	Check Date	Check Amount
171800613	NODGAARD, TRUDY A	01/16/2018	151.46
171800614	PAUL, SARA T	01/16/2018	32.00
171800615	POKORNY, MARY J	01/16/2018	122.93
171800616	RATLIFF, GERALD	01/16/2018	4.28
171800617	RISENG, DAG R	01/16/2018	394.56
171800618	ROSEMEYER, CHRISTINA JOANN	01/16/2018	24.88
171800619	RYAN, CANDACE MAY	01/16/2018	40.66
171800620	SALENGER, SETH A	01/16/2018	646.41
171800621	SANTOSCOY, BRIANA JO	01/16/2018	107.86
171800622	SCHOCHENMAIER, TIMOTHY R	01/16/2018	240.49
171800623	SCHOUVIELLER, LORI J	01/16/2018	380.98
171800624	STEWART, SCOTT J	01/16/2018	19.00
171800625	SUKO, PATRICK J	01/16/2018	423.43
171800626	SWANSON, SHANNON M	01/16/2018	209.72
171800627	TARNOWSKI, ERIN C	01/16/2018	100.69
171800628	TATE, JO E	01/16/2018	1,057.56
171800629	TROSKE, CARRIE L	01/16/2018	354.09
171800630	VAIL, ANNE B	01/16/2018	381.67
171800631	VAVRICKA, ROCHELLE L	01/16/2018	51.09
171800632	WEDELL, THERESA K	01/16/2018	78.64
171800633	ZICKERMANN, JORDAN MARIE	01/16/2018	260.00
71	ACH	Check(s) For a Total of	15,167.90

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	71	ACH	Checks For a Total of	15,167.90
	0	Computer	Checks For a Total of	0.00
Total For	71	Manual, Wire Tran, ACH & Computer	Checks	15,167.90
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		15,167.90

Check Nbr	Vendor Name	Check Date	Check Amount
90764	A-1 HYDRAULIC SALES & SERVICE	01/18/2018	82.58
90765	AARP DRIVER SAFETY PROGRAM	01/18/2018	480.00
90766	ACCO BRANDS USA LLC	01/18/2018	1,695.00
90767	Vendor Continued Check	01/18/2018	0.00
90768	AGROPUR INC	01/18/2018	13,854.74
90769	ALLSTREAM	01/18/2018	3,677.41
90770	ALLSTREAM	01/18/2018	319.02
90771	AMAZON	01/18/2018	1,034.42
90772	AMAZON	01/18/2018	592.11
90773	AMAZON	01/18/2018	113.89
90774	AMAZON	01/18/2018	941.93
90775	AMAZON	01/18/2018	361.52
90776	AMERICAN TIME & SIGNAL CO	01/18/2018	686.13
90777	ANDERSON, PATRICIA	01/18/2018	34.85
90778	APPLE COMPUTER INC	01/18/2018	379.00
90779	APPLE TEXTBOOKS	01/18/2018	93.28
90780	ARNSDORFF, DANIEL J	01/18/2018	845.30
90781	BARTHOLD	01/18/2018	1,821.05
90782	BEHLOW, DAVID	01/18/2018	253.62
90783	BENCHMARK EDUCATION COMPANY	01/18/2018	1,050.00
90784	BENSON, WILLIAM P	01/18/2018	163.00
90785	BERGELAND, JOHN	01/18/2018	148.00
90786	BERTHIAUME, DAVID	01/18/2018	130.00
90787	BOLITHO, CHERYL	01/18/2018	76.00
90788	BOUGIE, MICHAEL	01/18/2018	68.00
90789	BOWMAN, DON	01/18/2018	76.00
90790	BOXMAN	01/18/2018	589.28
90791	BRAINPOP LLC	01/18/2018	1,795.00
90792	BSN SPORTS	01/18/2018	1,123.88
90793	THE BUG COMPANY	01/18/2018	17.75
90794	CAPITAL ONE COMMERCIAL	01/18/2018	240.69
90795	CARLSON WAGONLIT TRAVEL	01/18/2018	48,500.00
90796	CDW GOVERNMENT INC	01/18/2018	1,686.54
90797	CERTIFIED LABORATORIES	01/18/2018	447.22
90798	THE CHILDREN'S THEATRE COMPANY	01/18/2018	270.00
90799	CINTAS CORP #470	01/18/2018	319.50
90800	CLARK, CYNTHIA JEAN	01/18/2018	15.30
90801	CLASS CREATOR	01/18/2018	363.00
90802	COBORNS DELIVERS	01/18/2018	228.16
90803	COMCAST	01/18/2018	290.92
90804	CONNEY SAFETY	01/18/2018	281.28
90805	CONTINENTAL RESEARCH CORP	01/18/2018	940.78
90806	COON RAPIDS HIGH SCHOOL	01/18/2018	200.00
90807	CRYSTEEL TRUCK EQUIPMENT	01/18/2018	40.68
90808	CUB FOODS OF WHITE BEAR TWSHP	01/18/2018	428.45
90809	CUMMINS NPOWER LLC	01/18/2018	868.16
90810	DAHL, ANTHONY M	01/18/2018	76.00
90811	DAKOTA TRUCK UNDERWRITERS	01/18/2018	48,312.00
90812	DALCO CORPORATION	01/18/2018	20,226.19
90813	DARR, DAVID J	01/18/2018	152.00

Check Nbr	Vendor Name	Check Date	Check Amount
90814	DEJARLAIS, MARILYN	01/18/2018	217.81
90815	DELEGARD TOOL OF TEXAS INC	01/18/2018	187.09
90816	DELLWOOD COUNTRY CLUB	01/18/2018	3,482.18
90817	DENNY, ROGER A	01/18/2018	82.00
90818	DIAMOND, TIM	01/18/2018	108.00
90819	DISCOUNT SCHOOL SUPPLY	01/18/2018	193.58
90820	DOMINOS PIZZA	01/18/2018	43.47
90821	Vendor Continued Check	01/18/2018	0.00
90822	DEFINITIVE TECHNOLOGY SOLUTION	01/18/2018	13,056.50
90823	DEFINITIVE TECHNOLOGY SOLUTION	01/18/2018	13,041.60
90824	EARL F ANDERSEN INC	01/18/2018	248.00
90825	ECKROTH MUSIC	01/18/2018	1,034.00
90826	ENVIROMATIC CORP OF AMERICA	01/18/2018	790.00
90827	EQUITY ALLIANCE MN	01/18/2018	500.00
90828	ERICKSON, ROBERT	01/18/2018	149.00
90829	THE FABULOUS PHOTO BOOTH	01/18/2018	300.00
90830	FASTBRIDGE LEARNING	01/18/2018	26,040.00
90831	FASTENAL COMPANY	01/18/2018	214.55
90832	FEDEX	01/18/2018	67.57
90833	FESTIVAL FOODS-KNOWLAN'S	01/18/2018	430.05
90834	FLINN SCIENTIFIC INC	01/18/2018	250.34
90835	FLYAWAYS GYMNASTICS	01/18/2018	376.00
90836	FOLLETT SCHOOL SOLUTIONS INC	01/18/2018	359.59
90837	FORCIER, ELSIE	01/18/2018	19.76
90838	FORD & HARRISON LLP	01/18/2018	971.50
90839	FOX, ERIC	01/18/2018	65.00
90840	FRACTAL FOUNDATION	01/18/2018	200.00
90841	FRAHER, JOE	01/18/2018	82.00
90842	FRATTALONES HARDWARE STORES	01/18/2018	1,632.35
90843	FUN EXPRESS LLC	01/18/2018	596.92
90844	GALLAGHERS NORTHWESTERN TIRE C	01/18/2018	949.26
90845	GARVEY, PATRICIA	01/18/2018	16.58
90846	GEPHART TRUCKING	01/18/2018	5,225.00
90847	GESKE, KATRINA J	01/18/2018	75.01
90848	GMS INDUSTRIAL SUPPLIES INC	01/18/2018	86.90
90849	GOERS, LINDA S	01/18/2018	1,788.50
90850	GOLDCOM INC	01/18/2018	325.87
90851	GRAEN, KATHLEEN	01/18/2018	82.00
90852	GRAINGER	01/18/2018	8,633.97
90853	GRANDMA'S BAKERY INC	01/18/2018	86.20
90854	GREAT RIVER OFFICE PRODUCTS	01/18/2018	509.99
90855	GREATAMERICA FINANCIAL SERVICE	01/18/2018	1,598.86
90856	GREATER WBL COMM FOUNDATION	01/18/2018	350.00
90857	GREATER TWIN CITIES UNITED WAY	01/18/2018	327.20
90858	H & B SPECIALIZED PRODUCTS	01/18/2018	5,904.00
90859	HAAS MUSICAL INSTRUMENT REPAIR	01/18/2018	89.97
90860	HALLBERG ENGINEERING INC	01/18/2018	1,059.50
90861	HALO TRANSPORTATION	01/18/2018	10,390.00
90862	HARD ROCK CAFE DALLAS	01/18/2018	638.16
90863	HEINEMANN	01/18/2018	162.25

Check Nbr	Vendor Name	Check Date	Check Amount
90864	HERITAGE FOOD SERVICE GROUP	01/18/2018	116.82
90865	HIAWATHA HOMECARE	01/18/2018	2,464.00
90866	HOGLUND BUS & TRUCK CO	01/18/2018	7,212.02
90867	HOLCOMB, BRADLEY P	01/18/2018	149.00
90868	HUGO EQUIPMENT CO	01/18/2018	254.70
90869	Vendor Continued Check	01/18/2018	0.00
90870	Vendor Continued Check	01/18/2018	0.00
90871	Vendor Continued Check	01/18/2018	0.00
90872	IFD	01/18/2018	63,394.42
90873	IMSANDE, MONIQUE	01/18/2018	90.00
90874	INNOVATIVE OFFICE SOLUTIONS	01/18/2018	5,746.49
90875	ISD #8492 NEW DOMINION SCHOOL	01/18/2018	3,126.88
90876	IUOE LOCAL 70	01/18/2018	2,324.80
90877	JAYTECH INC	01/18/2018	5,734.15
90878	JIMMY JOHNS #869	01/18/2018	112.27
90879	JOHNSON, ANDY	01/18/2018	216.00
90880	JOHNSON, JEANNE K	01/18/2018	180.00
90881	JOHNSON, SHARON ANNE	01/18/2018	280.38
90882	JOHNSTON, STEVE	01/18/2018	163.00
90883	JOYLABZ LLC	01/18/2018	714.41
90884	JUNIOR LIBRARY GUILD	01/18/2018	2,326.69
90885	JW PEPPER & SON INC	01/18/2018	480.46
90886	KAISER, PHYLLIS	01/18/2018	15.30
90887	KATH FUEL OIL SERVICE CO	01/18/2018	17,312.08
90888	KEYSTONE INTERPRETING SOLUTION	01/18/2018	2,872.63
90889	KLEIN, JOHN	01/18/2018	130.00
90890	KLINGSPORN, TODD	01/18/2018	76.00
90891	KONICA MINOLTA PREMIER FINANCE	01/18/2018	5,611.55
90892	KOREEN, GLORIA	01/18/2018	106.25
90893	KRAFT CONTRACTING & MECHANICAL	01/18/2018	973.44
90894	KULLY SUPPLY COMPANY	01/18/2018	244.48
90895	KVITRUD, DANIEL J	01/18/2018	164.00
90896	LAKESHORE LEARNING MATERIALS	01/18/2018	395.59
90897	LALIBERTE, DAMON	01/18/2018	76.00
90898	LARSON, BEVERLEY M	01/18/2018	75.65
90899	LARSON ENGINEERING INC	01/18/2018	9,355.00
90900	LEHNER, KEN	01/18/2018	82.00
90901	LENZ, KELLY	01/18/2018	144.00
90902	LEONI, VICTORIA K	01/18/2018	140.00
90903	LISA'S PHOTOGRAPHY	01/18/2018	100.00
90904	LUNDGREN, JOANNE M	01/18/2018	31.45
90905	MACKIN EDUCATIONAL RESOURCES	01/18/2018	360.41
90906	MN ASSOC FOR CHILDREN'S MENTAL	01/18/2018	537.89
90907	MAPLEWOOD PARKS & REC DEPT	01/18/2018	1,428.00
90908	MARCO, INC	01/18/2018	320.00
90909	MATH MASTERS OF MINNESOTA	01/18/2018	255.00
90910	MEDICARE PREMIUM COLLECTION CT	01/18/2018	503.40
90911	METRO DEAF SCHOOL	01/18/2018	7,197.24
90912	METRO ECSU	01/18/2018	50.00
90913	METRO MEALS ON WHEELS INC	01/18/2018	557.00

Check Nbr	Vendor Name	Check Date	Check Amount
90914	MID CITY SERVICES - INDUSTRIAL	01/18/2018	2,081.05
90915	MILLIGAN, THERESA J	01/18/2018	137.00
90916	MINVALCO INC	01/18/2018	1,996.43
90917	MN ASSOC OF STUDENT COUNCILS	01/18/2018	65.00
90918	MN CHILDRENS MUSEUM	01/18/2018	130.00
90919	MN CHILDRENS MUSEUM	01/18/2018	487.50
90920	MN COACHES INC	01/18/2018	1,387.87
90921	MN CONSERVATION VOLUNTEER	01/18/2018	25.00
90922	MN DEPT OF PUBLIC SAFETY	01/18/2018	125.00
90923	MN DISCOVERY CENTER	01/18/2018	231.00
90924	MN HISTORICAL SOCIETY	01/18/2018	1,488.00
90925	MN INTERSCHOLASTIC ATHLETIC AD	01/18/2018	350.00
90926	MOBILE RADIO ENGINEERING INC	01/18/2018	157.38
90927	MOLAN, PATRICK	01/18/2018	76.00
90928	MN SCHOOL BOARDS ASSN	01/18/2018	1,136.00
90929	NATL ASSOC FOR GIFTED CHILDREN	01/18/2018	119.00
90930	NARDINI FIRE EQUIPMENT CO INC	01/18/2018	473.02
90931	NASCO	01/18/2018	83.24
90932	Vendor Continued Check	01/18/2018	0.00
90933	NASSEFF MECH CONTRACTORS	01/18/2018	10,139.33
90934	NCPERS MINNESOTA	01/18/2018	160.00
90935	NELSON, RICK	01/18/2018	84.00
90936	NELSON, TIM	01/18/2018	130.00
90937	NIXON, CATHERINE AYANO	01/18/2018	75.00
90938	NORCENTRONIX DISTRIBUTING	01/18/2018	210.00
90939	NORTH CENTRAL TRUCK EQUIPMENT	01/18/2018	18,055.04
90940	NORTH STAR BANK	01/18/2018	7,650.00
90941	NORTH SUBURBAN TOWING	01/18/2018	650.00
90942	Vendor Continued Check	01/18/2018	0.00
90943	Vendor Continued Check	01/18/2018	0.00
90944	NORTHBOUND CREATIVE	01/18/2018	7,597.32
90945	NORTHEAST METRO INTERMEDIATE D	01/18/2018	139,414.98
90946	NYSTROM PUBLISHING CO INC	01/18/2018	1,759.92
90947	O'NEIL, LOIS	01/18/2018	26.78
90948	ON SITE SANITATION INC	01/18/2018	299.16
90949	OPG-3 INC	01/18/2018	22,339.25
90950	OXYGEN SERVICE CO INC	01/18/2018	282.20
90951	PANERA LLC	01/18/2018	161.97
90952	PELCO CONSTRUCTION LLC	01/18/2018	650.00
90953	PETERSON, BEVERLY A	01/18/2018	12.75
90954	PHOENIX ALTERNATIVES INC	01/18/2018	356.25
90955	PIERSON, KAREN	01/18/2018	90.00
90956	PODS COMPLETE CAR CARE	01/18/2018	746.87
90957	PRAXAIR DISTRIBUTION INC	01/18/2018	28.45
90958	PREMIER BIOTECH	01/18/2018	32.86
90959	PRESS PUBLICATIONS	01/18/2018	498.17
90960	PRILEY, ANDERS ELLIOTT	01/18/2018	149.00
90961	PRIOR LAKE HIGH SCHOOL	01/18/2018	150.00
90962	QUISTAD, CHARLES	01/18/2018	136.00
90963	R & R SPECIALTIES INC	01/18/2018	35.50

Check Nbr	Vendor Name	Check Date	Check Amount
90964	RATWIK ROSZAK & MALONEY PA	01/18/2018	6,964.55
90965	REGENTS OF THE UNIV OF MN	01/18/2018	9,965.58
90966	RENTAL REHAB & REPAIR	01/18/2018	2,760.00
90967	ROETTGER, DORIS	01/18/2018	42.50
90968	SAFETYFIRST PLAYGROUND SURFACI	01/18/2018	17,334.00
90969	SAM'S CLUB/SYNCHRONY BANK	01/18/2018	539.03
90970	SANDERS, JASON	01/18/2018	76.00
90971	SCANTRON CORPORATION	01/18/2018	82.27
90972	SCHOAF, SCOTT	01/18/2018	76.00
90973	SCHOLASTIC INC	01/18/2018	145.84
90974	SCHOLASTIC READING CLUB	01/18/2018	84.00
90975	Vendor Continued Check	01/18/2018	0.00
90976	SCHOOL SERVICE EMPLOYEES	01/18/2018	7,609.31
90977	SCHOOL SPECIALTY	01/18/2018	33.63
90978	SCIENCE MUSEUM OF MINNESOTA	01/18/2018	600.00
90979	SEEVER, GRAY	01/18/2018	160.00
90980	SERENDIPITY ART AND DESIGN SER	01/18/2018	2,750.00
90981	SETHURAJU, NADARAJAN	01/18/2018	600.00
90982	SIPPEL, JENNIFER	01/18/2018	1,000.00
90983	SMITH, MICHAEL	01/18/2018	82.00
90984	SCHOOL NUTRITION ASSOC (SNA)	01/18/2018	37.00
90985	SNODDY, JASON	01/18/2018	116.00
90986	SOCIAL STUDIES SCHOOL SERVICE	01/18/2018	67.14
90987	SOUTHPAW ENTERPRISES	01/18/2018	42.95
90988	SPANOVICH, BRIAN	01/18/2018	76.00
90989	SPEARS, BRANDON	01/18/2018	116.00
90990	SPECIAL PAY TRUST AUL	01/18/2018	48,503.12
90991	SPHERO	01/18/2018	1,799.00
90992	STAR TRIBUNE	01/18/2018	111.80
90993	STATE INDUSTRIAL PRODUCTS	01/18/2018	616.37
90994	STATE SUPPLY CO	01/18/2018	3,246.95
90995	STEINER, EILEEN A	01/18/2018	32.30
90996	STREAMLINE DESIGN INC	01/18/2018	457.60
90997	SUBURBAN EAST CONFERENCE	01/18/2018	200.00
90998	SUCCESS BEYOND THE CLASSROOM	01/18/2018	120.00
90999	SYN-TECH SYSTEMS INC	01/18/2018	1,242.50
91000	SYNCHRONY BANK	01/18/2018	293.82
91001	TA SCHIFSKY & SONS INC	01/18/2018	188.69
91002	TECHTRON ENGINEERING	01/18/2018	375.68
91003	TERMINAL SUPPLY CO	01/18/2018	313.69
91004	THOMPSON, EARLIHUE	01/18/2018	76.00
91005	THURY, GREG	01/18/2018	116.00
91006	TRADE PRESS INC	01/18/2018	3,694.41
91007	TRANS-MISSISSIPPI BIO SUPPLY	01/18/2018	214.57
91008	TURFWERKS INC	01/18/2018	200.00
91009	TWIN CITY TRANSPORTATION INC	01/18/2018	77,992.68
91010	UHL CO INC	01/18/2018	1,037.05
91011	UNITED PARCEL SERVICE UPS	01/18/2018	16.33
91012	THE UPS STORE #3299	01/18/2018	5.18
91013	US DEPT OF EDUCATION	01/18/2018	546.74

Check Nbr	Vendor Name	Check Date	Check Amount
91014	USA TEST PREP INC	01/18/2018	300.00
91015	CITY OF VADNAIS HEIGHTS	01/18/2018	1,600.00
91016	CITY OF VADNAIS HEIGHTS	01/18/2018	2,900.77
91017	VER-TECH INC	01/18/2018	218.15
91018	VIKING ELECTRIC SUPPLY	01/18/2018	5,101.85
91019	VOIGT MOTORCOACH TRAVEL	01/18/2018	1,274.82
91020	VON FANGE, MICHAEL	01/18/2018	149.00
91021	WADDELL, CLARA	01/18/2018	600.00
91022	WALSWORTH PUBLISHING CO	01/18/2018	4,657.50
91023	WHITE BEAR CENTER FOR THE ARTS	01/18/2018	6,200.00
91024	WHITE BEAR LOCKSMITH INC	01/18/2018	10.00
91025	WHITE BEAR LAKE (CITY OF)	01/18/2018	1,265.62
91026	WHITE BEAR LAKE CITY	01/18/2018	35.00
91027	WHITE BEAR LAKE SPORTS CENTER	01/18/2018	300.00
91028	WBLA EDUCATIONAL FOUNDATION	01/18/2018	2,502.00
91029	WESTERN PSYCHOLOGICAL SERVICES	01/18/2018	117.70
91030	WINDSTREAM	01/18/2018	2,063.18
91031	WOODRICH III, WARD F	01/18/2018	90.00
91032	X-GRAIN SPORTSWEAR	01/18/2018	222.00
91033	YMCA OF GREATER SAINT PAUL	01/18/2018	19.18
91034	YOGADIRECT	01/18/2018	44.32
91035	ZABADAL, GEORGE J	01/18/2018	58.00
272	Computer	Check(s) For a Total of	848,587.22

Check Nbr	Vendor Name	Check Date	Check Amount
90121	CUMMINS NPOWER LLC	01/18/2018	0.00
171800508	OLSON, ANNA C	01/18/2018	0.00
2	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
90683	KVITRUD, JIM	01/18/2018	82.00
1	Void	Check(s) For a Total of	82.00

	2	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	272	Computer	Checks For a Total of	848,587.22
Total For	274	Manual, Wire Tran, ACH & Computer Checks		848,587.22
Less	1	Voided	Checks For a Total of	82.00
		Net Amount		848,505.22

Check Nbr	Vendor Name	Check Date	Check Amount
9990329	AIG	01/18/2018	6,508.86
9990330	AMERICAN FUNDS	01/18/2018	88,369.56
9990331	AMERICAN UNITED LIFE	01/18/2018	86,786.13
9990332	AMERIPRISE FINANCIAL SERVICES	01/18/2018	13,294.83
9990333	AXA EQUITABLE	01/18/2018	31,521.79
9990334	EDUCATION MN ESI BILLING TRUST	01/18/2018	33,458.04
9990335	Vendor Continued Check	01/18/2018	0.00
9990336	INTERNAL REVENUE SERVICE	01/18/2018	722,623.61
9990337	METROPOLITAN LIFE	01/18/2018	2,224.60
9990338	MN DEPT OF HUMAN SERVICES	01/18/2018	1,600.50
9990339	MN DEPT OF REVENUE	01/18/2018	112,522.73
9990340	MN REVENUE	01/18/2018	596.43
9990341	MN STATE RETIREMENT	01/18/2018	6,331.25
9990342	PUBLIC EMP RETIREMENT ASSOC	01/18/2018	131,249.52
9990343	TEACHERS RETIREMENT ASSOC	01/18/2018	324,517.28
9990344	VANGUARD SMALL BUSINESS SERVIC	01/18/2018	26,908.50
9990345	WHITE BEAR LAKE TEACHERS ASSOC	01/18/2018	40,982.77
17	WIRE	Check(s) For a Total of	1,629,496.40

	0	Manual	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	17	WIRE	Checks For a Total of	1,629,496.40
Total For	17	Manual, Wire Tran, ACH & Computer Checks		1,629,496.40
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,629,496.40

Check Nbr	Vendor Name	Check Date	Check Amount
91036	BARNES & NOBLE	01/22/2018	201.32
91037	BLUE BELL ENTERPRISES INC	01/22/2018	7,491.10
91038	Vendor Continued Check	01/22/2018	0.00
91039	BOND TRUST SERVICES CORP	01/22/2018	2,250.00
91040	DARWIN, BARBARA	01/22/2018	100.00
91041	DIVERSIFIED SNACK DISTRIBUTION	01/22/2018	462.49
91042	GOODWAY TECHNOLOGIES CORP	01/22/2018	614.09
91043	GRAINGER	01/22/2018	3,414.74
91044	GROUP TRAVEL PLANNERS	01/22/2018	13,083.06
91045	HERTZ FURNITURE SYSTEMS CORP	01/22/2018	188.35
91046	SADDLEBACK EDUC PUBLISHING	01/22/2018	1,087.24
91047	SCHOLASTIC INC	01/22/2018	150.26
91048	WHITE BEAR LAKE CITY	01/22/2018	1,312.00
13	Computer	Check(s) For a Total of	30,354.65

Check Nbr	Vendor Name	Check Date	Check Amount
89560	HERTZ FURNITURE SYSTEMS CORP	01/22/2018	188.35
1	Void	Check(s) For a Total of	188.35

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	13	Computer	Checks For a Total of	30,354.65
Total For	13	Manual, Wire Tran, ACH & Computer	Checks	30,354.65
Less	1	Voided	Checks For a Total of	188.35
		Net Amount		30,166.30

Check Nbr	Vendor Name	Check Date	Check Amount
9990346	BMO	01/24/2018	14,096.58
1	EFT	Check(s) For a Total of	14,096.58

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	EFT	Checks For a Total of	14,096.58
Total For	1	Manual, Wire Tran, ACH & Computer Checks		14,096.58
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		14,096.58

Check Nbr	Vendor Name	Check Date	Check Amount
91049	Vendor Continued Check	01/29/2018	0.00
91050	IFD	01/29/2018	51,994.37
91051	WELLS FARGO - COMML OPERATIONS	01/29/2018	535,358.20
3	Computer	Check(s) For a Total of	587,352.57

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	587,352.57
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	587,352.57
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		587,352.57

Check Nbr	Vendor Name	Check Date	Check Amount
171800634	ANDERSON, JON C	01/30/2018	149.80
171800635	BATENHORST, LYNSEY K	01/30/2018	506.65
171800636	BOSCH, DONALD	01/30/2018	559.12
171800637	BREWER, ROBERT G	01/30/2018	90.31
171800638	BRIGGS, JANE L	01/30/2018	275.00
171800639	CARLSON-CASA DE CALVO, JANET L	01/30/2018	97.91
171800640	CASE, ABIGAIL H	01/30/2018	242.49
171800641	CLARK, MARY P	01/30/2018	47.93
171800642	DAHLEM, TERESA	01/30/2018	922.40
171800643	EDBERG, REBECCA J	01/30/2018	142.60
171800644	ESBOLDT, LISA A	01/30/2018	253.60
171800645	FORSTER, STEPHANIE M	01/30/2018	83.46
171800646	FRANTA, MOLLY J	01/30/2018	33.79
171800647	GORIS, PAMELA L	01/30/2018	80.00
171800648	GRANT, SHANNON	01/30/2018	29.90
171800649	HARRIMAN, DION D	01/30/2018	133.20
171800650	HARRIMAN, GRETCHEN E	01/30/2018	316.76
171800651	HAWKINSON, STEVEN A	01/30/2018	197.95
171800652	HEALY, JASON CHARLES	01/30/2018	285.00
171800653	HIBBARD, DEBRA A	01/30/2018	512.50
171800654	HOGEN, KARIN ELIZABETH	01/30/2018	33.05
171800655	JAGIELLA, ERIKA C	01/30/2018	195.00
171800656	KNUTSON, CASSANDRA M	01/30/2018	191.80
171800657	KRUSEMARK, CARY L	01/30/2018	488.44
171800658	LAMWERS, LINDSAY M	01/30/2018	9.42
171800659	LARSON, BRITA A	01/30/2018	68.04
171800660	LEHN, BRIDGET N	01/30/2018	137.76
171800661	LOCKWOOD, KEITH H	01/30/2018	375.18
171800662	LUNDBLAD, ANGELA C	01/30/2018	130.00
171800663	MALONE, FRANK	01/30/2018	68.65
171800664	MANKE, ANNE M	01/30/2018	154.94
171800665	NELSON, ANGELA A	01/30/2018	822.02
171800666	OKLOBZIJA, LUANNE P	01/30/2018	446.95
171800667	PELOQUIN, BRIAN FRANCIS	01/30/2018	868.26
171800668	PIERRE, CHRISTINA K	01/30/2018	494.35
171800669	POLLARD, AIMIE N	01/30/2018	53.13
171800670	RIEBOW, MATTHEW R	01/30/2018	1,610.20
171800671	ROWLAND, JACQUELINE R	01/30/2018	110.71
171800672	SALENGER, SETH A	01/30/2018	62.00
171800673	SAMPOANG, DESSERAY R	01/30/2018	629.75
171800674	SCHMIDT, DEBRA SUE	01/30/2018	83.36
171800675	SCHOCHENMAIER, TIMOTHY R	01/30/2018	2,019.60
171800676	SEEBA, PAUL T	01/30/2018	40.40
171800677	STEWART, SCOTT J	01/30/2018	30.00
171800678	STOFFEL, JAMES E	01/30/2018	24.00
171800679	STRAND, TROY ANDREW	01/30/2018	222.83
171800680	VAN ARRAGON, JANEL L	01/30/2018	138.56
171800681	VICHICH, JOHN P	01/30/2018	19.00
171800682	WALD, TIMOTHY A	01/30/2018	390.00
171800683	WATTERS, LAURA J	01/30/2018	400.00

Check Nbr	Vendor Name	Check Date	Check Amount
171800684	WIECZOREK, THOMAS DONALD	01/30/2018	27.07
51	ACH	Check(s) For a Total of	15,304.84

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	51	ACH	Checks For a Total of	15,304.84
	0	Computer	Checks For a Total of	0.00
Total For	51	Manual, Wire Tran, ACH & Computer	Checks	15,304.84
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		15,304.84

Check Nbr	Vendor Name	Check Date	Check Amount
9990347	AIG	01/31/2018	6,508.86
9990348	AMERICAN FUNDS	01/31/2018	84,046.64
9990349	AMERICAN UNITED LIFE	01/31/2018	1,044,827.01
9990350	AMERIPRISE FINANCIAL SERVICES	01/31/2018	13,294.83
9990351	AXA EQUITABLE	01/31/2018	31,421.79
9990352	EDUCATION MN ESI BILLING TRUST	01/31/2018	33,955.96
9990353	Vendor Continued Check	01/31/2018	0.00
9990354	Vendor Continued Check	01/31/2018	0.00
9990355	Vendor Continued Check	01/31/2018	0.00
9990356	Vendor Continued Check	01/31/2018	0.00
9990357	INTERNAL REVENUE SERVICE	01/31/2018	835,410.00
9990358	METROPOLITAN LIFE	01/31/2018	2,249.60
9990359	MN DEPT OF HUMAN SERVICES	01/31/2018	1,600.50
9990360	Vendor Continued Check	01/31/2018	0.00
9990361	MN DEPT OF REVENUE	01/31/2018	142,501.40
9990362	MN REVENUE	01/31/2018	981.25
9990363	MN STATE RETIREMENT	01/31/2018	6,331.25
9990364	Vendor Continued Check	01/31/2018	0.00
9990365	PUBLIC EMP RETIREMENT ASSOC	01/31/2018	116,447.15
9990366	TEACHERS RETIREMENT ASSOC	01/31/2018	440,602.04
9990367	VANGUARD SMALL BUSINESS SERVIC	01/31/2018	26,908.50
9990368	WHITE BEAR LAKE TEACHERS ASSOC	01/31/2018	40,918.16
22	Computer	Check(s) For a Total of	2,828,004.94

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	22	Computer	Checks For a Total of	2,828,004.94
Total For	22	Manual, Wire Tran, ACH & Computer	Checks	2,828,004.94
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		2,828,004.94

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$25 to increase student/parent/staff engagement	Anonymous	Vadnais Heights Elementary School
\$200 to increase student/parent/staff engagement	Anna Miller	Vadnais Heights Elementary School
\$1,000 for student or scholastic needs	Michael and Ann Gorden	Willow Lane Elementary School
\$25 for Water Project	Celine Carlson – Keys Cafe	Willow Lane Elementary School
\$1,065	Bald Eagle Sportmen’s	White Bear Lake Area High School – South Campus
\$100 for Peter Palm Scholarship	Greg and Sandra Bartz	White Bear Lake Area High School – South Campus
\$100 for Peter Palm Scholarship in honor of Peggy and Dick Palen	Thomas and Pamela Rasmussen	White Bear Lake Area High School – South Campus
\$1,000 for Peter Palm Scholarship	The St. Paul Foundation	White Bear Lake Area High School – South Campus
\$200 for Baseball Program	Jon and Jami Eckerle	White Bear Lake Area High School – South Campus
\$500 for Baseball Program	Lonnie and Jennell Stai	White Bear Lake Area High School – South Campus
\$250 for Middle School Musical	Twin Cities Opera Guild Inc	Sunrise Park Middle School
\$80	Keri Moser	Sunrise Park Middle School
\$46.55	The K Foundation	Central Middle School
\$500 for Ambassadors	Rotary E-Club One	White Bear Lake Area High School – South Campus
\$1,600 for Career Pathways Day Sponsorship	Hallberg Engineering	White Bear Lake Area High School – South Campus
Thesaurus for 5 th grade students	White Bear Lake Lions Club	All Elementary Buildings
\$500 for National Honor Society Banquet	White Bear Lake Lions Club	White Bear Lake Area High School – South Campus

RECOMMENDATION: Accept donations.

AGENDA ITEM:

Field Trip Requests

MEETING DATE:

February 12, 2018

SUGGESTED DISPOSITION:

Consent Agenda

CONTACT PERSON(S):

Sara Paul, Assistant Superintendent for Teaching and Learning and Tim Wald, Assistant Superintendent for Finance and Operations

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
June 4 – 6, 2018 YMCA Camp Icaghawan	Jeanne Mack, Angela Bianco, Julia Stedman, Dave Bataglia	4 th Grade Matoska	2	102	Total Cost Per Student: \$110.00 Source of Revenue: WBLEF, Environmental Grant E3, Matoska International Parent Teacher Organization and 4 th grade families	2 buses, 1 trailer	During our camp stay students will build their understanding of environment as well as communication skills
May 4 and 6 Whistling Straits Sheboygan, WI	Craig Nasvik	Boys Golf	1	12	Total Cost Per Student: \$600.00 Source of Revenue: Parents and fundraiser	10 Passenger Van	To challenge our team to come together and ready ourselves for the region tournament time.

Recommendation: The administration recommends the School Board approve these field trips.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION/TERMINATION – CLASSIFIED STAFF

LYNN AMON – Outreach Worker, Senior Center
Employed by District 624 since 07/18/2005
Effective Date: 02/28/2018

JULIE BLOM – Regular Part Time Cook, WBLAHS – North Campus
Employed by District 624 since 09/01/2005
Effective Date: 02/16/2018

LARRY HANSON – Part Time Cook, Sunrise Middle School
Employed by District 624 since 12/14/2017
Effective Date: 12/31/2018

CHIA YANG – Instructional Assistant, Matoska Elementary
Employed by District 624 since 12/19/2016
Effective Date: 02/02/2018

RESIGNATION/TERMINATION – CERTIFIED STAFF
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SCOTT KOLMAN-KEEN – Orchestra Teacher, Willow Elementary
Employed by District 624 since 08/24/2006
Effective Date: 06/30/2018

KATHERINE MOORE – School Psychologist, Willow Elementary
Employed by District 624 since 08/24/2006
Effective Date: 06/08/2018

RETIRMENT – CERTIFIED

CHARLENE CADY – Special Education Teacher, Central Middle School
Employed by District 624 since 08/23/1984
Effective Date: 02/01/2018

CELESTE RUEBL – Speech-Language Pathologist, Lakeaires Elementary
Employed by District 624 since 08/27/1990
Effective Date: 06/08/2018

RETIREMENT – PROFESSIONAL

KATHLEEN DANIELS – Director of Student Support Services, WBLAHS – South Campus

Employed by District 624 since 01/13/1992

Effective Date: 06/29/2018

BRIAN LEONARD – Associate Principal, WBLAHS – South Campus

Employed by District 624 since 08/21/1986

Effective Date: 06/29/2018

FULL TIME LEAVE REQUEST – CERTIFIED STAFF

ANNE KRONEBUSCH – Grade 4 Teacher, Oneka Elementary

Employed by District 624 since 08/26/2010

Effective Date: 2018-2019 School Year

PART TIME LEAVE REQUEST – CERTIFIED STAFF

TRACI BOWERMASTER – Special Education Teacher, Area Learning Center

Position .7 (Leave .3)

Effective Date: 2018-2019 School Year

COURTNEY JOHNSON – .3 Intervention Teacher, Otter Lake Elementary

Employed by District 624 since 08/22/2012

Effective Date: 11/17/2017 through 02/26/2018

AMY OIAN – School Social Worker, TEC

Position .5 (Leave .3)

Effective Date: 2018-2019 School Year

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF

TARA PANKRATZ – From Program Assist. Leader, Willow Elementary

To Instructional Assistant, Lakeaires

\$17.58 per hr., 4.5 hrs. per day, 98 days

Effective Date: 01/10/2018

EXTRA ASSIGNMENT – CERTIFIED STAFF

JOANNA TRUDGEON – .2 Mathematics Teacher, WBLAHS – North Campus

MA+60, Step 12, \$7,436.44

Effective Date: 01/29/2018 through 06/08/2018

NEW PERSONNEL – CLASSIFIED STAFF

KA BAO JENNRICH – Instructional Assistant, Vadnais Elementary

\$17.58/hr., 3.0 hrs. per day/ 92 days, \$4,852.08

Effective Date: 01/18/2018

VALENTINE JOHNSON – Assistant Head Custodial Engineer, WBLAHS – South Campus

\$21.18/hr. + .25 SD, 8.0 hrs. per day/100 days, \$17,143.99

Effective Date: 02/12/2018

MARY JANE LINK – Pupil Support Assistant, Birch Lake Elementary

\$18.00/hr., 6.5 hrs. per day/ 100 days, \$11,700.00

Effective Date: 01/08/2018

NEW PERSONNEL – CLASSIFIED STAFF

APRIL LIVERS – Administrative Assistant Student Support Services, District Center

\$17.99/hr., 8.0 hrs. per day/ 105 days, \$15,111.60

Effective Date: 02/05/2018

AARON TURNER – Campus Security, WBLAHS – South Campus

\$16.00/hr., 5.5 hrs. per day/ 87 days, \$7,656.00

Effective Date: 01/29/2018

NEW PERSONNEL – CERTIFIED STAFF
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ANDREA RUANE – .8 FTE Elective Teacher, Area Learning Center

MA, Step 2, \$38,747.20

Effective Date: 2017-2018 School Year

LONG TERM SUBSTITUTE - CERTIFIED STAFF

MIKAYLA HENSCH – .8 FTE Language Arts Teacher, WBLAHS – South Campus

BA, Step 1, \$5,620.65

Effective Date: 01/29/2018 through 03/09/2018

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

Dr. Kazmierczak will provide information on current issues and events pertaining to the White Bear Lake Area Schools, will recognize four students who were finalist in the VFW Patriot's Pen Award to read their essays, and acknowledge four teachers who recently achieved National Board Certification.

D. DISCUSSION ITEMS

AGENDA ITEM: **Indian Resolution of Concurrence Discussion**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Kathleen Daniels, Director of Student Support Services**
Mariel Culhane, Federal & State Grant Coordinator/Title Programming

BACKGROUND:

In accordance with Minnesota Statutes, Section 124D.78, districts are required to complete and submit the American Indian Parent Advisory Committee Resolution. The AIPAC met and issued a vote of concurrence. An official Resolution citing this concurrence was signed by the AIPAC Chairperson, in the presence of committee members, on January, 29, 2018. Andrew Adams, III, chairperson, will present information on the resolution.

Under operation item E-1 the School Board will take action on the resolution.



American Indian Parent Advisory Committee (AIPAC)

Representative Roster

Print and fill out by hand. Print names clearly. Scan and remit via email with your completed IEPP.

Representative	American Indian	Committee Role	Primary Area of Representation
Name: <u>ANDREW ADAMS III</u>	Yes ☒ No ☐	Chairperson ☒ Vice-Chairperson ☐ Secretary ☐ General Representative ☐	Parent ☒ Secondary Student ☐ AI Community Member ☐ AI Teacher/Paraprofessional ☐ Other District Staff ☐
Name: <u>KELLY SAM</u>	Yes ☒ No ☐	Chairperson ☐ Vice-Chairperson ☐ Secretary ☐ General Representative ☐	Parent ☒ Secondary Student ☐ AI Community Member ☐ AI Teacher/Paraprofessional ☐ Other District Staff ☐
Name: <u>Christine Cerniak</u>	Yes ☐ No ☒	Chairperson ☐ Vice-Chairperson ☐ Secretary ☐ General Representative ☐	Parent ☒ Secondary Student ☐ AI Community Member ☐ AI Teacher/Paraprofessional ☐ Other District Staff ☐

Representative	American Indian	Committee Role	Primary Area of Representation
Name: <i>Raymond L. Cermak Jr.</i>	Yes ☒ No ☐	Chairperson ☐ Vice-Chairperson ☒ Secretary ☐ General Representative ☐	Parent ☐ Secondary Student ☐ AI Community Member ☐ AI Teacher/Paraprofessional ☐ Other District Staff ☐
Name: <i>Renee Butters</i>	Yes ☒ No ☐	Chairperson ☐ Vice-Chairperson ☐ Secretary ☐ General Representative ☒	Parent ☒ Secondary Student ☐ AI Community Member ☐ AI Teacher/Paraprofessional ☐ Other District Staff ☐
Name: <i>Dan W. DeLo</i>	Yes ☒ No ☐	Chairperson ☐ Vice-Chairperson ☐ Secretary ☐ General Representative ☐	Parent ☒ Secondary Student ☐ AI Community Member ☐ AI Teacher/Paraprofessional ☐ Other District Staff ☐
Name: <i>Victoria Leon</i>	Yes ☒ No ☐	Chairperson ☐ Vice-Chairperson ☐ Secretary ☐ General Representative ☒	Parent ☒ Secondary Student ☐ AI Community Member ☐ AI Teacher/Paraprofessional ☐ Other District Staff ☐
Name: <i>Tristan Kemp</i>	Yes ☒ No ☐	Chairperson ☐ Vice-Chairperson ☐ Secretary ☐ General Representative ☒	Parent ☐ Secondary Student ☒ AI Community Member ☐ AI Teacher/Paraprofessional ☐ Other District Staff ☐

AGENDA ITEM: **Proposed School Year Calendars for 2018-19
and 2019-20**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources
Sara Paul, Assistant Superintendent for
Teaching and Learning**

BACKGROUND:

Assistant Superintendent Sara Paul and Director of Human Resources Mitch Cooper will present the 2018-19 calendar. We will review the calendar and if additional discussion is needed place on the agenda for our February work-study meeting. In addition, we will share a preliminary draft of the 2019-20 calendar which will be scheduled to be finalized in December of 2018. The final 2018-19 calendar will be on our March 5, 2018 Board meeting for approval.

WB 2018-19 CALENDAR

White Bear Lake Area Schools

August 20-21..... New Teacher Orientation
 August 27..... Convocation
 August 27-30..... Teacher Work and Staff Development

September 3..... No School - Labor Day
 September 4..... First Day of School (Grades 6-12)
 September 5..... First Day of School (Grades 1-5)
 September 4-5..... Kindergarten Orientation
 September 6..... First Day of School (K & K+)
 September 10..... First Day Early Childhood Programs

October 8..... Non Student Day*
 October 18-19..... No School - Education Minnesota Conference
 October 26..... Non Student Day (PreK-5)
 School Day (Grades 6-12)

November 8..... End of First Quarter
 November 9..... Non Student Day*
 November 19..... Non Student Day—Parent Conferences PM (PreK-12+)*
 November 20..... Non Student Day—Parent Conferences PM (PreK-12+)*
 November 21-23..... No School - Thanksgiving Break

December 24-31..... No School - Winter Break

January 1..... No School - Winter Break
 January 21..... No School - MLK, Jr. Day
 January 25..... End of Second Quarter
 End of First Semester
 January 28..... Non Student Days*

February 12..... Parent Conferences PM (6-12+)
 February 14..... Parent Conferences PM (6-12+)
 February 15..... Non Student Day*
 February 18..... No School - Presidents' Day

March 8..... Non Student Day*
 March 11-15..... No School - Spring Break

April 5..... End of Third Quarter
 April 8..... Non Student Day* Conf. (PreK-5)
 April 11..... Conferences PM (PreK-5)

May 28..... No School - Memorial Day

June 7..... Last Day of School (All Students)
 End of Fourth Quarter
 End of Second Semester
 June 7..... WBLAHS Graduation
 June 10..... K-12 Work Day

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

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First/Last Day of School

No School for Students

Parent/Teacher Conference/Communication

End of Quarter/Semester

District Center Closed

6-12 School Day & PreK-5 non school day

WB 2019-20 CALENDAR

White Bear Lake Area Schools

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

October 17-18 No School - Education Minnesota Conference

November 28-29 No School - Thanksgiving Break

December 23-31 No School - Winter Break

January 1 No School - Winter Break
 January 2 School Resumes
 January 20 No School - MLK, Jr. Day

February 17 No School—Presidents' Day

March 16-20 No School - Spring Break

May 25 No School - Memorial Day

June 11 Last Day of School (All Students)
 End of Fourth Quarter
 End of Second Semester

June 12 WBLAHS Graduation

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

JULY						
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DECEMBER						
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First/Last Day of School
 No School for Students
 Parent/Teacher Conference/Communication
 End of Quarter/Semester
 District Center Closed

AGENDA ITEM: **Policy 413, Harassment and Violence**
MEETING DATE: **February 12, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

BACKGROUND:

School Board Policy 413, Harassment and Violence, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had minor changes to sections III. Definitions –D, G, H, and I remove word definition, and in E added section remedial response. In IV Reporting Procedures - D. delete the words “in each school building”.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 5 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: May 12, 2008
Annual Review: August 8, 2011
Annual Review: September 10, 2012
Annual Review: January 13, 2014
Annual Review: October 13, 2014
Annual Review: July 11, 2016

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

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITIONS

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

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

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

H. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in 413-5 Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

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

I. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report Form attached and incorporated by reference to this policy as Addendum A, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by 413-6 the reporting party or complainant.
- D. In each school building, The building principal, principal's designee, or building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The

building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence 1 In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board. 413-7 prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

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

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

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

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

V. INVESTIGATION

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

investigation of alleged harassment or violence prohibited by this policy.

- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to

deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

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

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT



Please Print Clearly or Type the Following Information

Your Name: _____ Date: _____

Bldg Site: _____ Job/Title: _____

Address at which you wish to receive confidential mail: _____

Phone No.: (H) (____) _____ - _____ (W) (____) _____ - _____

Name and title of your supervisor: _____

Type of Discrimination and Harassment Policy violation alleged:

- | | | |
|--|---|--|
| ☐ Race | ☐ Color | ☐ National Origin |
| ☐ Sexual Harassment | ☐ Sexual Orientation | ☐ Gender Discrimination |
| ☐ Age | ☐ Religion/Creed | ☐ Veteran Status |
| ☐ Disability | ☐ Retaliation | ☐ Other _____ |

Please refer to the *Discrimination and Harassment Policy and Guidelines* or contact the Human Resources Office if you have difficulty completing this form. **You may reach Human Resources at 651-407-7546.**

1. Describe what happened. Include the dates and locations of each incident. If you require additional space, you may attach a statement to this form in addition to the statement you give below. Also, please attach any documents you think are important to investigating your complaint.

2. List each person you believe may have violated the *Discrimination and Harassment Policy and Guidelines*.

Name	Job Title	Phone	Supervisor

3. List each person you believe may have pertinent information about the situation.

Name	Job Title	Phone	Supervisor

4. What steps, if any, have you taken to resolve this matter?

5. List the person(s) you contacted in an attempt to resolve this matter.

Name Job Title Date of Contact

WHITE BEAR LAKE AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER. THE DISTRICT TAKES ALL ALLEGATIONS OF HARASSMENT AND DISCRIMINATION SERIOUSLY. ALL PERSONS ARE TO BE TREATED WITH RESPECT AND DIGNITY. SEXUAL VIOLENCE, SEXUAL ADVANCES OR OTHER FORMS OF UNLAWFUL DISCRIMINATION OR HARASSMENT IN ANY FORM BY ANY PUPIL, TEACHER, ADMINISTRATOR OR OTHER SCHOOL PERSONNEL WHICH CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE ENVIRONMENT WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES

Please forward this form to:

White Bear Lake Area Schools
Department of Human Resources
4855 Bloom Avenue
White Bear Lake, MN 55110
OFFICE: (651) 407-7546
FAX: (651) 407-7541

-OR-

INTEROFFICE MAIL: Dept. of HR

You will be contacted by a representative of the Human Resources Office to obtain additional information as needed. All employees must provide truthful and complete information and cooperate fully with the District in any investigation concerning conduct of employees. The investigation process will be concluded within a reasonable period of time and the results will be communicated to you either verbally or in writing. Although we cannot guarantee complete confidentiality, your concerns will be handled with the utmost discretion.

I hereby state and affirm that the information supplied via this complaint form is true and correct to the best of my knowledge.

Signature: _____ Date: _____

SUPERVISORS: Forward this complaint form via FAX to the Human Resources Office immediately upon receipt



HARASSMENT AND VIOLENCE POLICY #413



It is the policy of the White Bear Lake Public Schools to maintain a Positive learning and working environment that is free from religious, racial, or sexual harassment and violence. Employees and students must be able to carry out their responsibilities within a climate of mutual respect, support, trust, and safety.

Students: To report any violations of these policies, immediately contact:

- Any teacher
- Any building principal
- A school counselor or social worker

Employees: To report any violation of these policies, immediately contact:

- Your supervisor or principal
- District Human Rights Officer

District ADA/504 Coordinator:

Kathleen Daniels
Director of Special Services
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110
Phone: 651-407-7553

District Human Rights Officer:

Mitch Cooper
Director of Human Resources
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110
Phone: 651-407-7550

This notice is available in large print, on audio tape and in Braille from the ADA/504 Coordinator. Full versions of policies are available on the District Web site: <http://www.isd624.org/policies.html>.

AGENDA ITEM: **Policy 425, Staff Development**
MEETING DATE: **February 12, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 425, Staff Development, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had changes throughout the policy to include deleting advisory and adding district to staff development advisory committee and deleting professional development to staff development team. Some of the changes were wording recommended by the Minnesota School Boards Association.

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 5 School Board meeting agenda or a subsequent meeting for action.

Approved: September 9, 2002
Revised: January 10, 2005
Revised: November 8, 2007
Revised: January 10, 2011
Revised: February 13, 2012
Revised: February 10, 2014

White Bear Lake Area
School District #624 Policy 425

425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ~~ADVISORY DISTRICT~~ STAFF DEVELOPMENT ~~ADVISORY~~ COMMITTEE AND ~~SITE PROFESSIONAL DEVELOPMENT~~ STAFF DEVELOPMENT TEAM

- A. The School Board will establish ~~an~~ a District Staff Development Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Staff Development Teams in developing a site plans consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
1. The majority of the membership of the ~~Advisory~~ District Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The committee also will include non-teaching staff, parents/guardians and administrators.
 2. Members of the ~~Advisory~~ District Staff Development Advisory Committee shall be appointed by the School Board or designee. ~~Committee members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.~~
- B. The School Board directs the Superintendent to ensure sites establish site Staff Development teams. ~~will establish the Site Professional Development Committee.~~
1. Members of the Site Professional Staff Development Teams will be appointed by the principal. ~~Team members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The principal shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.~~

2. The Site Staff Development Team may be the same as the Building Leadership Team, at the discretion of the building principal.

3. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

III. DUTIES OF THE ~~ADVISORY~~ STAFF DEVELOPMENT COMMITTEE

A. The ~~Advisory~~ District Staff Development Committee will develop a Staff Development Plan, that is aligned to the District Strategic Plan and the World's Best Workforce Plan, which will be reviewed and subject to approval by the School Board once a year.

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes ~~consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;~~
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;

- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and school-wide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including ~~to accommodate the delivery of digital and blended learning and curriculum and engagement of~~ ment of students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and

- g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
 - h. Provide teachers of English Learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[NOTE: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which will enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The ~~Advisory~~ District Staff Development Advisory Committee will assist Site Professional Staff Development Teams in developing a-site plans consistent with the goals and outcomes of the Staff Development Plan.
- D. The ~~Advisory~~ District Staff Development Advisory Committee will evaluate staff development efforts at the site level and will report to the School Board on a yearly basis the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The ~~Advisory~~ District Staff Development Advisory Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII below.

IV. DUTIES OF THE SITE ~~PROFESSIONAL~~ STAFF DEVELOPMENT TEAM

- A. Each Site ~~Professional~~ Staff Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The superintendent or designee will review the site plan for consistency with the Staff Development Plan ~~yearly~~.

- B. The Site Professional Staff Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made as part of the school district's World's Best Workforce report. ~~by the Advisory Staff Development Committee to avoid duplication of effort.~~
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the School District ~~will comply with current state law for staff development funding~~ will reserve an amount equal to at least two percent of its basic revenue for: in-service conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The schools district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly basis, the Advisory District Staff Development Committee, with the assistance of the Site Professional Staff Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. ~~Upon approval of the budget by the School Board, the~~ The Advisory District Staff Development Advisory Committee shall be responsible for monitoring the use of such

funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a yearly basis.

- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. ~~Prior to October 15 of each year, the~~ The School District and Site Staff Development Committee shall prepare a report of the previous fiscal year's staff development activities results and expenditures and submit it to the Commissioner of the Department of Education (Commissioner). as part of the school district's World's Best Workforce report.

1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and programs;
 - b. staff development training models, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- ~~B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.~~

LEGAL REFERENCES: Minn. Stat. §120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. §120B.22, Subd. 2 (Violence Prevention Education)

Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination – Additional Staff Development and Salary)
Minn. Stat. §122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions – Additional Staff Development and Salary)
Minn. Stat. §122A.60 (Staff Development Program)
Minn. Stat. §122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. §126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (general Education Levy and Aid)

AGENDA ITEM: **Policy 524, Electronic Technologies Acceptable Use Policy**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mark Garrison, Director of Technology and Innovation; and Mitch Cooper, Director of Human Resources**

BACKGROUND:

School Board Policy 524, Electronic Technologies Acceptable Use Policy, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had minor changes to sections V. Unacceptable Uses A-11 added projects, and exams; section XI User Notification 5 and 6 added user; section XIII Implementation; Police Review changed capital case to lower case; and Legal Reference deleted a reference and added a new one.

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet and the District's Electronic Technologies. District Electronic Technologies include but are not limited to electronic communications, computers and peripherals, network, printers, phones and the applications they support and/or access.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 5 School Board meeting agenda or a subsequent meeting for action.

Adopted: **September 8, 1997**
Revised: **February 28, 2000**
December 10, 2001
May 9, 2011
January 13, 2014
February 8, 2016

*White Bear Lake Area
School Board Policy 524*

524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet and the District's Electronic Technologies. District Electronic Technologies include but are not limited to electronic communications, computers and peripherals, network, printers, phones and the applications they support and/or access.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding all users' access to the School District Electronic Technologies and the Internet, including electronic communications, the School District considers its own stated educational mission, goals, and objectives. The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission of the District in ensuring that our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding. The School District expects that faculty will blend thoughtful use of the School District Electronic Technologies and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The School District is providing students and employees with access to the School District Electronic Technologies, which includes Internet access. It is not the purpose of District Electronic Technologies to provide students and employees with unlimited access to the Internet or to create a limited public forum for the discussion of issues. Access to District Electronic Technologies is limited to educational purposes, which includes use of District Electronic Technologies for classroom activities, educational research, professional or career development activities, and for school administration. Users are expected to use District Electronic Technologies to further educational and professional goals consistent with the mission of the School District and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF DISTRICT ELECTRONIC TECHNOLOGIES AND THE INTERNET IS A PRIVILEGE

The use of the District Electronic Technologies and access to use of the Internet is a privilege, not a right. Acceptable use of the District's Electronic Technologies is the responsibility of the user. The School District has the right to monitor its District Electronic Technologies and enforce this policy. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the District Electronic Technologies or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's Electronic Technologies. Specifically, the following uses of the District's Electronic Technologies are considered unacceptable:
 - 1. Users will not use the District Electronic Technologies to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are deemed by the district to be inappropriate and/or otherwise harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - 2. Personal use of District Electronic Technologies must be appropriately limited, consistent with provisions in this and other district policies, and shall not interfere with school duties or responsibilities.

3. Users will not use the District Electronic Technologies to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not use the District Electronic Technologies to engage in any illegal act or violate any local, state, or federal statute or law.
5. Users will not use the District Electronic Technologies to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or District Electronic Technologies performance by spreading computer viruses or by any other means; will not tamper with, modify, or change the District Electronic Technologies software, hardware, or wiring or take any action to violate the School District's security system; and will not use the District Electronic Technologies in such a way as to disrupt the use of District Electronic Technologies by other users.
6. Users will not District Electronic Technologies to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
7. Users will not use the District's Electronic Technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (e.g., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact

information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

8. Users will not attempt to gain unauthorized access to District Electronic Technologies or any other system through District Electronic Technologies, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the District Electronic Technologies may not be encrypted without the permission of appropriate school authorities.
9. Users will not use District Electronic Technologies to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the Internet.
10. Users will not use District Electronic Technologies for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the School District. Users will not use District Electronic Technologies to offer or provide goods or services or for product advertisement. Users will not use District Electronic Technologies to purchase goods or services for personal use without authorization from the appropriate School District official.
11. Students in the course of completing assignments, projects, and exams for class, including assignments, projects, and exams involving the use of

collaborative and social networking tools on the Internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.

- B. Users engaging in the foregoing unacceptable uses of the Internet when off School District premises also may be in violation of this policy as well as other School District policies. Examples of such violations include, but are not limited to, situations where District Electronic Technologies is compromised or if a School District employee or student is negatively impacted. If the School District receives a report of an unacceptable use originating from a non-school computer or resource, the School District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the School District Electronic Technologies and the Internet and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. In the case of a School District employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a School District employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to ~~any~~ visual depictions that are obscene, child pornography, violent or harmful to minors:
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

- 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The School District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

- A. Use of the School District Electronic Technologies and use of the Internet shall be consistent with School District policies and the mission of the School District.
- B. Students who are permitted to bring their own electronic devices to school will comply with school-specific guidelines for the use of personal electronic devices in school.

VIII. NO EXPECTATION OF PRIVACY

- A. By authorizing use of District Electronic Technologies, the School District does not relinquish control over materials stored or transmitted on District Electronic Technologies files. Users should expect no privacy in the contents of files on District Electronic Technologies.
- B. Routine maintenance and monitoring of District Electronic Technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents/Guardians have the right at any time to investigate or review the contents of their child's files and email files. Parents/Guardians have the right to request the termination of their child's individual account at any time.
- E. School District employees should be aware that the School District retains the right at any time to investigate or review the contents of their files and email files. In addition, School District employees should be aware that data and other materials in files maintained on the District Electronic Technologies may be subject to

review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through District Electronic Technologies.

IX. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of District Electronic Technologies and Internet, and the educational value to be gained from proper use of Electronic Technologies and the Internet, is the joint responsibility of students, parents/guardians and employees of the School District.
- B. The Electronic Technologies Acceptable Use Policy will be referenced in the Student handbook and Employee Handbook, and will be posted on the District website. Paper copies will be available to parents upon request. Supervising teachers will provide guidance and instruction on acceptable use of the Internet. Parents may request that their child not use the Internet by notifying the school.
- C. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords and maintain the confidentiality of logon codes.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use District Electronic Technologies is at the user's own risk. District Electronic Technologies are provided on an "as is, as available" basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on School District tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on District Electronic Technologies. The School District will not be responsible for financial obligations arising through unauthorized use of District Electronic Technologies or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the School District policies relating to Electronic Technologies Acceptable Use.
- B. This notification shall include the following:

1. Notification that Electronic Technologies Acceptable Use is subject to compliance with School District policies.
2. Disclaimers limiting the School District's liability relative to:
 - a. Information stored on School District diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.
 - b. Information retrieved through School District computers, networks or online resources.
 - c. Personal property used to access School District computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of School District resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the School District may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a ~~student~~ **user** through the Internet is the sole responsibility of the **user**. ~~student or the student's parents.~~
6. Notification that, should the user violate the School District's acceptable use policy, the ~~student's~~ **user's** access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
7. Notification that all provisions of the Acceptable Use policy are subordinate to local, state and federal laws.
8. Notification that student email addresses may be provided to District-approved third-party providers for access to educational tools and content.

XII. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT

INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents/Guardians are responsible for monitoring their student's use of the District Electronic Technologies and of the Internet if the student is accessing District Electronic Technologies from home or a remote location.
- B. Parents/Guardians will be notified that their students will be using School District resources/accounts to access the Internet and that the School District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5. A statement that the School District's Electronic Technologies Acceptable Use policy is available for parental/guardian review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The School District administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the ~~s~~School ~~b~~Board for approval. Upon approval by the ~~s~~School ~~b~~Board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The School District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. The ~~s~~School ~~b~~Board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. §54.520 (FCC regulations implementing CIPA)
~~Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)~~
Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)
 Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
 United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
 R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
 Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd on other grounds* 816 N.W.2d 509 (Minn. 2012)
 S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) 524-11
 Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
 Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
 Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
 M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
 J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA Model policy 406 (Public and Private Personnel Data)
 MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
 WBLASB Policy 506 (Student Discipline)
WBLASB Policy 514 (Bullying Prohibition Policy)
 WBLASB Policy 515 (Protection and Privacy of Pupil Records)
 WBLASB Policy 519 (Interviews of Students by Outside Agencies)
 WBLASB Policy 521 (Student Disability Nondiscrimination)
 WBLASB Policy 522 (Student Sex Nondiscrimination)
 WBLASB Policy 603 (Curriculum Development)
 WBLASB Policy 604 (Instructional Curriculum)
 WBLASB Policy 606 (Textbooks and Instructional Material)
 WBLASB Policy 804 (Bomb Threats)
 WBLASB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



WHITE BEAR LAKE AREA SCHOOLS

Electronic Technologies Acceptable Use Agreement - Student

By signing this agreement, I accept and agree to abide by the White Bear Lake Area Schools Electronic Technologies Acceptable Use Policy¹. I realize that the primary purpose of using School District electronic technologies is educational. I will limit my usage to educational purposes that further goals consistent with the mission and policies of the School District.

I understand that use of School District electronic technologies is a privilege, not a right. Access may be revoked at any time by the School District, as it sees fit. Inappropriate use will result in suspension or cancellation of use and/or access privileges; payments for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

I will not use School District electronic technologies to engage in any behavior that is illegal, inappropriate, destructive or harmful.

I recognize that, even though the School District uses technical means to limit student Internet access, these limits do not provide a foolproof means to prevent access to all inappropriate information. It is my responsibility to avoid such information and inform my instructor immediately if I access any inappropriate information.

I understand that my use of School District electronic technologies is not private and that all of my activity, transmissions, documents, posts etc., are subject to review and monitoring by School District personnel.

I release the School District from any liability resulting from actions I take while using School District electronic technologies including unwanted financial obligations.

The School District may provide personal accounts for communication, document sharing and access to educational tools. Any access I am granted to personal accounts through the School District must meet all of these criteria, or my privilege of use will be forfeited.

STUDENT

Student's Full Name (Please Print): _____ Student ID: _____

Student's Signature: _____ Date: _____

PARENT OR GUARDIAN

Parent or Guardian's Name (Please Print): _____

Parent or Guardian's Signature: _____

¹ View the Electronic Technologies Acceptable Use Policy at: <http://goo.gl/SUghlf>



WHITE BEAR LAKE AREA SCHOOLS

Electronic Technologies Acceptable Use Agreement - Staff

By signing this agreement, I accept and agree to abide by the White Bear Lake Area Schools Electronic Technologies Acceptable Use Policy¹. I understand that the primary purpose of using School District electronic technologies is educational. I will limit my usage to educational purposes that further goals consistent with the mission and policies of the School District.

I agree to protect the confidentiality of my passwords and accept responsibility for anything set on the network under my login or IP address.

I understand that use of School District electronic technologies is a privilege, not a right. Acceptable use of the District's Electronic Technologies is my responsibility. Unacceptable use of the District Electronic Technologies or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate School District policies, including suspension or termination of employment; or civil or criminal liability under other applicable laws.

I will not use School District electronic technologies to engage in any behavior or to access, reievew, upload, download, store, print, post, transmit or distribute any illegal, inappropriate, destructive or harmful content.

I understand that personal use of District Electronic Technologies must be appropriately limited, consistent with provisions in this and other district policies, and shall not interfere with school duties or responsibilities.

I will not use School District electronic technologies to violate copyright laws or usage licensing agreements.

I will not use School District electronic technologies to conduct personal business.

I recognize that, even though the School District uses technical means to filter Internet access, these limits do not provide a foolproof means to prevent access to all inappropriate information. It is my responsibility to avoid such information and inform an appropriate School District official immediately if I access any inappropriate information.

I understand that my use of School District electronic technologies is not private and that all of my activity, transmissions, documents, posts etc., are subject to review and monitoring by School District personnel.

I release the School District from any liability resulting from actions I take while using School District electronic technologies including unwanted financial obligations.

The School District may provide personal accounts for communication, document sharing and access to educational tools. Any access I am granted to personal accounts through the School District must meet all of these criteria.

Name (Please Print): _____

Signature: _____ Date: _____

¹ View the Electronic Technologies Acceptable Use Policy at: <http://goo.gl/SUghlf>

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

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

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

This policy had minor changes to sections III. Eligibility and major changes in Legal References.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 5 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 9, 1996

*White Bear Lake Area
School Board Policy 708*

Revised: September 9, 2013

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ELIGIBILITY

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

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

IV. SPECIAL EDUCATION/DISABLED STUDENTS

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

of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)

- D. Any parent or guardian of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 120.17 125A (Minn. Rules Part ~~3520.330~~ 7470.1600, subp. 2)

V. APPLICATION OF GENERAL POLICY

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

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123.76 84 (Policy)
Minn. Stat. § 123.78 86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. R. 3520.3300 (Transportation of Handicapped Students)

Cross References: WBLASB Policy 707 (Transportation of Public School Students)
WBLASB Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)

Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)

AGENDA ITEM: **Policy 711, Video Recording on School Buses**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 711, Video Recording on School Buses, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had minor changes to include adding “and employees” in purpose and B1; adding C. Private Transportation Providers; and adding information in the cross reference section.

The purpose of this policy is the transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Students and employee’s misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to allow the establishment of a school bus video recording system.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 5 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 9, 1996
Revised: September 8, 1997
Revised: December 10, 2001
Revised: March 7, 2011

*White Bear Lake Area
School Board Policy 711*

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employees misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to allow the establishment of a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted and/or operated by the school district may be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded on tape.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but video cameras may be rotated from bus to bus without prior notice to drivers or students.
3. Video cameras may be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recording

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and the rules and/or regulations promulgated thereunder.

3. A video recording will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of the disciplinary proceedings in which the video recording is used for evidence.

C. Private Transportation Providers

Private transportation providers that offer transportation services to the District must comply with the provisions of the Policy. With the exception of any existing transportation contracts, all transportation contracts between the school district and private transportation providers shall include a requirement that school bus video recordings must be promptly made available to the school district upon request and must be maintained in accordance with the requirements of the Minnesota Government Data Practice Act and the Family Educational Rights and Privacy Act.

~~NOTE: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.~~

Legal Reference: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Pts. 1205.0100-1205.2000 (Data Practices).
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross Reference:

WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Student Records)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 40 ~~2~~, Transportation

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Indian Resolution Concurrence**
MEETING DATE: **February 12, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Kathleen Daniels, Director of Student Support Services**

BACKGROUND:

School Districts that enroll ten or more American Indian students are required by Minnesota law to establish a Parent Advisory Committee to ensure that American Indian parents and community members have a voice in the education of their children.

White Bear Lake Area Schools (WBLAS) receives \$38,258 from the state of Minnesota for American Indian education that aligns with the World's Best Workforce legislation. In addition, White Bear Lake Area Schools has applied for federal Title VII American Indian grant dollars to supplement the state funds.

This group is responsible for approving the district's commitment to providing adequate educational services to its American Indian students. The committee and their families presented the Resolution of Concurrence during tonight's School Board meeting.

RECOMMENDATION:

Approve the 2018 Indian Education Committee Resolution of Concurrence.

AIPAC and District Compliance Documentation

District Identification Information

District/School Name and Number: WHITE BEAR LAKE AREA SCHOOLS / ISD 624

Indian Education Program Lead: _____

Please Choose One:

Option 1: A Resolution of Concurrence

- ☒ The AIPAC met and issued a vote of **concurrence**. An official Resolution citing this **concurrence** was signed by the AIPAC Chairperson, in the presence of committee members, on (M/D/YR): 1/29/2018
- ☒ The AIPAC presented the **signed** Resolution of Concurrence to the district school board on (M/D/YR): 2/12/2018

Option 2: A Resolution of Non-Concurrence

- ☐ The AIPAC met and issued a vote of **non-concurrence**. An official Resolution citing this **non-concurrence** was signed on (M/D/YR):
- ☐ The AIPAC presented the **signed** Resolution of non-concurrence to the district school board along with specific recommendations for improvement on (M/D/YR):
- ☐ The AIPAC, Superintendent, and School Board recognize that the district school board is **required** to respond, in writing, to each specific recommendation, and that that response must be received within 60 days of recommendations being put forth.

Option 3: Our District Does Not Yet Have an AIPAC

- ☐ Our district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, Section 124D.78. The district Superintendent will contact the Office of Indian Education immediately to receive guidance on this process, its expectations, and requirements.

Signatures

Personnel Role	Printed Name	Signature	Date
School Board Chairperson			
Superintendent/Director			
AIPAC Chairperson	ANDREW ADAMS III	Andrew Adams III	1/29/2018

Resolution

American Indian Parent Advisory Committee

Due Annually on March 1

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community.

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s), and

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning, and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with MN Statutes, Section 124D.78, and that the school board and district are meeting the needs of American Indian students.

☒ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We agree with the contents and implementation of the Indian Education Program Plan and commit to evaluating the IEPP at the end of school year to ensure that it is continuing to meet the needs of American Indian students, **OR**

☐ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Non-Concurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

AIPAC Chairperson Signature: _____

Andrew Adams III

Date: _____

1/29/2018



Office of Indian Education

American Indian Parent Advisory Committee Overview

Minnesota Statutes, Section 124D.78

Minnesota Statutes, Section 124D.78 requires all Minnesota districts and Tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). School boards of districts must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

Requirements

In accordance with this statute, districts are required to complete and submit the following paperwork in its entirety:

1. The AIPAC and District Compliance Documentation page
2. The AIPAC Resolution
3. The AIPAC Representative Roster

Failure to complete this paperwork will result in your district, charter, or tribal school being out of compliance with the law. **All items are due annually on March 1.**

Instructions

Each district/school must select **one** of the three options outlined on the **AIPAC and District Compliance Documentation page**. The option that you select outlines obligations that you are **required** to fulfill. Incomplete submissions will not be accepted.

If you do not have an AIPAC and/or are new to this process, its expectations, and requirements, please contact the Office of Indian Education - 651-582-8280.

***Note:** The above required items have been rewritten for clarity and renamed. They REPLACE the paperwork formally known as the Transmittal of Resolution and Parent Committee Roster, and the Parent Committee Resolution. Old forms will not be accepted and any copies that were saved for future use should be disposed of.*

AGENDA ITEM: **Action on Long Term Facility Maintenance Plan**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The Long Term Facilities Maintenance (LTFM) Revenue Program is a flexible tool for financing certain types of facility maintenance and improvement projects. The LTFM program was established by the 2015 Legislature to replace Health and Safety Revenue, Deferred Maintenance Revenue, and Alternative Facilities Bonding and Levy programs beginning in fiscal year 2017. LTFM revenue is a per pupil formula revenue and is being phased in over three years, starting with \$193 per pupil unit for fiscal year 2017, \$292 for fiscal year 2018, and \$380 for fiscal year 2019 and subsequent years. Districts can finance approved projects by issuing bonds, using their annual tax levy to cover each year's expenses, or a combination of both methods. White Bear Lake has relied primarily on the issuance of bonds.

District administration has worked closely with our municipal advisors, Ehlers, Inc., to develop a revenue plan for the coming years. At the January 29, 2018 School Board work session, an overview of the District's LTFM plan was provided. The School Board will approve 10-year LTFM expenditure and revenue plans (attached) at the February 12, 2018 regular meeting. Additionally, the School Board will act on a resolution at that same meeting that states the intention of the District to issue general obligation bonds to finance projects included in the District's approved 10-year facility plan. Bonds in the total principal amount of up to \$16.13 million will be issued as part of this plan.

Attached please find three documents: 1) The District's detailed LTFM plan for the next ten fiscal years (FY18-FY27); 2) The District's 10-year LTFM expenditure plan that will be submitted to the Minnesota Department of Education (MDE); and 3) The District's 10-year LTFM revenue plan that will be submitted to the MDE.

Recommended Action: Move to approve the 10-year Long-Term Facility Maintenance Plan as presented.

White Bear Lake Area Schools LTFM Plan (FY17-FY27)
Revised 1/10/18

FY 2017	
Door Replacement(Cen, So, Birch, North)	\$80,000
North and South Gym lighting	\$31,000
Diet-wide Fence replacement backstops	\$50,000
Sr. Center-Flooring replace	\$19,000
hugo-brick repair gym	\$100,000
Normandy-replace dock leveler	\$5,200
flooring TBD (willow 2000)	\$87,235
Matoska-Flooring Replacement abate 7rms	\$40,000
South Track surfacing repair/paint	\$80,000
District-wide Painting	\$80,000
Professional services and salaries	\$550,000
Vadnais South side walk and dock replace	\$11,500
Sunrise Concrete Replacement front walk sidewalk repair TBD	\$13,250
Central/DC Sidewalk repair	\$56,034
Central/DC Sidewalk repair	\$10,750
South Campus Gym curtain replace	\$10,000
Sunrise-Tennis court asphalt/ paint	\$102,000
District-wide Roofing Maintenance	\$90,000
Birch Roofing Replacement	\$650,000
ADA Improvements (signage)	\$25,000
Parking lot Seal Coating/crack fill pothole tbd	\$100,000
Lakeaires playground asphalt	\$12,385
south hvac phase 3	\$1,677,000
south temp control	\$320,000
sunrise hvac units	\$200,000
Central- Carpet orchestra rms	\$7,800
Sunrise-carpet band area	\$13,500
South- Press box replace	\$220,000
Central-Replace Lockers	\$225,381
Lincoln/Matoska-Replace hooks/shelves	\$20,000
Automation Repairs Various	\$66,905
Sunrise warming house+hky board repairs	\$35,000
HEALTH SAFETY	\$700,000
Total	\$5,689,000

FY 2019	
Door Replacement exterior	\$90,000
Door Replacement interior	\$90,000
Fence replacement (South, Otter, various)	\$80,000
Flooring Replacement	\$100,000
Painting	\$100,000
Professional services and salaries	\$550,000
Parking lot repairs/crackfilling and sealcoating	\$150,000
Concrete Replacement (north,alc,various)	\$100,000
Roofing Maintenance	\$90,000
Central Tennis Court completion	\$475,000
Birch-carpet 137, small library rooms, 3 others	\$40,000
DC-rescarpet upper auditorium area/conf rms	\$30,000
Lin,Bir,South,Willow-overlay paths	\$60,000
Lincoln-stage and gym curtain replace	\$20,000
Hugo-window replace-old section/partial	\$25,000
ALC/Lakeaires-Walk in cooler doors	\$10,000
Replace handwash sinks-all kitchens	\$5,000
Normandy- Automation replacement	\$15,000
Otter- Partial window replacement	\$80,000
Otter Lake-Loading dock repair	\$25,000
Otter- Halfway carpet replacement-finish	\$87,039
Normandy and Bellaire lot completions	\$200,000
North- Exterior doors "E" and glass	\$50,000
North- Window Replacement	\$350,000
North-Stairway railing replacement	\$45,000
North-ceiling and lighting Office hall circle	\$220,000
South-replace 8 gym doors with steel doors	\$30,000
South- exterior door "c" replacement	\$22,000
South-Generator replacement	\$45,000
South- replace kitchen dishwasher	\$55,000
South-Flooring-halls and classrooms	\$150,000
North- Music room carpets	\$35,000
North- Carpet 4 old computer rooms and band	\$35,000
Central Blinds	\$65,000
Lakeaires- New gas and storage rm doors	\$15,000
North-New doors and gates in mezz	\$50,000
Sun/Cent- phy ed lockers 4 lockerrooms	\$300,000
Willow-loading dock repair	\$15,000
Willow-carpet and abate media ctr	\$25,000
Oneka-automation replacement	\$45,000
Lakeaires-2nd floor carpet + abate	\$80,000
6 schools- boiler cleanout plug replacement,hug,nor,cent	\$60,000
automation software upgrade hug,no,cent	\$18,000
Matoska-divider curtain replacement	\$15,000
Sunrise roof 1/3 cost- June 2020 project	\$205,085
South Roof 1/3 cost June	\$298,788
Normandy Roof- June 2020 1/3	\$185,000
North roof 1/3startup	\$549,588
North- Parking lot and building light repairs	\$20,000
North-circulating pump main loop	\$6,500
HEALTH SAFETY	\$700,000
Total	\$6,125,000

FY 2021	
Door Replacement	\$50,000
Flooring Replacement	\$75,000
Painting	\$90,000
Professional services and salaries	\$200,000
Parking lot repairs/sealcoating	\$100,000
Concrete Replacement	\$60,000
Roofing Maintenance	\$70,000
Roofing Replacement Central	\$455,000
Health Safety	\$700,000
Total	\$1,800,000

FY 2023	
Door Replacement	\$50,000
Flooring Replacement	\$95,000
Painting	\$90,000
Professional services and salaries	\$200,000
Parking lot repairs/sealcoating	\$75,000
Concrete Replacement	\$60,000
Roofing Maintenance	\$60,000
Roofing Replacement tbd	\$500,000
South track rubber replace and repait surface	\$170,000
Health Safety	\$700,000
Total	\$2,000,000

FY 2025	
Door Replacement	\$75,000
Flooring replacement	\$125,000
Districtwide painting	\$90,000
Professional services and salaries	\$200,000
Parking lot repairs/sealcoating	\$190,000
Concrete repairs/replacement	\$60,000
Roofing Mice	\$60,000
Roofing Replacement TBD	\$500,000
Health Safety	\$700,000
Total	\$2,000,000

FY 2027	
Door Replacement	\$75,000
Flooring Replacement	\$125,000
Districtwide painting	\$90,000
Professional Services and Salaries	\$200,000
Parking lot repairs/sealcoating	\$190,000
Concrete repairs/replacement	\$60,000
Roofing Mice	\$60,000
Roofing Replacement	\$500,000
Health Safety	\$700,000
Total	\$2,000,000

FY 2018	
District-wide-Door Replacement (exterior)	\$50,000
District-wide-Door Replacement (interior)	\$30,000
District-wide-Roof maintenance	\$100,000
District-wide-Flooring	\$50,000
District-wide-Sidewalk maintenance	\$50,000
District-wide-Parking lot maintenance	\$50,000
District-wide-Painting	\$60,000
Professional services and salaries	\$400,000
Birch-Library carpet	\$15,000
Central-Partial blind replacement	\$10,000
Central-Replace roof section F and P1	\$225,000
Lincoln- library carpet replacement	\$15,000
Oneka-replace chiller compressor	\$39,500
Oneka-Extended day rm flooring	\$4,950
Willow- carpet 6rms	\$20,000
Willow-Playground stairs, dock and railing	\$20,000
South-Parking lot light repair	\$16,500
South campus-water pipe replacement	\$10,000
Otter- Halfway carpet replacement	\$38,500
Normandy partial Bellaire parking lot resurfacing	\$220,000
North Campus- Window replacement (defer 2020)	\$359,712
North-Library carpet replacement	\$19,500
North-Condensate Return tank replacement	\$6,000
North-Library lighting	\$20,000
North-Cafeteria floor repair	\$5,000
Sunrise Central Gym lights	\$30,000
District Center-stage lights	\$8,057
Vadnais-Railing replacement	\$5,000
District Center-Window Caulking	\$6,000
Central-Tennis Court resurfacing	\$150,000
HEALTH SAFETY	\$700,000
Physical Hazards (\$175,000)	
Hazardous materials (\$40,000)	
Env, HS management (\$265,000)	
Asbestos removal (\$ 90,000)	
Fire Safety (\$120,000)	
Indoor Air Quality (\$10,000)	
Total	\$2,731,719

FY 2020	
Door Replacement exterior	\$90,000
Door Replacement interior	\$90,000
Fence Replacement	\$80,000
Flooring replacement	\$150,000
Painting	\$100,000
Professional services and salaries	\$550,000
Parking lot repairs/crackfilling/sealcoating	\$150,000
Concrete Replacement	\$100,000
Roofing Maintenance	\$90,000
South Blind Replacement	\$75,000
Sunrise roof (A,B,C,E) 32,709 sq ft	\$416,386
North Campus roof- 85864 sq ft	\$1,100,828
South Campus roof (47652 sq ft)	\$597,556
Normandy Roof replacement entire	\$370,000
Birch Lake-gym floor replacement	\$80,000
ALC/Lakeaires-Kitchen-compressor/evap replacement	\$13,250
Willow-Tuck Pointing	\$150,000
Otter- Tuck Pointing	\$190,000
Matoska-Tuck Pointing	\$180,000
Lakeaires- Tuck Pointing	\$150,000
ALC- Tuck Pointing	\$180,000
North-Tuck Pointing	\$180,000
Sunrise HVAC improvements	\$1,950,000
Lincoln- Tile replacement	\$60,000
Birch Lake- Gym divider curtain replacement	\$18,000
Otter Lake- Replace loading dock	\$25,000
South Campus- Loading dock repairs	\$40,000
South Flooring	\$100,000
Vadnais- Replace kitchen dishwasher	\$45,000
Various AHU replacement	\$150,000
Central boiler replacement	\$700,000
Normandy- replace rooftop AHU's	\$200,000
ALC Parking lot overlay	\$60,000
Matoska- South lot overlay	\$80,000
Bus lot- overlay	\$80,000
Central/DC lot overlay	\$100,000
South- Plumbing piping replacement	\$100,000
Birch Lake- replace boilers	\$400,000
Health Safety	\$700,000
Physical Hazards (\$175,000)	
Hazardous Materials (\$40,000)	
Env, HS Management (\$265,000)	
Asbestos Removal (\$90,000)	
Fire Safety (\$120,000)	
Indoor Air Quality (\$10,000)	
Total	\$10,000,000

FY 2022	
Door Replacement	\$75,000
Flooring Replacement	\$95,000
Painting	\$100,000
Professional services and salaries	\$200,000
Parking lot repairs/sealcoating	\$100,000
Concrete Replacement	\$60,000
Roofing Maintenance	\$70,000
Boiler Replacement TBD	\$400,000
Window Replacement	\$200,000
Health Safety	\$700,000
Total	\$2,000,000

FY 2024	
Door Replacement	\$75,000
Flooring Replacement	\$75,000
Painting	\$90,000
Professional services and salaries	\$200,000
Parking lot repairs/sealcoating	\$75,000
Concrete Replacement	\$60,000
Roofing Maintenance	\$75,000
Boiler Replacement	\$400,000
Tuck Pointing	\$150,000
Window Replacement	\$100,000
Health Safety	\$700,000
Total	\$2,000,000

FY 2026	
Door Replacement	\$ 75,000.00
Flooring replacement	\$ 75,000.00
Districtwide painting	\$ 90,000.00
Professional services and salaries	\$ 200,000.00
Parking lot repairs/sealcoating	\$ 90,000.00
Concrete repairs/replacement	\$ 60,000.00
Roofing Mice	\$ 60,000.00
Turf replace 2026 (new in 8/2015)	\$ 500,000.00
Tuck Pointing	\$ 150,000.00
Health Safety	\$ 700,000.00
Total	\$2,000,000

FY 2027	
Door Replacement	\$75,000
Flooring Replacement	\$125,000
Districtwide painting	\$90,000
Professional Services and Salaries	\$200,000
Parking lot repairs/sealcoating	\$190,000
Concrete repairs/replacement	\$60,000
Roofing Mice	\$60,000
Roofing Replacement	\$500,000
Health Safety	\$700,000
Total	\$2,000,000

Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure

ED - 02478-02

				n/a	n/a	District Name:	White Bear Lake Area Schools				District #624		
				n/a	n/a						Date:6/23/17		
				n/a	n/a	District Contact for Questions on this Spreadsheet:			E-mail:	daniel.roeser@isd624			
				n/a	n/a	Name:	Dan Roeser			Phone #: (651)	407 -7633		
		Fiscal Year, Ending June 30th -->	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
		ESTIMATED EXPENDITURES:											
		Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site											
	Finance	Category			2019	2020							
347		Physical Hazards	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000
349		Other Hazardous Materials	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
352		Environmental Health & Safety Management	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000
358		Asbestos Removal and Encapsulation	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
363		Fire Safety	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
366		Indoor Air Quality	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
		Total Health and Safety Capital Projects	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000
					n/a	n/a							
		Health and Safety, Projects Costing > \$100,000 per Site											
358		Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363		Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366		Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					n/a	n/a							
		Remodeling for Pre-K instruction approved under M.S. 124D.151											
	Finance	Category			2019	2020							
355		Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					n/a	n/a							
		Accessibility											
	Finance	Category			2019	2020							
367		Accessibility	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
					n/a	n/a							
		Deferred Capital Expenditures and Maintenance Projects											
	Finance	Category			2019	2020							
368		Building Envelope	\$180,000	\$415,712	\$632,000	\$930,000	\$50,000	\$275,000	\$50,000	\$325,000	\$75,000	\$225,000	\$75,000
369		Building Hardware and Equipment	\$255,381	\$0	\$598,000	\$153,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370		Electrical	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379		Interior Surfaces	\$247,595	\$265,950	\$987,039	\$755,000	\$165,000	\$195,000	\$185,000	\$165,000	\$215,000	\$165,000	\$215,000
380		Mechanical Systems	\$2,263,905	\$45,500	\$144,500	\$3,413,230	\$0	\$400,000	\$0	\$400,000	\$0	\$0	\$0
381		Plumbing	\$0	\$10,000	\$5,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382		Professional Services and Salary	\$550,000	\$400,000	\$550,000	\$650,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
383		Roof Systems	\$740,000	\$325,000	\$1,328,461	\$2,574,770	\$525,000	\$70,000	\$560,000	\$75,000	\$560,000	\$60,000	\$560,000
384		Site Projects	\$727,119	\$569,557	\$1,135,000	\$724,000	\$160,000	\$160,000	\$305,000	\$135,000	\$250,000	\$650,000	\$250,000
		Total Deferred Capital Expense and Maintenance	\$4,9										

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/02/2017										
624 <= Type in School District Number														
WHITE BEAR LAKE SCHOOL DISTRICT														
Calculations for Ten Year Projection			Payable 2017	Current Estimate										
		Pay 17	LLC Certification											
		LLC #	FY 2018		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
1 Type your district number in cell A2 (Minneapolis = 1.2)														
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50														
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33														
4 Look-up data from following tabs														
5 Initial Formula Revenue														
6	Current year APU	55	9,091.30	9,124.92	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			9,124.92	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29
7	District average building age (uncapped)	402	48.50	48.50	49.50	50.50	51.50	52.50	53.50	54.50	55.50	56.50	57.50	57.50
8	Formula allowance		\$ 292.00	\$ 292.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	403		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	404	2,654,660	2,664,476	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769
11 Added revenue for Eligible H&S Projects > \$100,000 / site														
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		-	-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	758		-	-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	757		-	-	-	-	-	-	-	-	-	-	-
17														
	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	703		-	-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	407		-	-	-	-	-	-	-	-	-	-	-
19	Total FY 17 revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	408	-	-	-	-	-	-	-	-	-	-	-	-
Added revenue for Pre-K remodeling (for VPK approvals only)														
20a	Net debt service for bonds approved for Pre-K remodeling	704		-	-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	409												
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	410		2,664,476	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769
Old Formula revenue														
21	Old formula Health & Safety revenue (accumulated project costs - accumulated revenue)	411	700,000	-	-	-	-	-	-	-	-	-	-	-
22 Old formula alt facilities debt revenue (1A) - gross before debt excess - also includes estimates for proposed new FM bonds from Line 63				1,349,215	1,371,475	4,830,096	5,395,626	5,649,936	7,462,196	7,159,009	7,502,936	6,632,253	2,864,846	
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765		1,349,215	1,371,475	4,830,096	5,395,626	5,649,936	7,462,196	7,159,009	7,502,936	6,632,253	2,864,846	
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	766		-	-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	414		-	-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000	417		-	-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	703		-	-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	705		-	-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	422		-	-	-	-	-	-	-	-	-	-	-
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	423	1,919,859	1,349,215	1,371,475	4,830,096	5,395,626	5,649,936	7,462,196	7,159,009	7,502,936	6,632,253	2,864,846	
30 Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]		424	2,654,660	2,664,476	3,498,769	4,830,096	5,395,626	5,649,936	7,462,196	7,159,009	7,502,936	6,632,253	3,498,769	
31 District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number		425	-	-	-	-	-	-	-	-	-	-	-	-
32 District LTFM Revenue (30) - (31)		426	2,654,660	2,664,476	3,498,769	4,830,096	5,395,626	5,649,936	7,462,196	7,159,009	7,502,936	6,632,253	3,498,769	
33 LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)		427	21,879	-	-	-	-	-	-	-	-	-	-	-
34 Grand Total LTFM Revenue (32) + (33)		428	2,676,539	2,664,476	3,498,769	4,830,096	5,395,626	5,649,936	7,462,196	7,159,009	7,502,936	6,632,253	3,498,769	

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					Revised 6/02/2017									
624 <= Type in School District Number														
WHITE BEAR LAKE SCHOOL DISTRICT														
			Payable 2017											
Calculations for Ten Year Projection			Pay 17	Current Estimate										
	LLC #	LLC Certification	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
Aid and Levy Shares of Total Revenue														
35			2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
36	Three year prior Ag Modified ANTC	31	74,622,076	74,622,076	81,212,754	84,461,264	87,839,715	91,353,303	95,007,435	98,807,733	102,760,042	106,870,444	111,145,262	
37	Three year prior Adjusted PU (New Weights)	52	8,861.48	8,861.48	8,948.65	9,015.75	9,124.92	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	9,207.29	
38	ANTC / APU = (36) / (37)	430	8,420.95	8,420.95	9,075.42	9,368.19	9,626.36	9,921.85	10,318.72	10,731.47	11,160.73	11,607.16	12,071.45	
39	State average ANTC / APU with ag value adjustment	431	7,373.50	7,373.50	7,701.26	8,060.47	8,410.61	8,747.00	9,097.00	9,461.00	9,839.00	10,233.00	10,642.00	
40	Equalizing Factor = 123% of (39)	432	9,069.41	9,069.41	9,472.55	9,914.38	10,345.05	10,758.81	11,189.31	11,637.03	12,101.97	12,586.59	13,089.66	
41	Local share of Equalized Revenue (lessor of 1 or (38) / (40))	433	92.85%	92.85%	95.81%	94.49%	93.05%	92.22%	92.22%	92.22%	92.22%	92.22%	92.22%	
42	State share of Equalized Revenue (1 - (41))	434	7.15%	7.15%	4.19%	5.51%	6.95%	7.78%	7.78%	7.78%	7.78%	7.78%	7.78%	
43	Equalized Revenue (lessor of (34) or (6) * (8))	429	2,654,660	2,664,476	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	
44	Initial LTFM State Aid (42) * (43)	435	189,810	190,509	146,683	192,750	243,066	272,180	272,224	272,264	272,119	272,258	272,160	
45	Old formula Grandfathered Alternative Facilities Aid	437	-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	438	189,810	190,509	146,683	192,750	243,066	272,180	272,224	272,264	272,119	272,258	272,160	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	441	2,486,729	2,473,967	3,352,086	4,637,346	5,152,560	5,377,756	7,189,973	6,886,745	7,230,817	6,359,995	3,226,609	
48 Debt Service Portion of Revenue (non-grandfather districts)														
49	Subtotal Debt Service Revenue from above	765+766												
	= (12) - (13) + (17) + (24)	+703		1,349,215	1,371,475	4,830,096	5,395,626	5,649,936	7,462,196	7,159,009	7,502,936	6,632,253	2,864,846	
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05													
		705												
51	Total Debt Service Revenue = (49) + (50)	767		1,349,215	1,371,475	4,830,096	5,395,626	5,649,936	7,462,196	7,159,009	7,502,936	6,632,253	2,864,846	
52	Equalized debt Service Revenue (lessor of (43) or (51))	442		1,349,215	1,371,475	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	3,498,769	2,864,846	
53	Debt Service Aid = (52) * (42)	443		96,468	57,498	192,750	243,066	272,180	272,224	272,264	272,119	272,258	222,849	
54	Equalized Debt Service Levy = (52) - (53)	445		1,252,746	1,313,976	3,306,019	3,255,703	3,226,589	3,226,546	3,226,505	3,226,650	3,226,511	2,641,997	
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	446		-	-	1,331,327	1,896,857	2,151,167	3,963,427	3,660,240	4,004,167	3,133,484	-	
56 General Fund Portion of Revenue (non-grandfather districts)														
57	Total General Fund Revenue = (34) - (51)	447		1,315,262	2,127,294	-	-	-	-	-	-	-	633,923	
58	General Fund Equalized Revenue = (43) - (52)	448		1,315,262	2,127,294	-	-	-	-	-	-	-	633,923	
59	Total General Fund Aid = (46) - (53)	449		94,041	89,185	-	-	-	-	-	-	-	49,311	
60	General Fund Equalized Levy = (58) * (41)	450		1,221,221	2,038,109	-	-	-	-	-	-	-	584,612	
61	General Fund Unequalized levy = (57) - (58)	451		0	-	-	-	-	-	-	-	-	-	
62	Total General Fund Levy = (60) + (61)	452		1,221,221	2,038,109	-	-	-	-	-	-	-	584,612	
63 Est. debt service levy for proposed Facilities Maintenance Bonds, grandfathered districts (1A)				-	-	544,871	544,871	544,871	544,871	544,871	880,871	1,252,571	2,864,846	
Notes:														
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.														
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.														
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.														

AGENDA ITEM: **Action on Resolution Stating the Intent to Issue General Obligation Bonds**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find a resolution stating the intent to issue general obligation bonds to finance projects included in the District's approved 10-year facility plan. The projects are scheduled for fiscal years 2019 and 2020 and are part of the School Board approved Long Term Facilities Maintenance (LTFM) plan (Minnesota Statutes 123B.595).

Also attached please find a bond pre-sale report, which provides information related to the anticipated bond sale. The District's team of municipal advisors from Ehlers, Inc. includes Greg Crowe, Gary Olson, and Shelby McQuay. Mr. Olson and Ms. McQuay will be in attendance at the February 12, 2018 School Board meeting to review the intent resolution and the bond pre-sale report.

Recommended Action: Move to approve the *Resolution Stating the Intention of the School Board to Issue General Obligation Bonds to Finance Projects Included in the District's Approved Ten-Year Facility Plan; Covenanting and Obligating the District to be Bound by and to Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds* as presented.

**CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2018A**

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held February 12, 2018, at 7:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE
BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of February, 2018.

School District Clerk

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA**

HELD: FEBRUARY 12, 2018

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held on February 12, 2018 at 7:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE
BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

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

1. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 624 (the "District") to issue its fully registered general obligation facilities maintenance bonds (the "Bonds") pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as amended, to fund the costs of the following projects included in its approved ten-year facility plan and related financing costs:

- deferred capital expenditure and maintenance and health and safety projects included in the district's ten-year plan approved by the Commissioner of Education

The Bonds would be issued in the total aggregate principal amount of not to exceed \$16,130,000. The issuance of the Bonds is hereby authorized.

2. The ten-year facility plan approved by the Board is incorporated in this resolution as though fully specified herein. The administration is authorized and directed to submit to the Commissioner such additional information as may be necessary to secure the approval of the Commissioner for the ten-year facility plan and this bond issuance, as

required by Minnesota Statutes, Section 123B.595. The submission of a proposed plan and a request for approval prior to the date of this resolution is ratified and approved in all respects.

3. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk, superintendent or director of finance is authorized to execute any applicable Minnesota Department of Education forms.

4. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution, but at least twenty (20) days before the earliest of the solicitation of bids, the issuance of bonds or the final certification of levies. Any publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

5. The Board, having been advised by Ehlers & Associates, Inc., its independent municipal advisor, hereby determines that the Bonds shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, as amended.

6. If the issuance of the Bonds is approved, the Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds. The terms and provisions specified in the Official Statement are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, and shall be made available to all prospective purchasers of the Bonds. Ehlers & Associates, Inc., is authorized to prepare an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

7. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or director of finance is authorized to execute any applicable Minnesota Department of Education forms.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE FACILITIES MAINTENANCE BONDS
TO FINANCE CERTAIN PROJECTS INCLUDED IN THE DISTRICT'S
TEN-YEAR FACILITY PLAN**

**INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 624, State of Minnesota (the "District"), adopted a resolution (the "Resolution") on February 12, 2018, stating the intention of the School Board to issue general obligation facilities maintenance bonds (the "Bonds") in the total principal amount of not to exceed \$16,130,000 pursuant to Minnesota Statutes, Section 123B.595 and Chapter 475, as amended. The proceeds of the Bonds will be used to fund the costs of the following projects at various District facilities as included in the District's approved ten-year facility plan and related financing costs:

- deferred capital expenditure and maintenance and health and safety projects included in the district's ten-year plan approved by the Commissioner of Education

The total amount of District indebtedness as of February 2, 2018 is \$69,835,000. If these proposed Bonds were issued after that date, the total indebtedness of the District at that time would be \$85,965,000.

Dated: February 12, 2018

BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk
Independent School District No. 624
(White Bear Lake Area Schools)
State of Minnesota

February 12, 2018

Pre-Sale Report for

Independent School District No. 624
(White Bear Lake Area Schools), Minnesota

\$15,970,000 General Obligation Facilities Maintenance Bonds,
Series 2018A



Prepared by:

Greg Crowe, CIPMA
Senior Municipal Advisor

Shelby McQuay
Municipal Advisor

And

Gary Olsen, CIPMA
Senior Municipal Advisor

Executive Summary of Proposed Debt

Proposed Issue:	\$15,970,000 General Obligation Facilities Maintenance Bonds, Series 2018A
Purposes:	The proposed issue includes financing \$15,595,000 of deferred maintenance projects at District facilities. The projects are included in the District's ten-year facilities plan approved by the Board and the Commissioner of Education.
Authority:	The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and Section 123B.595. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.
Term/Call Feature:	The Bonds are being issued for a term of 13 years and 10 months. Principal on the Bonds will be due on February 1 in the years 2025 through 2032. Interest is payable every six months beginning February 1, 2019. The Bonds maturing on and after February 1, 2027 will be subject to prepayment at the discretion of the District on February 1, 2026 or any date thereafter.
Bank Qualification:	Because the District is issuing more than \$10,000,000 in tax-exempt obligations during the calendar year, the District will be not able to designate the Bonds as "bank qualified" obligations.
State Credit Enhancement:	By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation. To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.
Rating:	The District's most recent bond issue was rated by Standard and Poor's. The current ratings on those bonds are "AA" (underlying rating) and "AA+" (through the state credit enhancement program). The District will request a new rating for the Bonds. If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District's bond rating in the event that the bond rating of the insurer is higher than that of the District.



Basis for Recommendation:	Based on your objectives and characteristics of various municipal financing options, we are recommending the issuance of General Obligation Facilities Maintenance Bonds as a suitable option to finance the planned projects. • General Obligation Bonds will result in lower interest rates than some other financing options. • Unlike with some other financing options, the District will be able to finance the payments with an additional debt service levy
Method of Sale/Placement:	In order to obtain the lowest interest cost to the District, we will solicit competitive bids for the purchase of the Bonds from banks and underwriting firms. We have included an allowance for discount bidding equal to 0.80% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.
Premium Pricing Structure:	Under current market conditions, most investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”), but will pay the remainder of the premium to the District. Any premium received will either be used to reduce the principal amount of the new bonds or will be deposited in the debt service fund and used to fund a portion of the first years’ payments. On the day of sale, we will adjust the amount of the bond issue and the use of funds as needed to comply with the restrictions in statutes, and to ensure that the results of the bond issue will comply with the District’s objectives for available funds for construction and tax impact.
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the District and find that there are no refunding opportunities at this time. We will continue to monitor the market and the call dates for the District’s outstanding debt and will alert you to any future refunding opportunities.
Continuing Disclosure:	The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain “material events” to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.



Arbitrage Monitoring:	Because the Bonds are tax-exempt securities, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you
Other Service Providers:	This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us. Bond Attorney: Knutson, Flynn & Deans, P.A. Paying Agent: Bond Trust Services Corporation Rating Agency: Standard & Poor's Global Ratings (S&P)

This presale report summarizes our understanding of the District's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District's objectives.



Proposed Debt Issuance Schedule

Pre-Sale Review by School Board:	February 12, 2018
Distribute Official Statement:	Week of February 19, 2018
Conference with Rating Agency:	February 21-28, 2018
Sale Day – Ehlers Receives and Evaluates Proposals:	March 5, 2018
School Board Meeting to Award Sale of the Bonds:	March 5, 2018
Estimated Closing Date:	March 29, 2018

Attachments

Estimated Sources and Uses of Funds

Estimated Debt Service Schedule

Updated Long-Term Financing Plan for Capital and Debt Levies

Resolution Authorizing Ehlers to Proceed With Bond Sale/Credit Enhancement Resolution (provided separately)

Ehlers Contacts

Municipal Advisors:	Greg Crowe	(651) 697-8522
	Shelby McQuay	(651) 697-8548
	Gary Olsen	(651) 697-8513
Disclosure Coordinator:	Silvia Johnson	(651) 697-8580
Financial Analyst:	Brian Shannon	(651) 697-8515

The Official Statement for this financing will be mailed to the School Board at their home address or e-mailed for review prior to the sale date.



White Bear Lake School District No. 624

Estimated Sources and Uses of Funds

Long Term Facilities Maintenance Bonds, Series 2018A

February 6, 2018

Bond Issue Amount	\$15,970,000
Sources of Funds	
Par Amount of Bonds	\$15,970,000
Estimated Premium	\$183,910
Estimated Investment Earnings *	76,680
Total Sources	\$16,230,591
Uses of Funds	
Allowance for Discount Bidding	\$127,760
Capitalized Interest **	435,320
Legal and Fiscal Costs ***	69,170
Rounding Amount	1,660
Net Available for Project Costs	15,596,680
Total Uses	\$16,230,591

* Estimated investment earnings are based on an average interest rate of .50%, and an average life of 12 months for investments.

** The district will not be able to levy for the interest payments due in FY 2019. Those payments will be made with bond proceeds.

*** Includes fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

ESTIMATES PRIOR TO BOND SALE

White Bear Lake School District No. 624

Analysis of Possible Structure for Capital and Debt Levies

\$15,970,000 2018 FM Bond Issue

February 6, 2018

	FM Bond	FM Bond
Principal Amount:	\$15,970,000	\$3,345,000
Dated Date:	3/29/2018	4/1/2020
Bond Term	14 Years	14 Years
Avg. Interest Rate:	3.19%	3.25%

Levy				Existing Commitments						Other Levies			Proposed New Debt				Combined Totals			
Pay. Year	Fiscal Year	Tax Capa- city Value ¹ (\$000s)		Building Bonds ²	Alt Facilities Bonds ²	OPEB Bonds ²	Est. Debt Excess ³	Net Levy	Tax Rate	Leases and ED Abatement	Long Term Facilities Maint. GF Revenue Aid		Principal	Interest	Est. Debt Excess ³	Adjusted Debt Levy	Adjusted Debt Levy	Other Levies	Net Levy	Tax Rate
2017	2018	69,385	6.3%	3,640,350	1,344,435	6,514,489	(512,620)	10,986,654	15.83	2,201,117	1,068,133	(190,117)	-	-	-	-	10,986,654	3,079,133	14,065,787	20.27
2018	2019	76,366	10.1%	3,224,550	1,366,763	6,901,164	(411,934)	11,080,543	14.51	2,429,824	1,931,475	(152,364)	-	435,320 ⁴	-	-	11,080,543	4,208,935	15,289,478	20.02
2019	2020	80,185	5.0%	930,510	4,006,988	10,109,663	(459,699)	14,587,461	18.19	2,434,861	265,000	-	-	518,925	-	544,871	15,132,332	2,699,861	17,832,193	22.24
2020	2021	83,392	4.0%	871,500	4,572,150	9,602,775	(601,886)	14,444,539	17.32	1,927,951	265,000	-	-	609,519 ⁴	-	544,871	14,989,410	2,192,951	17,182,361	20.60
2021	2022	85,894	3.0%	9,780,750	4,823,625	-	(601,857)	14,002,518	16.30	1,927,951	265,000	-	-	627,638	-	659,019	14,661,538	2,192,951	16,854,488	19.62
2022	2023	88,470	3.0%	-	6,917,325	-	(584,175)	6,333,150	7.16	1,927,951	265,000	-	-	627,638	(26,361)	632,659	6,965,809	2,192,951	9,158,759	10.35
2023	2024	91,125	3.0%	-	6,614,138	-	(276,693)	6,337,445	6.95	1,927,951	2,000,000	-	-	627,638	(25,306)	633,713	6,971,158	3,927,951	10,899,108	11.96
2024	2025	93,858	3.0%	-	6,588,623	-	(264,566)	6,324,057	6.74	1,927,951	2,000,000	-	320,000	627,638	(25,349)	969,671	7,293,728	3,927,951	11,221,679	11.96
2025	2026	96,674	3.0%	-	6,563,251	-	(263,545)	6,299,707	6.52	1,927,951	2,000,000	-	690,000	611,638	(38,787)	1,327,933	7,627,639	3,927,951	11,555,590	11.95
2026	2027	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	2,260,000	577,138	(53,117)	2,925,877	2,925,877	3,927,951	6,853,828	7.09
2027	2028	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	2,390,000	509,338	(117,035)	2,927,269	2,927,269	3,927,951	6,855,220	7.09
2028	2029	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	2,460,000	437,638	(117,091)	2,925,429	2,925,429	3,927,951	6,853,379	7.09
2029	2030	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	2,530,000	363,838	(117,017)	2,921,512	2,921,512	3,927,951	6,849,463	7.09
2030	2031	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	2,615,000	281,613	(116,860)	2,924,583	2,924,583	3,927,951	6,852,533	7.09
2031	2032	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	2,705,000	196,625	(116,983)	2,929,723	2,929,723	3,927,951	6,857,674	7.09
2032	2033	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	1,675,000	108,713	(117,189)	1,755,709	1,755,709	3,927,951	5,683,660	5.88
2033	2034	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	1,670,000	54,275	(70,228)	1,740,260	1,740,260	3,927,951	5,668,211	5.86
2034	2035	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	-	-	-	-	-	3,927,951	3,927,951	4.06
2035	2036	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	-	-	-	-	-	3,927,951	3,927,951	4.06
2036	2037	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	-	-	-	-	-	3,927,951	3,927,951	4.06
2037	2038	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	-	-	-	-	-	3,927,951	3,927,951	4.06
2038	2039	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	-	-	-	-	-	3,927,951	3,927,951	4.06
2039	2040	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	-	-	-	-	-	3,927,951	3,927,951	4.06
2040	2041	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	-	-	-	-	-	3,927,951	3,927,951	4.06
2041	2042	96,674	0.0%	-	-	-	-	-	-	1,927,951	2,000,000	-	-	-	-	-	-	3,927,951	3,927,951	4.06
Totals				18,447,660	42,797,298	33,128,091	(3,976,975)	90,396,073		55,264,566	48,059,609	(342,481)	19,315,000	7,215,127	(941,324)	26,363,099	116,759,172	102,981,693	219,740,866	

1 Tax capacity value for taxes payable in 2017 is the actual final value and the value for 2018 is a preliminary figure from Ramsey County. Estimates for future years are based on the percentage changes as shown above.

2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.

3 Debt excess adjustments for taxes payable in 2017 and 2018 are actual amounts. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.

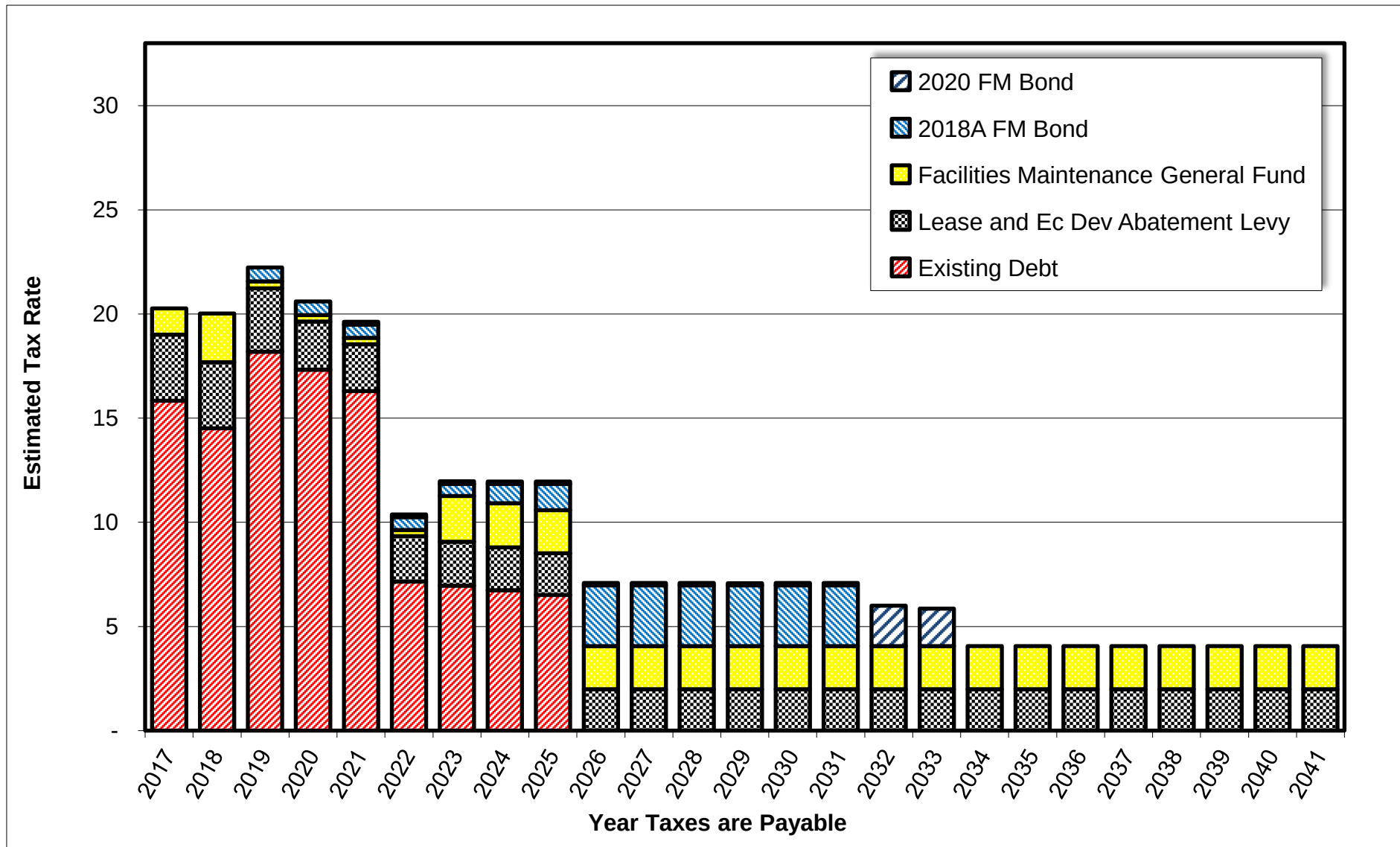
4 The district would not be able to make a tax levy to fund payments due during fiscal year 2019 for the 2018A FM bond, so those payments, estimated at \$435,320, will have to be made from Bond proceeds.

ESTIMATES PRIOR TO BOND SALE

White Bear Lake School District No. 624
Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$15,970,000 2018 FM Bond Issue

Date Prepared: February 6, 2018



I.S.D. No. 624 (White Bear Lake), MN

\$15,970,000 G.O. Facilities Maintenance Bonds, Series 2018A

Dated March 29, 2018

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
02/01/2019	-	-	435,320.42	435,320.42
02/01/2020	-	-	518,925.00	518,925.00
02/01/2021	-	-	518,925.00	518,925.00
02/01/2022	-	-	518,925.00	518,925.00
02/01/2023	-	-	518,925.00	518,925.00
02/01/2024	-	-	518,925.00	518,925.00
02/01/2025	320,000.00	5.000%	518,925.00	838,925.00
02/01/2026	690,000.00	5.000%	502,925.00	1,192,925.00
02/01/2027	2,260,000.00	3.000%	468,425.00	2,728,425.00
02/01/2028	2,390,000.00	3.000%	400,625.00	2,790,625.00
02/01/2029	2,460,000.00	3.000%	328,925.00	2,788,925.00
02/01/2030	2,530,000.00	3.250%	255,125.00	2,785,125.00
02/01/2031	2,615,000.00	3.250%	172,900.00	2,787,900.00
02/01/2032	2,705,000.00	3.250%	87,912.50	2,792,912.50
Total	\$15,970,000.00	-	\$5,765,707.92	\$21,735,707.92

Yield Statistics

Bond Year Dollars	\$178,712.06
Average Life	11.190 Years
Average Coupon	3.2262557%
Net Interest Cost (NIC)	3.1948364%
True Interest Cost (TIC)	3.1891749%
Bond Yield for Arbitrage Purposes	3.1050225%
All Inclusive Cost (AIC)	3.2357302%

IRS Form 8038

Net Interest Cost	3.1024089%
Weighted Average Maturity	11.138 Years

ESTIMATES PRIOR TO BOND SALE

White Bear Lake School District No. 624
Financing Plan for Facilities Maintenance Projects

\$15,970,000 2018 FM Bond Issue

From January 2018 Expenditure Plan

February 6, 2018

Levy Pay Year	Fiscal Year	Fac. Maint. Costs from Plan	Planned Reduction	Net Costs	Funding Sources		
					Bonds	Other Funds*	Levy
2017	2018	\$5,689,000		\$5,689,000	\$0	\$0	\$5,689,000
2018	2019	2,731,719		2,731,719	0	0	2,731,719
2019	2020	6,125,000		6,125,000	5,860,000	0	265,000
2020	2021	10,000,000		10,000,000	9,735,000	0	265,000
2021	2022	1,800,000		1,800,000	1,535,000	0	265,000
2022	2023	2,000,000		2,000,000	1,735,000	0	265,000
2023	2024	2,000,000		2,000,000	0	0	2,000,000
2024	2025	2,000,000		2,000,000	0	0	2,000,000
2025	2026	2,000,000		2,000,000	0	0	2,000,000
2026	2027	2,000,000		2,000,000	0	0	2,000,000
2027	2028	2,000,000		2,000,000	0	0	2,000,000
2028	2029	2,000,000		2,000,000	0	0	2,000,000
2029	2030	2,000,000		2,000,000	0	0	2,000,000
2030	2031	2,000,000		2,000,000	0	0	2,000,000
2031	2032	2,000,000		2,000,000	0	0	2,000,000
2032	2033	2,000,000		2,000,000	0	0	2,000,000
2033	2034	2,000,000		2,000,000	0	0	2,000,000
2034	2035	2,000,000		2,000,000	0	0	2,000,000
2035	2036	2,000,000		2,000,000	0	0	2,000,000
2036	2037	2,000,000		2,000,000	0	0	2,000,000
2037	2038	2,000,000		2,000,000	0	0	2,000,000
2038	2039	2,000,000		2,000,000	0	0	2,000,000
2039	2040	2,000,000		2,000,000	0	0	2,000,000
2040	2041	2,000,000		2,000,000	0	0	2,000,000
2041	2042	2,000,000		2,000,000	0	0	2,000,000
Totals		\$66,345,719	\$0	\$66,345,719	\$18,865,000	\$0	\$47,480,719

Future Bond Issues		Project Costs	Bond Amount
1st Bond Issue - 2017	FY 18, 19	\$0	\$0
2nd Bond Issue - 2019	FY 20, 21	\$15,595,000	\$15,600,000
3rd Bond Issue - 2021	FY 22, 23	\$3,270,000	\$3,345,000
4th Bond Issue - 2023	FY 24, 25	\$0	\$0
5th Bond Issue - 2025	FY 26, 27	\$0	\$0
		\$18,865,000	\$18,945,000

AGENDA ITEM: **Action on Reimbursement Resolution**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School districts are required to establish procedures for the approval of expenditures for which it intends to reimburse itself from a future bond issuance. If, for example, the District expends from the General Fund for property acquisition for a future school site, proceeds from a subsequent bond issue would be used to reimburse the General Fund for those expenditures.

Attached please find a document titled *Resolution Establishing Procedures for Reimbursement of Certain Expenditures from Proceeds of Future Bond Issues or Other Borrowings* which was prepared by the District's bond counsel, Mr. Thomas Deans from the law firm Knutson, Flynn & Deans, P.A. The School Board discussed the resolution at its January 29, 2018 work study meeting and will be asked to act on this resolution at its February 12, 2018 regular meeting.

RECOMMENDED ACTION: Move to approve the *Resolution Establishing Procedures for Reimbursement of Certain Expenditures from Proceeds of Future Bond Issues or Other Borrowings* as presented.

CERTIFICATION OF MINUTES

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
WHITE BEAR LAKE, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A _____ meeting held _____, 2018, at _____ o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

DOCUMENTS ATTACHED: Extract of Minutes of said meeting.

RESOLUTION ESTABLISHING PROCEDURES FOR
REIMBURSEMENT OF CERTAIN EXPENDITURES
FROM PROCEEDS OF FUTURE BOND ISSUES OR
OTHER BORROWINGS

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, as listed above; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this _____ day of _____, 2018.

School District Clerk

Member _____ moved the adoption of the following resolution:

RESOLUTION ESTABLISHING PROCEDURES FOR
REIMBURSEMENT OF CERTAIN EXPENDITURES
FROM PROCEEDS OF FUTURE BOND ISSUES
OR OTHER BORROWINGS

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

1. Purpose. The Internal Revenue Service has issued Treasury Regulations Section 1.150-2 (the "Regulations") to provide rules governing Bonds issued after June 30, 1993, the proceeds of which are allocated to reimburse an Issuer for certain expenditures made prior to the date of issue of those Bonds. An allocation of the proceeds of a Bond issue to reimburse certain previously paid expenditures must comply with the Regulations to be an expenditure of Bond proceeds. If a Bond meets the requirements of the Regulations, the Bond proceeds are deemed to be spent when they are allocated to reimburse the prior expenditure. The Board of Independent School District No. 624 (the "District") desires to establish procedures necessary to comply with those Regulations. The terms used in this resolution shall be as defined in the Regulations.

2. Official Intent Requirement. The Regulations, in those situations in which they are applicable, require a District to declare a reasonable official intent (the "Official Intent Declaration") to reimburse itself for certain previously paid expenditures from the proceeds of subsequent Bonds or other borrowings of the District (the "Bonds"). The Board hereby authorizes the superintendent or the business manager to make the District's Official Intent Declarations or to delegate that responsibility from time to time to other appropriate District officers or employees. Each Official Intent Declaration shall comply with the requirements of the Regulations, including, without limitation, the following:

a) Each Official Intent Declaration shall be made not later than sixty (60) days after the date the District pays the applicable expenditure and shall state that the District reasonably intends to reimburse itself for those expenditures with the proceeds of a future borrowing;

b) Each Official Intent Declaration shall, at a minimum, contain a general functional description of the property, project or program for which the expenditure to be reimbursed is paid (for example, "acquisition and betterment of school facilities" or a specific identifiable project). In the alternative, a description is sufficient if it identifies the fund or account from which the expenditure is to be paid and a general functional description of that fund or account (for example: General Fund - general school district operations and maintenance; Capital Expenditure Fund - school district equipment and capital improvements);

- c) Each Official Intent Declaration shall contain a statement of the maximum principal amount of debt to be issued for the purposes of the specified property, project or program;
- d) Each Official Intent Declaration shall be considered public data and shall be made available for public inspection in compliance with the Minnesota Government Data Practices Act at the main administrative offices of the District within a reasonable period of time, but not to exceed 30 days, after the date of said declaration. An Official Intent Declaration shall remain available for public inspection until at least the day after the issuance of the Bonds from which the prior expenditures are to be reimbursed, and shall be made available to the Bond counsel for that issue.

It is the intention of the Board that an Official Intent Declaration shall be made only if, as of the date of the declaration, the District reasonably expects that it will reimburse the expenditure with Bond or borrowing proceeds. The Board understands that the determination as to whether the expectation to reimburse is reasonable is based on all relevant facts and circumstances, including the purpose for the declaration, the history of actual reimbursement of other expenditures for which official intent was declared and which were actually paid, and the District's actions taken toward reimbursement of the expenditures.

3. Reimbursement Period Requirement. The administration shall advise the Board from time to time on timing issues relating to reimbursements for which Official Intent Declarations have been made, including recommendations on the timing of the issuance of Bonds so that the reimbursement allocations occur not earlier than the dates on which the expenditures are paid and not later than eighteen (18) months after the later of (a) the date on which the expenditure is paid or (b) the date on which the property is placed in service or abandoned (but in no event more than three (3) years after the original expenditure, except as provided in Treas. Reg. 1.150-2(2)(d)(ii) and (iii)). The officials designated above to make the Official Intent Declarations shall also be responsible for making the appropriate reimbursement allocations to reimburse the source of temporary financing used by the District to make the payments for the prior expenditures. Each allocation shall be evidenced by an entry on the official books, records or accounts of the District maintained for such reimbursement Bonds; shall specifically identify the actual prior expenditure being reimbursed or, in the case of a reimbursement of a particular fund or account, the fund or account from which the expenditure was previously paid. This allocation shall be effective to relieve the Bond proceeds involved from any restrictions under the Bond resolution or other relevant legal documents for those Bonds and under any other state statute applicable to unspent proceeds of that Bond issue.

4. Capital Expenditure Requirement.

a) General. An original expenditure to be reimbursed from Bond proceeds must be a capital expenditure, a cost of issuance for a Bond or an expenditure defined in the applicable Treasury Regulation.

b) Capital Expenditures. The term "capital expenditure" as used in the Regulations means any cost of a type that is properly chargeable to a capital account. Whether an expenditure is a capital expenditure is determined at the time the expenditure is paid. Capital expenditures do not include expenditures for items of current operating expense that are not properly chargeable to a capital account. Costs incurred to acquire, construct or improve land, buildings, and equipment generally are capital expenditures. Under the Regulations, the issuance costs of issuing reimbursement Bonds are also treated as capital expenditures.

c) Preliminary Expenditures. The Official Intent Requirement does not apply to preliminary expenditures that are reimbursed with proceeds of a Bond that finances all or a portion of the property, project or program with respect to which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, reimbursement Bond issuance, and similar costs that are incurred prior to commencement, rehabilitation or acquisition of a property, project or program, but does not include land acquisition, site preparation and similar costs incident to commencement of construction. Preliminary expenditures include only amounts that do not exceed in the aggregate twenty percent (20%) of the issue price of that portion of a Bond issue or Bond issues that finance the property, project or program with respect to which the preliminary expenditures were incurred.

d) Transition Rule Expenditures. The Official Intent Requirement also does not apply to certain expenditures paid by the Issuer if the expenditures comply with the transition rule provisions of the Regulations.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting _____
(title)

of Independent School District No. 624 (the "District") pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the "Regulations"), which have been promulgated under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. Purpose. The undersigned has been and is on the date hereof duly authorized by the School Board of the District, to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the District. This Declaration is a declaration of official intent under Treasury Regulations Section 1.150-2.

[Note: the following paragraphs 2a and 2b are alternatives; one or the other of those paragraphs must be completed, both may be, if applicable.]

2a. Project Description. The property, project, or program for which the Expenditures to be reimbursed will be paid is generally and functionally described as follows:

(check and complete, as applicable)

- ☐ Acquisition and betterment of school facilities
- ☐ Other use - (specify) _____
- ☐ A specific identifiable project - (specify) _____

2b. Fund or Account Description. The specific fund or account of the District from which the expenditure to be reimbursed will be paid, and the general functional purpose of that fund or account, are as follows:

(check and complete, as applicable)

- ☐ General Fund - District operations and maintenance
- ☐ Capital Expenditure Fund - District equipment and capital improvements
- ☐ Other Fund or Account: Specify and describe _____

3. Loans or Grants.

(check if this paragraph is applicable)

☐

YES

The District intends to make the reimbursements described above from the proceeds of Bonds or other borrowings only if a grant or loan that the District is expecting for that property, project or

☐

NO

program is not received or is received a substantial period of time after the expenditures have been paid.

4. Debt to be Issued. The maximum principal amount of the debt expected to be issued by the District for the purpose of reimbursing the expenditures to which this Declaration relates (the "Expenditures") is on the date hereof reasonably estimated to be \$_____. Each of the Expenditures is (or would be with a proper election) a capital expenditure under federal tax law principles, as described in the Regulations.

5. Reasonable Expectation to Reimburse. This Declaration has been made within sixty (60) days after the date the District has paid the Expenditures and the District intends and reasonably expects to reimburse itself for the payment of the Expenditures out of the proceeds of a borrowing (the "Bonds"), which the District reasonably expects to make after the date of payment of the Expenditures.

6. Reasonableness. As of the date hereof, there are no sources of District funds which have been or are reasonably expected to be allocated or available on a long-term basis, reserved, or otherwise set aside to provide permanent financing for the Expenditures, other than pursuant to the subsequent issuance of the Bonds. On the basis of the foregoing, the statements and certifications contained in this Declaration are believed to be reasonable and accurate, and this Declaration is believed to be consistent with the District's budgetary and financial circumstances as they exist or as are reasonably foreseeable on the date hereof, all within the meaning of the Regulations.

7. Public Availability. This Declaration is and shall remain a part of the publicly available official books, records, or proceedings of the District and shall be continuously available for inspection by the general public at the main administrative offices of the District during the District's regular business hours for a period ending not earlier than the day after the issuance of the Bonds from which the Expenditures are to be reimbursed. Upon request, the Declaration shall be made available to the Bond counsel for those Bonds subsequently issued.

IN WITNESS WHEREOF, the undersigned duly authorized individual has executed this Declaration and placed it on file in the official records of the District on the date specified below.

_____, 2018

/s/ _____
Title _____
Independent School District No. 624
White Bear Lake, Minnesota

STATUTORY AUTHORITY

Sec. 1.150-2 **Proceeds of bonds used for reimbursement.**

(a) Table of contents. This table of contents contains a listing of the headings contained in Sec. 1.150-2.

- (a) Table of contents.
- (b) Scope.
- (c) Definitions.
- (d) General operating rules for reimbursement expenditures.
 - (1) Official intent.
 - (2) Reimbursement period.
 - (3) Nature of expenditure.
- (e) Official intent rules.
 - (1) Form of official intent.
 - (2) Project description in official intent.
 - (3) Reasonableness of official intent.
- (f) Exceptions to general operating rules.
 - (1) De minimis exception.
 - (2) Preliminary expenditures exception.
- (g) Special rules on refundings.
 - (1) In general--once financed, not reimbursed.
 - (2) Certain proceeds of prior issue used for reimbursement treated as unspent.
- (h) Anti-abuse rules.
 - (1) General rule.
 - (2) One-year step transaction rule.
- (i) Authority of the Commissioner to prescribe rules.
- (j) Effective date.
 - (1) In general.
 - (2) Transitional rules.

(b) Scope. This section applies to reimbursement bonds (as defined in paragraph (c) of this section) for all purposes of sections 103 and 141 to 150.

(c) Definitions. The following definitions apply:

Issuer means--

(1) For any private activity bond (excluding a qualified 501(c)(3) bond, qualified student loan bond, qualified mortgage bond, or qualified veterans' mortgage bond), the entity that actually issues the reimbursement bond; and

(2) For any bond not described in paragraph (1) of this definition, either the entity that actually issues the reimbursement bond or, to the extent that the reimbursement bond proceeds are to be loaned to a conduit borrower, that conduit borrower.

Official intent means an issuer's declaration of intent to reimburse an original expenditure with proceeds of an obligation.

Original expenditure means an expenditure for a governmental purpose that is originally paid from a source other than a reimbursement bond.

Placed in service means, with respect to a facility, the date on which, based on all the facts and circumstances--

(1) The facility has reached a degree of completion which would permit its operation at substantially its design level; and

(2) The facility is, in fact, in operation at such level.

Reimbursement allocation means an allocation in writing that evidences an issuer's use of proceeds of a reimbursement bond to reimburse an original expenditure. An allocation made within 30 days after the issue date of a reimbursement bond may be treated as made on the issue date.

Reimbursement bond means the portion of an issue allocated to reimburse an original expenditure that was paid before the issue date.

(d) General operating rules for reimbursement expenditures. Except as otherwise provided, a reimbursement allocation is treated as an expenditure of proceeds of a reimbursement bond for the governmental purpose of the original expenditure on the date of the reimbursement allocation only if:

(1) Official intent. Not later than 60 days after payment of the original expenditure, the issuer adopts an official intent for the original expenditure that satisfies paragraph (e) of this section.

(2) **Reimbursement period--(i) In general.** The reimbursement allocation is made not later than 18 months after the later of--

(A) The date the original expenditure is paid; or

(B) The date the project is placed in service or abandoned, but in no event more than 3 years after the original expenditure is paid.

(ii) Special rule for small issuers. In applying paragraph (d)(2)(i) of this section to an issue that satisfies section 148(f)(4)(D)(i) (I) through (IV), the "18 month" limitation is changed to "3 years" and the "3-year" maximum reimbursement period is disregarded.

(iii) Special rule for long-term construction projects. In applying paragraph (d)(2)(i) to a construction project for which both the issuer and a licensed architect or engineer certify that at least 5 years is necessary to complete construction of the project, the maximum reimbursement period is changed from "3 years" to "5 years."

(3) Nature of expenditure. The original expenditure is a capital expenditure, a cost of issuance for a bond, an expenditure described in Sec. 1.148-6(d)(3)(ii)(B) (relating to certain extraordinary working capital items), a grant (as defined in Sec. 1.148-6(d)(4)), a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan.

(e) Official intent rules. An official intent satisfies this paragraph (e) if:

(1) **Form of official intent.** The official intent is made in any reasonable form, including issuer resolution, action by an appropriate representative of the issuer (e.g., a person authorized or designated to declare official intent on behalf of the issuer), or specific legislative authorization for the issuance of obligations for a particular project.

(2) **Project description in official intent--(i) In general.** The official intent generally describes the project for which the original expenditure is paid and states the maximum principal amount of obligations expected to be issued for the project. A project includes any property, project, or program (e.g., highway capital improvement program, hospital equipment acquisition, or school building renovation).

(ii) Fund accounting. A project description is sufficient if it identifies, by name and functional purpose, the fund or account from which the original expenditure is paid (e.g., parks and recreation fund--recreational facility capital improvement program).

(iii) Reasonable deviations in project description. Deviations between a project described in an official intent and the actual project financed with reimbursement bonds do not invalidate the

official intent to the extent that the actual project is reasonably related in function to the described project. For example, hospital equipment is a reasonable deviation from hospital building improvements. In contrast, a city office building rehabilitation is not a reasonable deviation from highway improvements.

(3) Reasonableness of official intent. On the date of the declaration, the issuer must have a reasonable expectation (as defined in Sec. 1.148-1(b)) that it will reimburse the original expenditure with proceeds of an obligation. Official intents declared as a matter of course or in amounts substantially in excess of the amounts expected to be necessary for the project (e.g., blanket declarations) are not reasonable. Similarly, a pattern of failure to reimburse actual original expenditures covered by official intents (other than in extraordinary circumstances) is evidence of unreasonableness. An official intent declared pursuant to a specific legislative authorization is rebuttably presumed to satisfy this paragraph (e)(3).

(f) Exceptions to general operating rules--(1) De minimis exception. Paragraphs (d)(1) and (d)(2) of this section do not apply to costs of issuance of any bond or to an amount not in excess of the lesser of \$100,000 or 5 percent of the proceeds of the issue.

(2) Preliminary expenditures exception. Paragraphs (d)(1) and (d)(2) of this section do not apply to any preliminary expenditures, up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the issuer to finance the project for which the preliminary expenditures were incurred. Preliminary expenditures include architectural, engineering, surveying, soil testing, reimbursement bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(g) Special rules on refundings--(1) In general--once financed, not reimbursed. Except as provided in paragraph (g)(2) of this section, paragraph (d) of this section does not apply to an allocation to pay principal or interest on an obligation or to reimburse an original expenditure paid by another obligation. Instead, such an allocation is analyzed under rules on refunding issues. See Sec. 1.148-9.

(2) Certain proceeds of prior issue used for reimbursement treated as unspent. In the case of a refunding issue (or series of refunding issues), proceeds of a prior issue purportedly used to reimburse original expenditures are treated as unspent proceeds of the prior issue unless the purported reimbursement was a valid expenditure under applicable law on reimbursement expenditures on the issue date of the prior issue.

(h) Anti-abuse rules--(1) General rule. A reimbursement allocation is not an expenditure of proceeds of an issue under this section if the allocation employs an abusive arbitrage device under Sec. 1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under sections 142 through 147.

(2) One-year step transaction rule--(i) Creation of replacement proceeds. A purported reimbursement allocation is invalid and thus is not an expenditure of proceeds of an issue if, within 1 year after the allocation, funds corresponding to the proceeds of a reimbursement bond for which a reimbursement allocation was made are used in a manner that results in the creation of replacement proceeds (as defined in Sec. 1.148-1) of that issue or another issue. The preceding sentence does not apply to amounts deposited in a bona fide debt service fund (as defined in Sec. 1.148-1).

(ii) Example. The provisions of paragraph (h)(2)(i) of this section are illustrated by the following example.

Example. On January 1, 1994, County A issues an issue of 7 percent tax-exempt bonds (the 1994 issue) and makes a purported reimbursement allocation to reimburse an original expenditure for specified capital improvements. A immediately deposits funds corresponding to

the proceeds subject to the reimbursement allocation in an escrow fund to provide for payment of principal and interest on its outstanding 1991 issue of 9 percent tax-exempt bonds (the prior issue). The use of amounts corresponding to the proceeds of the reimbursement bonds to create a sinking fund for another issue within 1 year after the purported reimbursement allocation invalidates the reimbursement allocation. The proceeds retain their character as unspent proceeds of the 7 percent issue upon deposit in the escrow fund. Accordingly, the proceeds are subject to the 7 percent yield restriction of the 1994 issue instead of the 9 percent yield restriction of the prior issue.

(i) Authority of the Commissioner to prescribe rules. The Commissioner may by revenue ruling or revenue procedure (see Sec. 601.601(d)(2)(ii)(b) of this chapter) prescribe rules for the expenditure of proceeds of reimbursement bonds in circumstances that do not otherwise satisfy this section.

(j) Effective date--(1) In general. The provisions of this section apply to all allocations of proceeds of reimbursement bonds issued after June 30, 1993.

(2) Transitional rules--(i) Official intent. An official intent is treated as satisfying the official intent requirement of paragraph (d)(1) of this section if it--

(A) Satisfied the applicable provisions of Sec. 1.103-8(a)(5) as in effect prior to July 1, 1993, (as contained in 26 CFR part 1 revised as of April 1, 1993) and was made prior to that date, or

(B) Satisfied the applicable provisions of Sec. 1.103-18 as in effect between January 27, 1992, and June 30, 1993, (as contained in 26 CFR part 1 revised as of April 1, 1993) and was made during that period.

(ii) Certain expenditures of private activity bonds. For any expenditure that was originally paid prior to August 15, 1993, and that would have qualified for expenditure by reimbursement from the proceeds of a private activity bond under T.D. 7199, section 1.103-8(a)(5), 126872-2 C.B. 45 (see Sec. 601.601(d)(2)(ii)(b)) of this chapter, the requirements of that section may be applied in lieu of this section.

[T.D. 8476, 58 FR 33551, June 18, 1993; 58 FR 44453, Aug. 23, 1993]

AGENDA ITEM: **Action on Acceptance of Bid for Roofing Project at Central Middle School, Summer of 2018**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find a tabulation of the bids received for the roofing project at Central Middle School scheduled for summer of 2018. Funding for this project is included in the 2018 Long Term Facilities Maintenance (LTFM) program.

After reviewing the information with the District's engineer for the project, Roof Spec, Inc., we recommend award of the base bid package for re-roofing at Central Middle School for the contract amount of \$234,000 to Peterson Bros. Roofing.

Central Middle School, Roof
Area P and P1
\$234,000
Peterson Bros. Roofing

RECOMMENDATION: Move to award the base bid package for re-roofing at Central Middle School for the contract amount of \$234,000 to Peterson Bros. Roofing.

February 3, 2018

Mr. Dan Roeser
White Bear Lake Area Schools, ISD #624
4855 Bloom Avenue
White Bear Lake, MN 55110-2731

Phone: 651-407-7633
E-mail: daniel.roeser@isd624.org

**SUBJECT: CENTRAL MIDDLE SCHOOL
AREAS P & P1
PROPOSAL #P17-8780-02 & 03**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of Central Middle School, Roof Area P & P1, Peterson Bros. Roofing is the apparent low bidder with a bid amount of \$234,000.00.

Based on the above, we recommend award of the base bid package, for re-roofing at Central Middle School for the contract amount of \$234,000.00 to Peterson Bros. Roofing.

If you should have any questions or require further information, please contact our office.

Respectfully,
Roof Spec, Inc.



Andrea Noonan
Project Manager

AN/an

Enclosure



2400 Prior Avenue North
St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085

**Roof
Spec
Inc.**



2400 Prior Avenue North
St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085

www.roofspec.com

BID OPENING

WBL Central Middle School

RSI Project #17-8780-02

Contractor	Base Bid	Responsible Contractor Forms	Addendums	Bonds	Drain Deduct/Ea	Deck Replacement Per Sq.ft.	Skylight/Ea	Cleaning/Hr
Berwald Roofing	\$297,100.00	X	1 & 2	X	\$2,000.00	\$15.00	\$710.00	\$105.00
John A. Dalsin & Son	\$248,870.00	X	1 & 2	X	\$1,800.00	\$12.00	\$943.00	\$85.00
Peterson Bros. Roofing	\$234,000.00	X	1 & 2	X	\$400.00	\$9.25	\$1,100.00	\$85.00

AGENDA ITEM: Tentative Agreement – 2017-19 Contract with
School Service Employees SEIU Local 284 Paraprofessionals

MEETING DATE: February 12, 2018

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Mitch Cooper, Director of Human Resources
Tim Wald, Assistant Superintendent for Finance and Operations
Tom Wiczorek, Director of Finance

BACKGROUND:

The District has reached a tentative agreement with the School Service Employees SEIU Local 284 Paraprofessionals. The unit ratified the tentative agreement on January 23, 2018 for 2017-18 and 2018-19.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Mitch Cooper and Tim Wald will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2017-2019 Agreement with the School Service Employees SEIU Local 284 Paraprofessionals by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2017-19 Contract;

WHEREAS, the School Service Employees SEIU Local 284 Paraprofessionals have ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2019 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board.

AGENDA ITEM: Tentative Agreement – 2017-19 Contract with
School Service Employees SEIU Local 284 Secretarial and Clerical

MEETING DATE: February 12, 2018

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

The District has reached a tentative agreement with the School Service Employees SEIU Local 284 Secretarial and Clerical. The unit ratified the tentative agreement on January 31, 2018 for 2017-18 and 2018-19.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Mitch Cooper and Tim Wald will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2017-2019 Agreement with the School Service Employees SEIU Local 284 Secretarial and Clerical by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2017-19 Contract;

WHEREAS, the School Service Employees SEIU Local 284 Secretarial and Clerical have ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2019 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board.

AGENDA ITEM: Tentative Agreement – 2017-19 Contract with Principals’ Association

MEETING DATE: February 12, 2018

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Mitch Cooper, Director of Human Resources
Tim Wald, Assistant Superintendent for Finance and Operations
Tom Wiczorek, Director of Finance

BACKGROUND:

The District has reached a tentative agreement with the Principals’ Association. The unit ratified the tentative agreement on January 17, 2018 for 2017-18 and 2018-19.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Mitch Cooper and Tim Wald will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2017-2019 Agreement with the Principals’ Association by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2017-19 Contract;

WHEREAS, the Principals’ Association has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2019 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board.

AGENDA ITEM: Tentative Agreement – 2017-18 Contract with
Administrators’ Association

MEETING DATE: February 12, 2018

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

The District has reached a tentative agreement with the Administrators’ Association. The unit ratified the tentative agreement on January 2, 2018 for 2017-18.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Mitch Cooper and Tim Wald will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2017-2018 Agreement with the Administrators’ Association by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2017-18 Contract;

WHEREAS, the Administrators’ Association has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2018 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board.

AGENDA ITEM: **Policy 405, Veterans Preference**
MEETING DATE: **February 12, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

BACKGROUND:

School Board Policy 405, Veterans Preference, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January, and is being recommended for action.

This policy had minor changes to sections II. General Statement of Policy – B. and III. Procedures –F was added.

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

RECOMMENDATION:

To approve Policy 405, Veterans Preference, as recommended by the Policy Committee and Cabinet.

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

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 IMPLEMENTATION

- 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 non-disabled 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. A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. State. § 43A.16
 - ~~F-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.
 - ~~G-H~~ The VPA and the provisions of this policy do not apply to the position of ~~private secretary~~, 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 610, Field Trips, Fees and Fines**

MEETING DATE: **February 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 610, Field Trips, Fees and Fines, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January, and is being recommended for a second reading.

This policy had changes to sections II. General Statement of Policy; III. Regulations was added; and two legal references were added.

The purpose of this policy is to provide guidelines for student trips, fees and fines and to identify the general process to be followed for review and approval of trip requests.

RECOMMENDATION:

To approve Policy 610, Field Trips, Fees and Trips as recommended by the Policy Committee and Cabinet.

Adopted: September 8, 1997
Revised: October 9, 2006
Revised: December 14, 2009

*White Bear Lake Area
School Board Policy 610*

610 STUDENT FIELD TRIPS, FEES AND FINES

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips, fees and fines and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The general expectation of the school board that the district will provide free public school education, and that no student will be denied an education because of economic inability to secure ~~furnish education~~ books and supplies and to access opportunities outside of the classroom necessary to complete education requirements ~~necessary for graduation~~. (Policy Reference- Minn. Stat. §§123B.35, 123B.36 and 123B.37).
- B. ~~It is~~ The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas, which are defined below as instructional trips, supplementary trips and extended trips.

III. ~~FIELD TRIPS~~

A. Instructional Trips

Trips that take place during the school day and relate directly to a course of study, ~~and require student participation~~ shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be required of students to defray direct costs of instructional trips. (Minn. Stat. §123B.37). Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees) The school district may accept voluntary donations to defray the costs of field trips that are not required as part of a basic education or course (Minn. Stat. §§ 123B.35 and 123B.02, Subd. 6).

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other opportunities ~~special interest~~

groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. Prior to an extended trip the request form must be completed and approved at each level: principal, athletic-activity director, superintendent or designee, and school board. Exceptions to the approval policy may be granted or expedited by the superintendent or designee to accommodate emergencies or contingencies (e.g. tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

D. Regulations

1. ~~Rules of conduct and discipline for students and employees shall apply to all student trip activities.~~
2. ~~The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.~~
3. ~~Transportation shall be furnished through a commercial carrier or school owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.~~

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The School administration shall be responsible for providing more detailed procedures about trips, including the nature and extent of parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation will be furnished through a commercial carrier or school-owned vehicle.

- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. FEES AND FINES

A. Fees

1. Students may be charged fees in areas considered to be co-curricular, non-curricular, or supplementary to the education requirements for graduation.
2. District approved~~at~~ fees as authorized by the school board after public hearing, may be charged to help fund activities that are not required for graduation, as permitted by state law.
3. The school board will hold a public hearing within the district upon three weeks published notice prior to the initiation of any new fee not specifically authorized or prohibited under Minn. Stat. § 123B.36 or Minn. Stat. § 123B.37 (per Minn. Stat. § 123B.38).
4. Schools may reduce or waive student fees, except for parking fees, for students/families unable to pay such fees. Criteria to be considered might include free/reduced price meal status or family financial hardship information.

5. “Student fees” may include, but are not limited to, fees for co-curricular activities, behind-the-wheel driver education, band instrument rental, student parking, and early entrance testing.
6. Schools shall be allowed to require payment of fees by students as permitted under state law, including, but not limited to: supplemental publications or materials that are optional for student to use; field trips considered supplemental to the educational program; additional or more costly materials used for a project when the resultant product is in excess of minimum requirements and, at the student’s option, becomes the personal property of the student.

B. Fines

1. The district shall charge students for damage to school property, including charges reported by the Transportation Department for damage done to school buses.
2. Schools shall charge students for lost and damaged books, materials, supplies and equipment owned by the district.
3. Schools may fine students for parking violations on school property.

V. SCHOOL BOARD REVIEW

The superintendent or designee shall report at least annually to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)
Minn.Stat. § 169.011.Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454.Subd. 13 (Type III Vehicle Standards - Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff School District, 472 F.3d 1026 (8th Cir. 2007)

Cross References: WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 423 (Employee – Student Relationships)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 707 (Transportation of Public School Students)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 710 (Extracurricular Transportation)

POLICY 610, STUDENT FIELD TRIPS PROCEDURES

Administrative Responsibilities

- The building principal or activities director will have the responsibility for making sure that all the necessary steps needed to take for Board approval on overnight field trips occur with their staff.
- Schools may create a checklist for teachers that include the statement about prior Board approval needed for overnight trips.
- **The district must use a standard field trip checklist to ensure all field trip procedures have been followed.**

Volunteers and Field Trips

- **All overnight** volunteers need to have a background check. Every effort must be made to get the background check 30 days prior to the field trip. **A volunteer may not participate in any field trip without a background check.**
- It will be the responsibility of the building principal and/or the teacher or coach coordinating the activity to review the volunteer overnight packet.
- All volunteers ~~need to~~ **must** be informed about the code of conduct on a field trip, including being alone with students, substance use, etc.
- A volunteer handbook with pertinent policies will be provided for each building principal.

Student Behavior ~~on Field Trips~~

- Prior to leaving on the **a field** trip, all students and parents need to be informed that all school rules apply on this field trip.
- Students who violate school rules during the trip are subject to school discipline and the potential additional cost of an early return.

Independent School District No.
624 White Bear Lake, MN 55110

REQUEST FOR FIELD TRIP

☐

ONE DAY

☐

OVERNIGHT

Person Submitting Request _____

Date Submitted _____ School(s) _____

Sponsoring Organization or Class _____

Adult Advisor or Teacher _____

Destination _____

*Date(s) of Field Trip _____

Number of class days students will miss _____

Number of students going on trip _____

Number of students in class or organization **not going** on trip _____

Number of staff/adults going on trip _____ Number of reserves needed _____

Means of transportation (*if district bus, see below*) _____

School Pick-up Time: _____ (am ____ / pm ____)

Leave Destination Time: _____ (am ____ / pm ____)

Special Instructions for Transportation (*wheelchair, # of buses needed, other*) _____

Goal or purpose of trip (How it ties in with educational program). Use additional sheets of paper if needed.

Total Cost of the Trip per student? _____

Please list additional sources of revenue, if any, below:

Total Cost to Student after additional sources of revenue:

Date Received by Principal _____

Recommended by Principal _____

Recommended by Assistant Superintendent _____

School Board ☐ Approved ☐ Not Approved* Date

- If not approved, reason(s) not approved:
-

This form is to be used to submit a request for a field trip. See Policy 610.

***All extended trips (overnight) must have prior Board approval before the trip occurs.**

NOTE: School Board meeting dates are posted on the District website.

Return form to: jenna.battaglia@isd624.org or via fax: 651.407.7568

Revised 12/19/2017