

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

April 9, 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: April 2, 2018

A student recognition will be held on Monday, April 9, 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, April 9, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. Two School Board member will be attending the meeting by computer. They are: Chapman at Quality Inn & Suites Beachfront, 5924 Seawall Blvd., Galveston, TX and Ellison at Capitol Skyline Hotel, 101 St. SW, Washington DC.

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. Overview of Strategic Plan
2. First Reading of School Board Policies:
 - a. Policy 516, Student Medication
 - b. Policy 530, Immunization Requirements
 - c. Policy 525, Violence Prevention

E. OPERATIONAL ITEMS

1. Action on Strategic Plan
2. Action on Elementary Art for 2018-19
3. Action on Probationary Teacher Non Renewals
4. Action on Preliminary Draft of 2019-20 Calendar
5. Action on E3 Grants from the White Bear Lake Area Educational Foundation
6. Action on Central/North Tennis Courts
7. Action on Bellaire and Normandy Parking Lots
8. Action on North Campus Ceiling and Lighting Work
9. Action on School Board Policies:
 - a. Policy 410, Family & Medical Leave Policy
 - b. Policy 805, Waste Reduction & Recycling
 - c. Policy 806, Crisis Management Policy

10. *Closed Session for Preliminary Consideration of Allegations Against Employees

*This portion of the meeting will be closed as permitted by Minnesota Statute 13D.05, Subdivision 2(b). Subsequent to the closed session, the School Board will return to the open meeting to take action.

11. School Board Action Following the Closed Session

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **April 9, 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: **April 9, 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, March 5, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:02 p.m.
2. Roll Call – Present: Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman. Absent: Beloyed,
Ex-Officio: Kazmierczak
Cabinet: Cooper, Daniels, Paul, Wald
Student School Board Representative: Rensted
3. Pledge of Allegiance
4. Chapman motioned and Ellison seconded to approve the agenda as presented.
Voice vote: all ayes. Motion carried.
5. Wilson moved and Fahey seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of February 12 and work-study meeting of February 26;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips; and
 - Passage of resolution to approve personnel issues to include:
 - **Resignation/Termination – Classified Staff**
Brandon Bernier – Custodian, WBLAHS – North Campus
Employed by District 624 since 04/17/2017
Effective Date: 03/02/2018
 - **Resignation/Termination – Certified Staff**
Shelly Haddon – Spanish Teacher, Lakeaires and Matoska Elementary
Employed by District 624 since 08/22/2016
Effective Date: 06/08/2018
Hunta Williams – ASL Teacher, WBLAHS – North Campus
Employed by District 624 since 08/28/2017
Effective Date: 02/23/2018
 - **Retirement – Classified**
Linda Nichols – Pupil Support Assistant, Vadnais Elementary
Employed by District 624 since 09/02/1988
Effective Date: 06/07/2018
 - **Retirement – Certified**
Jo Tate – Gifted and Talented Coordinator, District Center
Employed by District 624 since 07/01/2013
Effective Date: 06/08/2018
 - **Full Time Leave Request – Certified Staff**
Benjamin Nakagaki – Mathematics Teacher, WBLAHS – North Campus
Employed by District 624 since 08/25/2005
Effective Date: 2018-2019 School Year
Erin Stumo – Language Arts Teacher, WBLAHS – North Campus
Employed by District 624 since 08/20/2014
Effective Date: 2018-2019 School Year

- **Part Time Leave Request – Certified Staff**
Nicole Mcgrathwaite – Social Studies Teacher, WBLAHS – South Campus
 Position .8 (Leave .2)
 Effective Date: 2018-2019 School Year
Catherine Olson – Mathematics Teacher, WBLAHS – North Campus
 Position .8 (Leave .2)
 Effective Date: 2018-2019 School Year
Amanda Vernon – Mathematics Teacher, WBLAHS – North Campus
 Position .8 (Leave .2)
 Effective Date: 2018-2019 School Year
- **Temporary Change In Assignment – Classified Staff**
Patricia Egemo – Pupil Support Assistant, Normandy
 From 12 hrs. per week to 17 hrs. per week
 Effective Date: 02/05/2018
- **Temporary Change In Assignment – Certified Staff**
Libby Cheolis – Speech Language Pathologist, Normandy, Hugo & Otter
 Elementary
 From .8 FTE to 1.0 FTE
 Effective Date: 02/12/2018 through 06/08/2018
- **New Personnel – Classified Staff**
Lisa Cordova – Program Assistant Leader, Lakeaires Elementary
 \$13.44/hr., 2.5 hrs. per day/ 100 days, \$3,360.00
 Effective Date: 02/12/2018
Cheryl Eterno – Lunchroom/Building Assistant, Willow Elementary
 \$17.29/hr., 5.0 hrs. per day/ 72days, \$6,224.40
 Effective Date: 02/17/2018
Alan Grund – Pupil Support Assistant, Otter Lake Elementary
 \$18.36/hr., 6.5 hrs. per day/ 71 days, \$8,473.14
 Effective Date: 02/20/2018
Kathleen Hatch – Pupil Support Assistant, Birch Lake Elementary
 \$18.36/hr., 6.5 hrs. per day/ 71 days, \$8,473.14
 Effective Date: 02/20/2018
Kendrick Livers – Pupil Support Assistant, Otter Lake Elementary
 \$18.36/hr., 6.5 hrs. per day/ 67 days, \$7,995.78
 Effective Date: 02/26/2018

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

B. PUBLIC FORUM – No one spoke.

C. INFORMATION ITEMS

1. Glasrud Fellowship Grants - Executive Director of the WBLAEF Dawn Hank provided information about the six 2018 Glasrud Fellowship Grants awarded to staff for professional development totalling \$12,500.
2. Superintendent's Report - Teacher and cross country assistant coach Sue Wurl received a state Breaking Barriers award. Students enjoyed I Love to Read month activities. Elementary schools have been presenting student productions and the Middle School Musical Singin in the Rain is on April 27, 28, and 29. Tickets will be available starting March 20 on the district website. A limited number of free

tickets will be available at our Senior Program. Spring Break is March 12-16. Strategic planning team will meet on March 20 to finalize the plan that will be presented to the school board at the March 26 work study meeting. The Board will take action on the plan on April 9. The district's AA bond rating was affirmed by Standard & Poors.

Student Report - South Campus students participated in the Advancing Science STEM event at Target Field. Students presented to industry professionals about STEM programs at WBLAS and won \$1000 to go towards American Heart Association certification for all students at South Campus. Students from both high schools and Central Middle School organized a walk out to protest gun violence and met at City Hall with Mayor Jo Emerson and Councilman Dan Jones. In the MSHSL Large Group Ensemble contest the Wind Ensemble received a Superior rating and the Symphonic Band received an Excellent rating. The robotics team will be at Mariucci Arena on March 30 and 31 for the annual contest. Students from the Gymnastics and Wrestling teams competed at State Competitions. Go Bears!

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. Policy 410, Family & Medical Leave Policy
 - b. Policy 805, Waste Reduction & Recycling
 - c. Policy 806, Crisis Management PolicyThe policies will be on the April 9 meeting agenda for action.

E. OPERATIONAL ITEMS

1. Wilson moved and Chapman seconded to approve the Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation Facilities Maintenance Bonds, Series 2018A. **Roll call vote: ayes - Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman. Nays - none. Motion carried.**
2. Ellison moved and Mullin second to approve the 2018-19 School Calendar as recommended by the administration. **Voice vote: all ayes. Nays none. Motion carried.**
3. Chapman moved and Wilson seconded to approve the Achievement and Integration Budget for 2018-19 as recommended by the administration. **Roll call vote: ayes - Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman. Nays - none. Motion carried.**
4. Newmaster moved and Wilson seconded to approve the proposed 2017-2019 Agreement with the School Service Employees SEIU Local 284 Extended Day Unit by passing the following resolution. WHEREAS, the parties have reached a tentative agreement on the 2017-19 Contract; WHEREAS, the School Service Employees SEIU Local 284 Extended Day Unit 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. **Roll call vote: ayes - Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman. Nays - none. Motion carried.**

5. Wilson moved and Ellison seconded to approve the following Board policies as recommended by the Policy Committee and Cabinet.
 - 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

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

F. BOARD FORUM – No reports.

G. ADJOURNMENT – Wilson moved and Mullin seconded to adjourn the meeting at 7:46 p.m.

Submitted by Ellen Fahey, clerk

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

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

A. PROCEDURAL ITEMS

1. Call to order - Mullin called the meeting to order at 5:30 p.m.
Roll Call - Present: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson
Student Representative: Rensted
Ex-officio: Kazmierczak
Cabinet: Cooper, Daniels, Maurer, Paul, Vette, Wald

B. DISCUSSION ITEMS

1. **Overview of Strategic Plan**
Superintendent Dr. Kazmierczak and North Campus Assistant Principal Angela Nelson presented the Strategic Plan finalized by the Planning Team Members on March 20, 2018. The Strategic Plan consists of twelve Belief statements, the Mission, five Parameters, six Objectives, and eight strategies with accompanying Action Plans. Approximately 200 members were involved in the Action Teams and all components were developed by agreement not by a vote. A draft of the Action Plans for each Strategy was presented indicating its placement in Phase 1, Phase 2, or Phase 3 and Fiscal Notes. The Strategic plan will be on the April 9, 2018 meeting agenda for approval and the document is available on the district website. Thank you to all those involved.
2. **International Baccalaureate (IB) Program Review**
Assistant Superintendent of Teaching and Learning Sara Paul presented administrative recommendations for the IB Primary Years Program and the IB Middle Years Program. Recommendation: Continue IB programming at Matoska. Recommendation: Discontinue operating under MYP IB model while ensuring our middle school program reflects the priorities of the strategic plan. Assistant Superintendent of Finance and Operations Tim Wald presented additional financial information related to IB based on questions that arose at the previous work study meeting. The Board is scheduled to act on the recommendations at the May 14, 2018 regular meeting.

3. **Elementary Art Instruction**

Assistant Superintendent for Teaching and Learning Sara Paul and Assistant Superintendent for Finance and Operations Tim Wald presented four options for the delivery of elementary art instruction. The recommendation of Cabinet and Elementary Principals will be presented to the Board for action at the April 9, 2018 regular meeting. Recommendation: Renew our current agreement with White Bear Center for the Arts for the 2018-19 school year and implement strategic initiative two (We will provide expanding access to a broad range of opportunities for all students). The cost is approximately \$85,200. The programming will directly reflect the K-5 visual arts standards. The options presented are available in the board packet.

C ADJOURNMENT - Wilson moved and Newmaster seconded to adjourn at 8:30 p.m.
Voice vote: all ayes. Motion carried.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **April 9, 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 - March

		<u>3/2/2018</u>	<u>3/15/2018</u>	<u>3/29/2018</u>
Direct Deposit	511403-511407	\$ 7,880.90		
Direct Deposit	511408-512911		\$ 1,996,263.56	
Direct Deposit	512912-514419			\$ 1,929,553.73

Check Nbr	Vendor Name	Check Date	Check Amount
91654	A-1 HYDRAULIC SALES & SERVICE	03/01/2018	430.17
91655	AARP DRIVER SAFETY PROGRAM	03/01/2018	213.00
91656	AARP DRIVER SAFETY PROGRAM	03/01/2018	240.00
91657	ACCLAIM SERVICES INC	03/01/2018	670.60
91658	ADDERLEY, DONALD	03/01/2018	59.00
91659	AFTON ALPS SKI AREA	03/01/2018	378.00
91660	ALBINDIA, THOMAS	03/01/2018	149.00
91661	AMAZON	03/01/2018	80.89
91662	AMAZON	03/01/2018	1,024.25
91663	AMAZON	03/01/2018	3,513.38
91664	AMAZON	03/01/2018	339.87
91665	AMAZON	03/01/2018	961.72
91666	AMAZON	03/01/2018	1,943.44
91667	AMAZON	03/01/2018	765.13
91668	AMAZON	03/01/2018	143.19
91669	AMAZON	03/01/2018	2,034.09
91670	AMAZON	03/01/2018	41.88
91671	AMAZON	03/01/2018	114.67
91672	AMAZON	03/01/2018	473.52
91673	AMAZON	03/01/2018	71.97
91674	AMAZON	03/01/2018	699.80
91675	AMER CANCER SOCIETY	03/01/2018	502.75
91676	AMER CANCER SOCIETY	03/01/2018	2,500.50
91677	ANDERSON, TOM L	03/01/2018	82.00
91678	ARAMARK REFRESHMENT SERVICES	03/01/2018	106.48
91679	ARTEDUTC LLC	03/01/2018	702.00
91680	ASL INTERPRETING SERVICES	03/01/2018	240.00
91681	ASTLEFORD EQUIPMENT CO	03/01/2018	555.55
91682	ATC GROUP SERVICES LLC	03/01/2018	3,283.53
91683	THE BAKKEN MUSEUM	03/01/2018	2,430.00
91684	BARDAL, PRIYA	03/01/2018	91.60
91685	BARNES & NOBLE	03/01/2018	107.89
91686	BARNETT WB CHRYSLER JEEP DODGE	03/01/2018	706.24
91687	BEHLOW, DAVID	03/01/2018	262.11
91688	BENSEN, KATHERINE K	03/01/2018	208.57
91689	BEST BUY BUSINESS ADVANTAGE AC	03/01/2018	7,569.72
91690	BLICK ART MATERIALS	03/01/2018	343.00
91691	BLUE TARP FINANCIAL INC	03/01/2018	104.45
91692	BOHL, STEVE	03/01/2018	76.00
91693	BOWMAN, DON	03/01/2018	76.00
91694	BOYER TRUCKS	03/01/2018	27.94
91695	BRAINPOP LLC	03/01/2018	230.00
91696	BROAD REACH	03/01/2018	536.06
91697	BROWN, BRUCE	03/01/2018	82.00
91698	BROWN, RAYMOND	03/01/2018	58.00
91699	BSN SPORTS	03/01/2018	510.30
91700	THE BUG COMPANY	03/01/2018	16.00
91701	THE CAMBRIAN GROUP	03/01/2018	11,400.00
91702	CAPITAL ONE COMMERCIAL	03/01/2018	202.55
91703	CAPTURE VIDEO	03/01/2018	600.00

Check Nbr	Vendor Name	Check Date	Check Amount
91704	CARBONES PIZZERIA	03/01/2018	303.04
91705	CARLSON, JEREMY	03/01/2018	82.00
91706	CARLSON WAGONLIT TRAVEL	03/01/2018	63,850.00
91707	CCP INDUSTRIES INC	03/01/2018	462.64
91708	CDW GOVERNMENT INC	03/01/2018	42,385.00
91709	CENTURY COLLEGE	03/01/2018	6,750.00
91710	CERTIFIED LABORATORIES	03/01/2018	355.75
91711	CHAMPIONSHIP PRODUCTS UNLTD	03/01/2018	2,542.00
91712	CIRCUS JUVENTAS	03/01/2018	2,720.00
91713	CLEAN IMAGE	03/01/2018	335.00
91714	EDUCATIONAL RESEARCH AND DEV	03/01/2018	340.00
91715	COBORNS DELIVERS	03/01/2018	101.44
91716	COMPUTER EXPLORERS	03/01/2018	405.00
91717	Vendor Continued Check	03/01/2018	0.00
91718	CONNEY SAFETY	03/01/2018	672.55
91719	CONTINENTAL RESEARCH CORP	03/01/2018	1,846.16
91720	COOPER, KENNETH	03/01/2018	82.00
91721	Vendor Continued Check	03/01/2018	0.00
91722	Vendor Continued Check	03/01/2018	0.00
91723	Vendor Continued Check	03/01/2018	0.00
91724	CORNERSTONE OCCUPATIONAL	03/01/2018	800.00
91725	CRAYOLA EXPERIENCE	03/01/2018	112.50
91726	CUB FOODS OF WHITE BEAR TWSHP	03/01/2018	186.06
91727	CULLIGAN BOTTLED WATER	03/01/2018	73.70
91728	Vendor Continued Check	03/01/2018	0.00
91729	CUMMINS NPOWER LLC	03/01/2018	1,911.97
91730	CUNNINGHAM, BRIAN	03/01/2018	241.98
91731	DATA MANAGEMENT INC	03/01/2018	110.00
91732	DEGARDNER, RICK	03/01/2018	59.00
91733	DELEGARD TOOL OF TEXAS INC	03/01/2018	393.13
91734	DESIGNER SIGN SYSTEMS INC	03/01/2018	54.40
91735	DOMINOS PIZZA	03/01/2018	90.49
91736	DONATELLI'S	03/01/2018	4,135.00
91737	DOOR SERVICE COMPANY	03/01/2018	178.00
91738	DOUGLAS, SANDRA L	03/01/2018	75.00
91739	DEFINITIVE TECHNOLOGY SOLUTION	03/01/2018	404.82
91740	DW WRESTLING PRODUCTS	03/01/2018	55.00
91741	EAGAN SHIRT WERKS	03/01/2018	1,712.65
91742	EAST RIDGE HIGH SCHOOL	03/01/2018	400.00
91743	ECKROTH MUSIC	03/01/2018	221.80
91744	EDEN PRAIRIE HIGH SCHOOL	03/01/2018	300.00
91745	EDUCATION.COM	03/01/2018	59.94
91746	ELLWEIN, DAN	03/01/2018	130.00
91747	ENGINEER SUPPLY	03/01/2018	1,548.99
91748	EQUITY ALLIANCE MN	03/01/2018	29,877.50
91749	EVANS, DANIEL MICHAEL	03/01/2018	58.00
91750	EVERWHITE	03/01/2018	543.99
91751	FAIRCLOUGH, KARI L	03/01/2018	120.00
91752	FASTENAL COMPANY	03/01/2018	805.79
91753	FEEDBACK SPORTS LLC	03/01/2018	534.43

Check Nbr	Vendor Name	Check Date	Check Amount
91754	FESTIVAL FOODS-KNOWLAN'S	03/01/2018	311.62
91755	FLINN SCIENTIFIC INC	03/01/2018	109.24
91756	FRACTAL FOUNDATION	03/01/2018	150.00
91757	FROEHLICH, POLLY	03/01/2018	30.95
91758	FUN AND FUNCTION	03/01/2018	2,180.89
91759	FUN EXPRESS LLC	03/01/2018	46.53
91760	GALVIN JAMES B	03/01/2018	55.29
91761	GEPHART TRUCKING	03/01/2018	5,575.00
91762	GILLUND ENTERPRISES	03/01/2018	421.60
91763	GOLDCOM INC	03/01/2018	829.68
91764	GOODSOURCE SOLUTIONS	03/01/2018	4,478.88
91765	GOPHER	03/01/2018	233.88
91766	GRAND SLAM SPORTS @ COON RAPID	03/01/2018	1,575.00
91767	GRANT, CORLYCE	03/01/2018	90.00
91768	GREATAMERICA FINANCIAL SERVICE	03/01/2018	1,598.86
91769	GROTH MUSIC CO	03/01/2018	84.68
91770	GUERIN KERRY	03/01/2018	76.00
91771	HD SUPPLY FACILITIES	03/01/2018	499.90
91772	HEALTHPARTNERS	03/01/2018	168,083.08
91773	HERC-U-LIFT	03/01/2018	210.60
91774	HERMES, MARK W	03/01/2018	58.00
91775	HIAWATHA HOMECARE	03/01/2018	1,162.00
91776	HOGLUND BUS AND TRUCK CO	03/01/2018	6,796.75
91777	HOME DEPOT CREDIT SERVICES	03/01/2018	33.13
91778	Vendor Continued Check	03/01/2018	0.00
91779	IFD	03/01/2018	57,761.57
91780	INSIDE TRACK CLUB	03/01/2018	250.00
91781	JENNY HANLON CONSULTING	03/01/2018	425.00
91782	JENS VENDING	03/01/2018	150.00
91783	JIMMY JOHNS #3450	03/01/2018	74.37
91784	JOHNSON, JAMES LOUIS	03/01/2018	76.00
91785	JOHNSON CONTROLS INC	03/01/2018	1,781.26
91786	JOHNSON, ZACHARY	03/01/2018	76.00
91787	JONES SCHOOL SUPPLY CO INC	03/01/2018	582.75
91788	JUNDT, JOHN	03/01/2018	82.00
91789	JUNIOR LIBRARY GUILD	03/01/2018	207.20
91790	JW PEPPER & SON INC	03/01/2018	11.25
91791	KAEHLER, MATTHEW PAUL	03/01/2018	149.00
91792	Vendor Continued Check	03/01/2018	0.00
91793	KATH FUEL OIL SERVICE CO	03/01/2018	19,187.58
91794	KIDCREATE STUDIO	03/01/2018	1,104.00
91795	KIPKA, KATRINA	03/01/2018	21.00
91796	Vendor Continued Check	03/01/2018	0.00
91797	KRAFT CONTRACTING & MECHANICAL	03/01/2018	13,721.52
91798	KREMER SERVICES LLC	03/01/2018	1,579.72
91799	KVITRUD, DANIEL J	03/01/2018	82.00
91800	LAKEVIEW ELECTRICAL SERVICES	03/01/2018	250.00
91801	LANGERS	03/01/2018	4,250.00
91802	LIBRARY STORE INC	03/01/2018	81.87
91803	LISA'S PHOTOGRAPHY	03/01/2018	264.75

Check Nbr	Vendor Name	Check Date	Check Amount
91804	LIVINGSTON, TYLER	03/01/2018	76.00
91805	LL BEAN	03/01/2018	229.00
91806	L T G POWER EQUIPMENT	03/01/2018	409.08
91807	LUDEMAN, DARCIE	03/01/2018	82.00
91808	LUNDQUIST DAVID A	03/01/2018	118.00
91809	LUTHERAN SOCIAL SERVICE/FGP	03/01/2018	300.00
91810	MN ASSOC FOR CHILDREN'S MENTAL	03/01/2018	340.00
91811	MAILFINANCE INC	03/01/2018	431.82
91812	MASON, MICHAEL	03/01/2018	610.25
91813	MN COUNCIL OF TEACHERS OF MATH	03/01/2018	450.00
91814	MEDTOX LABORATORIES	03/01/2018	280.56
91815	MELLAS ELECTRIC INC	03/01/2018	202.50
91816	MIDAMERICA ADMIN & RETIREMENT	03/01/2018	5,028.00
91817	MIDWEST BUS PARTS INC	03/01/2018	36.87
91818	MINVALCO INC	03/01/2018	2,437.32
91819	MN ELEVATOR INC	03/01/2018	936.20
91820	MN STATE UNIV MANKATO	03/01/2018	200.00
91821	MN ULTIMATE	03/01/2018	750.00
91822	MN SCHOOL AGE CARE ALLIANCE	03/01/2018	80.00
91823	MOBILE CITIZEN LLC	03/01/2018	1,929.50
91824	MOBILE RADIO ENGINEERING INC	03/01/2018	79.00
91825	MOORE, CYNTHIA A	03/01/2018	700.00
91826	MOR GOLF AND UTILITY	03/01/2018	6,790.22
91827	MPLS ST PAUL MAGAZINE	03/01/2018	19.95
91828	MN SCHOOL SOCIAL WORKERS ASSN	03/01/2018	90.00
91829	MUSCANTO, STEPHEN	03/01/2018	59.00
91830	NAC MECHANICAL & ELECTRICAL SE	03/01/2018	775.68
91831	NAPA AUTO PARTS	03/01/2018	133.49
91832	NASSEFF MECH CONTRACTORS	03/01/2018	3,862.74
91833	NATHANSON, GLORIA	03/01/2018	51.83
91834	NATL RECOGNITION PRODUCTS	03/01/2018	695.14
91835	NATURESEAL INC	03/01/2018	3,484.70
91836	NCS PEARSON INC	03/01/2018	67.00
91837	NEXUS HOLIDAYS	03/01/2018	692.00
91838	NORCENTRONIX DISTRIBUTING	03/01/2018	402.00
91839	NORCOSTCO	03/01/2018	149.75
91840	NORTHBOUND CREATIVE	03/01/2018	382.20
91841	NORTHERN LANDSCAPE & IRRIGATIO	03/01/2018	2,200.00
91842	NOVAK, JAMES	03/01/2018	59.00
91843	OLSEN FIRE PROTECTION	03/01/2018	372.50
91844	ORIGINS	03/01/2018	39.58
91845	OXYGEN SERVICE CO INC	03/01/2018	129.90
91846	PALOS SPORTS INC	03/01/2018	69.99
91847	PATIENT TOOLS INC	03/01/2018	141.00
91848	PETERSON BROS ROOFING & CONST	03/01/2018	1,026.29
91849	PHILLIPS, LISA A	03/01/2018	55.00
91850	PHOENIX SCHOOL COUNSELING LLC	03/01/2018	4,319.69
91851	PHUSION LLC	03/01/2018	569.62
91852	PICTURE THAT!	03/01/2018	143.25
91853	PINZ	03/01/2018	372.35

Check Nbr	Vendor Name	Check Date	Check Amount
91854	POLAR CHEVROLET MAZDA	03/01/2018	1,123.57
91855	POSTMASTER	03/01/2018	225.00
91856	PRESS PUBLICATIONS	03/01/2018	516.80
91857	R & R SPECIALTIES INC	03/01/2018	71.00
91858	RAMSEY COUNTY PARKS/REC DEPT	03/01/2018	2,854.00
91859	REDWOOD TOXICOLOGY LABORATORY	03/01/2018	90.70
91860	RENTAL REHAB & REPAIR	03/01/2018	11,396.35
91861	REPUBLIC SERVICES #899	03/01/2018	8,188.18
91862	RESOURCES FOR READING INC	03/01/2018	316.00
91863	ROBERTS, STANLEY	03/01/2018	58.00
91864	ROBINS ADAPTED ATHLETICS BOOST	03/01/2018	150.00
91865	SAFEGWAY DRIVING SCHOOL	03/01/2018	8,820.00
91866	SAM'S CLUB/SYNCHRONY BANK	03/01/2018	1,352.53
91867	SCANTRON CORPORATION	03/01/2018	636.16
91868	SCHEFFLER, BENJAMIN	03/01/2018	76.00
91869	SCHINDLER ELEVATOR CORP	03/01/2018	787.74
91870	SCHOAF, JOSHUA	03/01/2018	76.00
91871	SCHOOL HEALTH CORPORATION	03/01/2018	10.12
91872	SCHWANTES, JUSTIN	03/01/2018	84.00
91873	SCHWINTEK, BRENDA	03/01/2018	241.98
91874	SCIENCE MUSEUM OF MINNESOTA	03/01/2018	229.00
91875	SEEGER, MAX	03/01/2018	58.00
91876	SEEVER, GRAY	03/01/2018	160.00
91877	SHERIDAN, KEVIN JOHN	03/01/2018	400.00
91878	SHIELD, CAROL	03/01/2018	241.98
91879	SKATETIME SCHOOL PROGRAMS	03/01/2018	1,560.00
91880	SKY CALENDAR	03/01/2018	12.00
91881	SNAP-ON	03/01/2018	544.90
91882	SNODDY, JASON	03/01/2018	58.00
91883	SOLBERG, SARAH K	03/01/2018	241.98
91884	SOUTH ST PAUL STEEL SUPPLY CO	03/01/2018	802.40
91885	SPEARS, BRANDON	03/01/2018	76.00
91886	ST PAUL PIONEER PRESS	03/01/2018	2.93
91887	STAHLEY, DAN	03/01/2018	82.00
91888	STATE SUPPLY CO	03/01/2018	4,015.70
91889	STAY TUNED PIANO SERVICES	03/01/2018	98.00
91890	STEDMAN, JULIA A	03/01/2018	22.89
91891	STUMPF, DANIEL	03/01/2018	84.00
91892	SUPER DUPER PUBLICATIONS	03/01/2018	30.25
91893	SVL SERVICE CORPORATION	03/01/2018	414.90
91894	SYNOVIA SOLUTIONS	03/01/2018	1,551.40
91895	TERMINAL SUPPLY CO	03/01/2018	70.10
91896	THOMAS, MAC	03/01/2018	58.00
91897	THREE RIVERS PARK DISTRICT	03/01/2018	62.50
91898	TRADE PRESS INC	03/01/2018	338.00
91899	TRANSPORTATION MGMT CORP	03/01/2018	36.50
91900	TRI-STATE BOBCAT	03/01/2018	473.02
91901	TROLLHAUGEN	03/01/2018	1,584.00
91902	TRUCK UTILITIES MFG CO	03/01/2018	210.00
91903	TRUONG, HUNG	03/01/2018	400.00

Check Nbr	Vendor Name	Check Date	Check Amount
91904	TURFWERKS INC	03/01/2018	109.64
91905	TVEDT, ERIC	03/01/2018	82.00
91906	TWIN CITY HARDWARE	03/01/2018	714.94
91907	TWIN CITY TRANSPORTATION INC	03/01/2018	104,123.96
91908	UNITED PARCEL SERVICE UPS	03/01/2018	25.63
91909	UNIVERSITY OF MINNESOTA	03/01/2018	12,180.00
91910	UNIVERSAL ATHLETIC	03/01/2018	94.43
91911	US FOODS CULINARY EQUIP & SUPP	03/01/2018	192.65
91912	VERITAS	03/01/2018	7,867.70
91913	VERIZON WIRELESS	03/01/2018	1,462.20
91914	WB AREA EMERGENCY FOOD SHELF	03/01/2018	65.00
91915	WHITE BEAR CENTER FOR THE ARTS	03/01/2018	9,200.00
91916	WHITE BEAR FLORAL SHOP	03/01/2018	119.76
91917	WHITE BEAR LOCKSMITH INC	03/01/2018	12.00
91918	WHITE BEAR LAKE (CITY OF)	03/01/2018	2,258.00
91919	WHITE BEAR LIONS CLUB	03/01/2018	144.00
91920	WEBER, JASON	03/01/2018	152.00
91921	Vendor Continued Check	03/01/2018	0.00
91922	WILCOX PAPER	03/01/2018	311.85
91923	WILD MOUNTAIN	03/01/2018	4,092.00
91924	WINNICK SUPPLY	03/01/2018	17.60
91925	WOHLERS, BRADLEY	03/01/2018	130.00
91926	WOLVIN, STEVEN	03/01/2018	76.00
91927	XCEL ENERGY	03/01/2018	85,377.91
91928	XCEL ENERGY	03/01/2018	93,767.53
91929	YANKEE CANDLE	03/01/2018	78.83
91930	ZEIMETZ, ANN MARIE	03/01/2018	75.00
91931	ZERO GRAVITY TRAMPOLINE PARK	03/01/2018	60.00
278	Computer	Check(s) For a Total of	929,889.11

Check Nbr	Vendor Name	Check Date	Check Amount
89136	ASSETGENIE INC	03/01/2018	0.00
90771	AMAZON	03/01/2018	0.00
2	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
89494	CUB FOODS OF WHITE BEAR TWSHP	03/01/2018	334.89
91157	HD SUPPLY WATERWORKS LTD	03/01/2018	499.90
91567	PETERSON COMPANIES INC	03/01/2018	475.98
3	Void	Check(s) For a Total of	1,310.77

	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
	278	Computer	Checks For a Total of	929,889.11
Total For	280	Manual, Wire Tran, ACH & Computer Checks		929,889.11
Less	3	Voided	Checks For a Total of	1,310.77
		Net Amount		928,578.34

Check Nbr	Vendor Name	Check Date	Check Amount
91932	GREATER TWIN CITIES UNITED WAY	03/02/2018	202.20
91933	IUOE LOCAL 70	03/02/2018	2,276.50
91934	Vendor Continued Check	03/02/2018	0.00
91935	Vendor Continued Check	03/02/2018	0.00
91936	Vendor Continued Check	03/02/2018	0.00
91937	Vendor Continued Check	03/02/2018	0.00
91938	MADISON NATIONAL LIFE	03/02/2018	39,047.50
91939	Vendor Continued Check	03/02/2018	0.00
91940	SCHOOL SERVICE EMPLOYEES	03/02/2018	7,789.52
91941	US DEPT OF EDUCATION	03/02/2018	506.85
91942	WBLA EDUCATIONAL FOUNDATION	03/02/2018	432.00
91943	WI SCTF	03/02/2018	824.69
12	Computer	Check(s) For a Total of	51,079.26

	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
	12	Computer	Checks For a Total of	51,079.26
Total For	12	Manual, Wire Tran, ACH & Computer	Checks	51,079.26
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		51,079.26

Check Nbr	Vendor Name	Check Date	Check Amount
9990395	AIG	03/08/2018	6,348.15
9990396	AMERICAN FUNDS	03/08/2018	85,091.16
9990397	AMERICAN UNITED LIFE	03/08/2018	82,365.48
9990398	AMERIPRISE FINANCIAL SERVICES	03/08/2018	13,386.49
9990399	AXA EQUITABLE	03/08/2018	31,541.26
9990400	EDUCATION MN ESI BILLING TRUST	03/08/2018	34,193.37
9990401	Vendor Continued Check	03/08/2018	0.00
9990402	Vendor Continued Check	03/08/2018	0.00
9990403	Vendor Continued Check	03/08/2018	0.00
9990404	Vendor Continued Check	03/08/2018	0.00
9990405	INTERNAL REVENUE SERVICE	03/08/2018	703,567.32
9990406	METROPOLITAN LIFE	03/08/2018	2,432.39
9990407	MN DEPT OF HUMAN SERVICES	03/08/2018	1,504.50
9990408	Vendor Continued Check	03/08/2018	0.00
9990409	MN DEPT OF REVENUE	03/08/2018	116,971.89
9990410	MN REVENUE	03/08/2018	255.89
9990411	MN STATE RETIREMENT	03/08/2018	6,331.25
9990412	Vendor Continued Check	03/08/2018	0.00
9990413	PUBLIC EMP RETIREMENT ASSOC	03/08/2018	120,449.38
9990414	Vendor Continued Check	03/08/2018	0.00
9990415	TEACHERS RETIREMENT ASSOC	03/08/2018	349,637.56
9990416	VANGUARD SMALL BUSINESS SERVIC	03/08/2018	27,403.47
9990417	WHITE BEAR LAKE TEACHERS ASSOC	03/08/2018	40,769.96
23	Computer	Check(s) For a Total of	1,622,249.52

	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
	23	Computer	Checks For a Total of	1,622,249.52
Total For	23	Manual, Wire Tran, ACH & Computer Checks		1,622,249.52
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,622,249.52

Check Nbr	Vendor Name	Check Date	Check Amount
171800811	ANDERSON, CHRISTINA T	03/13/2018	55.60
171800812	ANDERSON, SHANNON A M	03/13/2018	467.18
171800813	ASPER, STEVEN M	03/13/2018	204.12
171800814	BATTERMAN, ANGELA N	03/13/2018	94.28
171800815	BECKER, JILL E	03/13/2018	106.55
171800816	BOWERMASTER, TRACI G	03/13/2018	66.00
171800817	BREMER, JACLYN ANN	03/13/2018	65.36
171800818	BURSACK LEROUX, BARBARA L	03/13/2018	54.28
171800819	CARDOSO, CARA C	03/13/2018	356.00
171800820	CARLINSCHAUER, KYLE LEE	03/13/2018	50.84
171800821	CARLSON-CASA DE CALVO, JANET L	03/13/2018	65.00
171800822	COOPER, DEREK L	03/13/2018	76.51
171800823	DAOUST, LINDA M	03/13/2018	63.01
171800824	DERBY, SARA A	03/13/2018	406.99
171800825	DYMIT, MARIE S	03/13/2018	63.77
171800826	EGEMO, PATRICIA ANN	03/13/2018	95.24
171800827	ENGSTRAN, PAUL A	03/13/2018	65.00
171800828	FOX, FRANCINE H	03/13/2018	35.97
171800829	GRAMBUSH, TINA	03/13/2018	127.86
171800830	GUTHRIE, ASHLEY M	03/13/2018	94.03
171800831	HARRIMAN, DION D	03/13/2018	1,269.28
171800832	HARRIMAN, GRETCHEN E	03/13/2018	1,343.21
171800833	HAWKINSON, STEVEN A	03/13/2018	55.00
171800834	HEALY, JASON CHARLES	03/13/2018	116.60
171800835	HOLMAN, ADAM M	03/13/2018	264.77
171800836	HURT, JON-MYCHAL B	03/13/2018	46.14
171800837	INDLECOFFER, TRACI D	03/13/2018	34.65
171800838	JEBENS-SINGH, TARA L	03/13/2018	175.00
171800839	KAZMIERCZAK, WAYNE A	03/13/2018	501.13
171800840	LEHN, BRIDGET N	03/13/2018	246.25
171800841	MARTY, NICHOLAS B	03/13/2018	550.00
171800842	MCGARTHWAITE, MICHAEL R	03/13/2018	51.23
171800843	MENIER, MATTHEW M	03/13/2018	407.52
171800844	MILLER, MOLLY M	03/13/2018	33.25
171800845	MOORE, JENNIFER RAE	03/13/2018	302.37
171800846	NATHANSON, DAVID E	03/13/2018	50.00
171800847	NGUYEN, HUONG TK	03/13/2018	29.98
171800848	NYREN, DELROY E	03/13/2018	301.63
171800849	OLEARY, CHADRICK J	03/13/2018	75.98
171800850	PADDEN, MICHELLE E	03/13/2018	119.27
171800851	PAULSON, THOMAS M	03/13/2018	500.00
171800852	PETERSEN, NANCY BUNDLIE	03/13/2018	38.73
171800853	POLLARD, AIMIE N	03/13/2018	66.22
171800854	PRISSEL, JESSIE L	03/13/2018	113.81
171800855	RASCH, KIMBERLY MICHON	03/13/2018	1,010.50
171800856	RATLIFF, GERALD	03/13/2018	25.62
171800857	RIVERS, KELLY M	03/13/2018	45.00
171800858	ROESER, DANIEL WILLIAM	03/13/2018	689.98
171800859	ROSSITER, DANIEL J	03/13/2018	53.64
171800860	RUOHOMAKI, TERESA M	03/13/2018	117.40

Check Nbr	Vendor Name	Check Date	Check Amount
171800861	RYAN, CANDACE MAY	03/13/2018	41.22
171800862	SAMUELSON, BETH A	03/13/2018	37.50
171800863	SANDERS, MALORIE L	03/13/2018	325.00
171800864	SCHLOSSER, GABRIELLE A	03/13/2018	59.99
171800865	SCHULTZ, MARIA A	03/13/2018	99.99
171800866	SHELSTAD, JACQUALINE A	03/13/2018	303.15
171800867	ST MARTIN, LINDA MARIE	03/13/2018	7.63
171800868	STEADLAND, KEITH DAVID	03/13/2018	191.73
171800869	STIRLING, CONNIE B	03/13/2018	23.90
171800870	SYNAN, ERIN K	03/13/2018	54.79
171800871	TOUSSAINT, JANEL PHYLLIS	03/13/2018	175.69
171800872	VICHICH, JOHN P	03/13/2018	30.00
171800873	WALD, TIMOTHY A	03/13/2018	784.43
171800874	WALKER, DEBRA R	03/13/2018	75.00
171800875	WHITBY, SANDRA LYNN	03/13/2018	41.42
171800876	WILLCOXON SR, PETER	03/13/2018	792.00
171800877	XU, HUI	03/13/2018	30.15
171800878	YOUNGQUIST, CARISSA R	03/13/2018	86.31
68	ACH	Check(s) For a Total of	14,407.65

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	68	ACH	Checks For a Total of	14,407.65
	0	Computer	Checks For a Total of	0.00
Total For	68	Manual, Wire Tran, ACH & Computer Checks		14,407.65
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		14,407.65

Check Nbr	Vendor Name	Check Date	Check Amount
91944	A-1 HYDRAULIC SALES & SERVICE	03/15/2018	597.20
91945	AARP DRIVER SAFETY PROGRAM	03/15/2018	190.00
91946	AARP DRIVER SAFETY PROGRAM	03/15/2018	465.00
91947	ABEE INC	03/15/2018	2,213.00
91948	ACT INC	03/15/2018	250.00
91949	ALLSTREAM	03/15/2018	7,484.73
91950	ALLSTREAM	03/15/2018	319.02
91951	AMAZON	03/15/2018	223.09
91952	AMAZON	03/15/2018	684.72
91953	AMAZON	03/15/2018	147.52
91954	AMAZON	03/15/2018	1,612.70
91955	AMAZON	03/15/2018	3,251.18
91956	AMERICAN HEART ASSOCIATION	03/15/2018	151.00
91957	AMERICAN MESSAGING	03/15/2018	21.63
91958	AMERIPRIDE SERVICES	03/15/2018	894.86
91959	ANDERSON, PATRICIA	03/15/2018	14.45
91960	AMERICAN OCCUPATIONAL THERAPY	03/15/2018	387.00
91961	ARCH LANGUAGE NETWORK	03/15/2018	1,100.00
91962	ARTHUR J GALLAGHER & CO	03/15/2018	3,030.00
91963	ASL INTERPRETING SERVICES	03/15/2018	225.00
91964	BATTERIES PLUS BULBS	03/15/2018	113.04
91965	BENDER, CARMEN	03/15/2018	360.00
91966	BEST WESTERN WB COUNTRY INN	03/15/2018	829.16
91967	BLICK ART MATERIALS	03/15/2018	514.64
91968	BLOOD, DOUGLAS	03/15/2018	58.00
91969	BLUE TARP FINANCIAL INC	03/15/2018	65.95
91970	BRAMSCHER, JUDEE	03/15/2018	21.25
91971	BSN SPORTS	03/15/2018	2,072.25
91972	BWANA ARCHERY	03/15/2018	70.93
91973	CARDINAL, KATHLEEN T	03/15/2018	22.10
91974	CDW GOVERNMENT INC	03/15/2018	3,715.98
91975	CERTIFIED LABORATORIES	03/15/2018	564.01
91976	CINTAS FIRST AID & SAFETY	03/15/2018	324.16
91977	CENTRAL MN ASSOC OF SECONDARY	03/15/2018	350.00
91978	COBORNS DELIVERS	03/15/2018	45.85
91979	COMCAST	03/15/2018	290.92
91980	CONNEY SAFETY	03/15/2018	373.23
91981	CONTINENTAL CLAY CO	03/15/2018	1,633.78
91982	CONTINENTAL RESEARCH CORP	03/15/2018	1,550.43
91983	COUNTRY VIDEO BARN	03/15/2018	203.18
91984	CREGER, PAMELA K	03/15/2018	46.49
91985	CUB FOODS OF WHITE BEAR TWSHP	03/15/2018	510.20
91986	CULLIGAN BOTTLED WATER	03/15/2018	132.14
91987	CUMMINS NPOWER LLC	03/15/2018	785.86
91988	CUSTOM INK LLC	03/15/2018	1,396.55
91989	DAILEY, NOAH	03/15/2018	455.62
91990	DAKOTA TRUCK UNDERWRITERS	03/15/2018	64,923.00
91991	DALCO CORPORATION	03/15/2018	76,161.37
91992	DECKER INC	03/15/2018	196.37
91993	DEGARDNER, RICK	03/15/2018	675.00

Check Nbr	Vendor Name	Check Date	Check Amount
91994	DEHNICKE, ADAM	03/15/2018	76.00
91995	DEJARLAIS, MARILYN	03/15/2018	25.56
91996	DEMCO INC	03/15/2018	638.14
91997	DESIGNER SIGN SYSTEMS INC	03/15/2018	72.84
91998	DISCOUNT SCHOOL SUPPLY	03/15/2018	271.35
91999	DISCRAFT	03/15/2018	1,287.29
92000	DIVERSIFIED SNACK DISTRIBUTION	03/15/2018	2,231.18
92001	DOMINOS PIZZA	03/15/2018	229.33
92002	DOMINOS PIZZA	03/15/2018	125.99
92003	DOOR SERVICE COMPANY	03/15/2018	5,955.00
92004	DOUBLETREE BY HILTON	03/15/2018	591.74
92005	Vendor Continued Check	03/15/2018	0.00
92006	DEFINITIVE TECHNOLOGY SOLUTION	03/15/2018	20,248.16
92007	DEFINITIVE TECHNOLOGY SOLUTION	03/15/2018	13,549.00
92008	EAZYHOLD	03/15/2018	37.98
92009	ECM PUBLISHERS INC	03/15/2018	1,195.00
92010	EDTECH TEAM	03/15/2018	1,156.00
92011	EHLERS	03/15/2018	285.00
92012	ENGSTRAN, STEVE	03/15/2018	1,350.00
92013	EVERGREEN PRESS	03/15/2018	15,987.85
92014	EXECUTIVE FUNCTION JUNCTION	03/15/2018	70.00
92015	EYE MED	03/15/2018	3,752.99
92016	F&N OPERATIONS LLC	03/15/2018	1,020.68
92017	FARBER SOUND	03/15/2018	1,017.64
92018	Vendor Continued Check	03/15/2018	0.00
92019	FASTENAL COMPANY	03/15/2018	498.79
92020	FESTIVAL FOODS-KNOWLAN'S	03/15/2018	462.09
92021	FIRST STUDENT INC	03/15/2018	200.00
92022	FLINN SCIENTIFIC INC	03/15/2018	304.67
92023	FOLLETT SCHOOL SOLUTIONS INC	03/15/2018	190.97
92024	FORD & HARRISON LLP	03/15/2018	138.00
92025	FRATTALONES HARDWARE STORES	03/15/2018	415.30
92026	FREEMAN, ROB	03/15/2018	82.00
92027	FUN EXPRESS LLC	03/15/2018	263.43
92028	GARVEY, PATRICIA	03/15/2018	19.97
92029	GEPHART TRUCKING	03/15/2018	3,335.00
92030	GRANDMA'S BAKERY INC	03/15/2018	170.96
92031	GREAT LAKES COCA COLA DIST LLC	03/15/2018	1,073.88
92032	GREAT RIVER OFFICE PRODUCTS	03/15/2018	4,270.00
92033	GROTH MUSIC CO	03/15/2018	80.85
92034	GRUBS, BROOK	03/15/2018	70.84
92035	H & B SPECIALIZED PRODUCTS	03/15/2018	791.00
92036	HAAS MUSICAL INSTRUMENT REPAIR	03/15/2018	243.50
92037	HALO TRANSPORTATION	03/15/2018	13,066.50
92038	HAMBURGER, JULIA JANE	03/15/2018	375.00
92039	HELLEN, ROBERT	03/15/2018	88.00
92040	HELMER, TERRY	03/15/2018	76.00
92041	HERITAGE FOOD SERVICE GROUP	03/15/2018	101.64
92042	HERMES, MARK W	03/15/2018	116.00
92043	HISDAHL INC	03/15/2018	124.00

Check Nbr	Vendor Name	Check Date	Check Amount
92044	HOLMES, JEFF	03/15/2018	1,590.00
92045	HOME SCIENCE TOOLS	03/15/2018	198.95
92046	HUBERT COMPANY	03/15/2018	59.71
92047	HUGO'S TREE CARE	03/15/2018	5,000.00
92048	HUMANE SOCIETY - GOLDEN VALLEY	03/15/2018	63.50
92049	IMAGE BUILDERS	03/15/2018	4,730.93
92050	INDUSTRIAL ARTS SUPPLY	03/15/2018	149.67
92051	INNOVATIVE OFFICE SOLUTIONS	03/15/2018	1,969.57
92052	ISD #8492 NEW DOMINION SCHOOL	03/15/2018	3,652.92
92053	J & R SCHOOL SUPPLIES	03/15/2018	120.00
92054	J.R.'S ADVANCED RECYCLERS	03/15/2018	30.00
92055	JAYTECH INC	03/15/2018	1,222.75
92056	JENNINGS, DWIGHT L	03/15/2018	1,350.00
92057	JIMMY JOHNS #869	03/15/2018	93.06
92058	JOES SPORTING GOODS	03/15/2018	6,600.00
92059	JUNIOR LIBRARY GUILD	03/15/2018	734.40
92060	KANCANS, KRISTINE LAURA	03/15/2018	150.00
92061	KARLSBURGER FOODS INC	03/15/2018	376.44
92062	KIEMEL JR, TIMOTHY H	03/15/2018	76.00
92063	KIMBALL MIDWEST	03/15/2018	294.40
92064	KMJ COMMUNICATIONS	03/15/2018	233.27
92065	KONICA MINOLTA PREMIER FINANCE	03/15/2018	6,169.71
92066	KOREEN, GLORIA	03/15/2018	24.65
92067	KRAFT CONTRACTING & MECHANICAL	03/15/2018	1,736.05
92068	LACROSSE UNLIMITED	03/15/2018	4,707.00
92069	LANGUAGE LINE SERVICES	03/15/2018	54.76
92070	LARSON, BEVERLEY M	03/15/2018	35.91
92071	LARSON ENGINEERING INC	03/15/2018	2,855.00
92072	LEGO EDUCATION	03/15/2018	1,235.85
92073	LIBERTY CLASSICAL ACADEMY	03/15/2018	1,350.00
92074	L T G POWER EQUIPMENT	03/15/2018	990.81
92075	MAC RUNNEL, MINDY L	03/15/2018	17.42
92076	MAKE A WISH FOUNDATION	03/15/2018	200.00
92077	MARCO, INC	03/15/2018	970.51
92078	MARCY COOK MATH	03/15/2018	33.60
92079	MARKET DISTRIBUTING	03/15/2018	566.10
92080	MCDONOUGH'S WATERJETTING AND	03/15/2018	331.00
92081	MEDTOX LABORATORIES	03/15/2018	18.70
92082	MN ELEMENTARY SCH PRIN ASSOC	03/15/2018	1,199.85
92083	METRO ECSU	03/15/2018	1,685.00
92084	METRO MEALS ON WHEELS INC	03/15/2018	5,877.00
92085	MID CITY SERVICES - INDUSTRIAL	03/15/2018	2,006.69
92086	MILLIGAN, THERESA J	03/15/2018	24.00
92087	MINVALCO INC	03/15/2018	298.80
92088	MN DEPT OF HEALTH	03/15/2018	35.00
92089	MN DEPT OF LABOR & INDUSTRY	03/15/2018	100.00
92090	MN ELEVATOR INC	03/15/2018	307.75
92091	MN HISTORICAL SOCIETY	03/15/2018	605.00
92092	MN ZOO	03/15/2018	493.00
92093	MOBILE RADIO ENGINEERING INC	03/15/2018	263.70

Check Nbr	Vendor Name	Check Date	Check Amount
92094	MN SCHOOL BOARDS ASSN	03/15/2018	185.00
92095	MN SUPERINTENDENTS OFC PERSONN	03/15/2018	530.00
92096	MUMBLEAU, RICHARD THOMAS	03/15/2018	350.00
92097	MWASSA, NAMBI NAMIREMBE	03/15/2018	75.00
92098	MY MEDICAL CLINIC	03/15/2018	820.00
92099	NAPA AUTO PARTS	03/15/2018	67.25
92100	NCB-SCI NASP	03/15/2018	700.00
92101	Vendor Continued Check	03/15/2018	0.00
92102	NCS PEARSON INC	03/15/2018	2,723.29
92103	NEOFUNDS BY NEOPOST	03/15/2018	500.00
92104	NEW WAY HYPNOSIS CLINC INC	03/15/2018	572.00
92105	NIENHUIS MONTESSORI USA INC	03/15/2018	83.90
92106	NIXON, CATHERINE AYANO	03/15/2018	218.00
92107	NORCENTRONIX DISTRIBUTING	03/15/2018	950.00
92108	NORTH STAR BANK	03/15/2018	7,650.00
92109	NORTH SUBURBAN TOWING	03/15/2018	325.00
92110	NOVAK, JANICE S	03/15/2018	820.00
92111	NYGAARD, SCOTT	03/15/2018	76.00
92112	O'NEIL, LOIS	03/15/2018	17.85
92113	O'REILLY AUTOMOTIVE INC	03/15/2018	1,099.49
92114	OFFICE DEPOT	03/15/2018	104.89
92115	ONENECK IT SOLUTIONS LLC	03/15/2018	525.00
92116	OXYGEN SERVICE CO INC	03/15/2018	10.64
92117	PANNING, NATHAN	03/15/2018	76.00
92118	PAR INC	03/15/2018	747.00
92119	PHOENIX ALTERNATIVES INC	03/15/2018	878.15
92120	PICTURE THAT!	03/15/2018	415.25
92121	PONCE TRAINED WRESTLING	03/15/2018	1,225.00
92122	POSITIVE PROMOTIONS	03/15/2018	75.82
92123	PRAXAIR DISTRIBUTION INC	03/15/2018	29.05
92124	PREMIUM WATERS INC	03/15/2018	113.70
92125	Vendor Continued Check	03/15/2018	0.00
92126	PRESS PUBLICATIONS	03/15/2018	6,020.94
92127	PRO-ED INC	03/15/2018	46.20
92128	PROFESSIONAL WIRELESS COMM	03/15/2018	530.22
92129	R & R SPECIALTIES INC	03/15/2018	71.00
92130	Vendor Continued Check	03/15/2018	0.00
92131	Vendor Continued Check	03/15/2018	0.00
92132	RAMSEY COUNTY	03/15/2018	1,847.29
92133	RAMSEY COUNTY PARKS/REC DEPT	03/15/2018	8,920.00
92134	RED BALLOON BOOKSHOP	03/15/2018	158.40
92135	REGENTS OF THE UNIV OF MN	03/15/2018	15.98
92136	REGION 4AA	03/15/2018	1,204.00
92137	REHBEIN TRANSIT CO INC	03/15/2018	14,440.00
92138	RENTAL REHAB & REPAIR	03/15/2018	4,291.25
92139	REYNOLDS, JESSE A	03/15/2018	345.00
92140	RISE, JESSE	03/15/2018	116.00
92141	ROETTGER, DORIS	03/15/2018	18.00
92142	ROSE, DIANA	03/15/2018	227.02
92143	ROSE MATT	03/15/2018	390.00

Check Nbr	Vendor Name	Check Date	Check Amount
92144	RUDE, LISA M	03/15/2018	225.00
92145	RUPP ANDERSON SQUIRES & WALDSP	03/15/2018	6,681.28
92146	SAIKO, KATHY	03/15/2018	25.50
92147	SAM'S CLUB/SYNCHRONY BANK	03/15/2018	485.20
92148	SAM'S CLUB/SYNCHRONY BANK	03/15/2018	96.85
92149	SAM'S CLUB/SYNCHRONY BANK	03/15/2018	824.21
92150	SAM'S CLUB/SYNCHRONY BANK	03/15/2018	72.89
92151	SAM'S CLUB/SYNCHRONY BANK	03/15/2018	1,086.97
92152	SAMACO SUPPLY	03/15/2018	2,035.52
92153	SAVE A LIFE MN	03/15/2018	507.00
92154	SCARBOROUGH-GHENT, JESSIE	03/15/2018	75.00
92155	Vendor Continued Check	03/15/2018	0.00
92156	SCHMITT MUSIC COMPANY	03/15/2018	529.00
92157	SCHOLASTIC BOOK FAIRS	03/15/2018	990.58
92158	SCHOLASTIC BOOK FAIRS	03/15/2018	1,852.82
92159	SCHOLASTIC INC	03/15/2018	187.52
92160	SCHOOL CHECK IN	03/15/2018	160.00
92161	SCHOOL HEALTH CORPORATION	03/15/2018	137.70
92162	SCHOOL OUTFITTERS	03/15/2018	636.49
92163	SCHOOL SPECIALTY	03/15/2018	570.75
92164	SEEVER, GRAY	03/15/2018	160.00
92165	SKODA, JACOB	03/15/2018	225.00
92166	SKYWARD INC	03/15/2018	200.00
92167	SMITLEY, SHARON L	03/15/2018	175.00
92168	SNODDY, JASON	03/15/2018	58.00
92169	SOUTHWEST BINDING & LAMINATING	03/15/2018	119.62
92170	SPARK	03/15/2018	924.00
92171	SPECIALTY PROMOTIONS	03/15/2018	1,160.75
92172	Vendor Continued Check	03/15/2018	0.00
92173	STAPLES ADVANTAGE	03/15/2018	3,614.05
92174	STAR AUTISM SUPPORT INC	03/15/2018	299.00
92175	STARTECHTEL.COM INC	03/15/2018	665.95
92176	STATE SUPPLY CO	03/15/2018	1,110.92
92177	THE STATION EVENT CENTER	03/15/2018	1,083.31
92178	STEDMAN, JULIA A	03/15/2018	13.62
92179	STREAMLINE DESIGN INC	03/15/2018	132.00
92180	STUDENT SUPPLY	03/15/2018	238.88
92181	SULLIVAN, TOM	03/15/2018	82.00
92182	SUMMIT COMPANIES	03/15/2018	277.04
92183	SYNCHRONY BANK	03/15/2018	47.44
92184	SYNOVIA SOLUTIONS	03/15/2018	1,551.40
92185	TARTAN HIGH SCHOOL	03/15/2018	60.00
92186	TEACHER SYNERGY LLC	03/15/2018	151.99
92187	TEXTBOOK WAREHOUSE INC	03/15/2018	178.50
92188	Vendor Continued Check	03/15/2018	0.00
92189	THYSSENKRUPP ELEVATOR CORP	03/15/2018	5,399.24
92190	TOTAL LUXURY LIMOUSINE	03/15/2018	1,175.55
92191	TRADE PRESS INC	03/15/2018	569.00
92192	TREASURED TRANSPORTATION	03/15/2018	73,192.98
92193	TRIO SUPPLY COMPANY	03/15/2018	6,356.00

Check Nbr	Vendor Name	Check Date	Check Amount
92194	TRUCK UTILITIES MFG CO	03/15/2018	169.29
92195	TRUSTED EMPLOYEES	03/15/2018	1,408.76
92196	TRANSPORTATION SUPPLIES INC	03/15/2018	608.44
92197	TURFWERKS INC	03/15/2018	155.71
92198	TUSA, COLLEEN T	03/15/2018	200.00
92199	TWIN CITY HARDWARE	03/15/2018	3,094.04
92200	TWIN CITIES TRANSPORT & RECOVER	03/15/2018	125.00
92201	TWIN CITY TRANSPORTATION INC	03/15/2018	115,533.01
92202	UHL CO INC	03/15/2018	43,171.35
92203	UNITED REFRIGERATION	03/15/2018	108.54
92204	UNITED STATES TREASURY	03/15/2018	780.00
92205	UNIVERSAL ATHLETIC	03/15/2018	933.73
92206	US FOODS CULINARY EQUIP & SUPP	03/15/2018	185.81
92207	VALLEYFAIR GROUP SALES	03/15/2018	6,125.00
92208	VIKING ELECTRIC SUPPLY	03/15/2018	4,185.28
92209	WASHINGTON CO	03/15/2018	1,207.11
92210	WHITE BEAR DANCE CENTER	03/15/2018	300.00
92211	WHITE BEAR FLORAL SHOP	03/15/2018	160.00
92212	WHITE BEAR LAKE (CITY OF)	03/15/2018	5,480.27
92213	WHITE BEAR LAKE (CITY OF)	03/15/2018	1,974.00
92214	WHITE BEAR LAKE SPORTS CENTER	03/15/2018	1,500.00
92215	WILSON, GARY	03/15/2018	125.33
92216	WIMER, MARY KATHRYN	03/15/2018	150.00
92217	WL HALL COMPANY	03/15/2018	9,778.00
92218	XIONG, XUE	03/15/2018	135.00
92219	ZABADAL, GEORGE J	03/15/2018	82.00
276	Computer	Check(s) For a Total of	717,026.87

Check Nbr	Vendor Name	Check Date	Check Amount
88820	CHEER MUSIC ADDICTION LLC	03/15/2018	0.00
1	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
91554	NORTHERN STAR COUNCIL, BSA	03/15/2018	384.00
91655	AARP DRIVER SAFETY PROGRAM	03/15/2018	213.00
2	Void	Check(s) For a Total of	597.00

	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
	276	Computer	Checks For a Total of	717,026.87
Total For	277	Manual, Wire Tran, ACH & Computer Checks		717,026.87
Less	2	Voided	Checks For a Total of	597.00
		Net Amount		716,429.87

Check Nbr	Vendor Name	Check Date	Check Amount
9990418	Vendor Continued Check	03/20/2018	0.00
9990419	BMO	03/20/2018	15,130.65
2	Computer	Check(s) For a Total of	15,130.65

	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
	2	Computer	Checks For a Total of	15,130.65
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	15,130.65
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		15,130.65

Check Nbr	Vendor Name	Check Date	Check Amount
92220	VOID	03/27/2018	VOID
92221	GREATER TWIN CITIES UNITED WAY	03/27/2018	202.20
92222	IUOE LOCAL 70	03/27/2018	2,397.56
92223	Vendor Continued Check	03/27/2018	0.00
92224	SCHOOL SERVICE EMPLOYEES	03/27/2018	9,520.28
92225	US DEPT OF EDUCATION	03/27/2018	507.96
92226	WBLA EDUCATIONAL FOUNDATION	03/27/2018	432.00
92227	WI SCTF	03/27/2018	824.69
8	Computer	Check(s) For a Total of	13,884.69

	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
	7	Computer	Checks For a Total of	13,884.69
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	13,884.69
Less	1	Voided	Checks For a Total of	0.00
		Net Amount		13,884.69

Check Nbr	Vendor Name	Check Date	Check Amount
9990420	AIG	03/27/2018	6,488.95
9990421	Vendor Continued Check	03/27/2018	0.00
9990422	AMERICAN FUNDS	03/27/2018	85,160.76
9990423	AMERICAN UNITED LIFE	03/27/2018	82,351.54
9990424	AMERIPRISE FINANCIAL SERVICES	03/27/2018	13,386.49
9990425	AXA EQUITABLE	03/27/2018	31,450.00
9990426	EDUCATION MN ESI BILLING TRUST	03/27/2018	34,118.47
9990427	Vendor Continued Check	03/27/2018	0.00
9990428	Vendor Continued Check	03/27/2018	0.00
9990429	Vendor Continued Check	03/27/2018	0.00
9990430	Vendor Continued Check	03/27/2018	0.00
9990431	Vendor Continued Check	03/27/2018	0.00
9990432	Vendor Continued Check	03/27/2018	0.00
9990433	Vendor Continued Check	03/27/2018	0.00
9990434	INTERNAL REVENUE SERVICE	03/27/2018	691,786.37
9990435	METROPOLITAN LIFE	03/27/2018	2,432.39
9990436	MN DEPT OF HUMAN SERVICES	03/27/2018	1,504.50
9990437	Vendor Continued Check	03/27/2018	0.00
9990438	MN DEPT OF REVENUE	03/27/2018	115,997.34
9990439	MN REVENUE	03/27/2018	913.73
9990440	MN STATE RETIREMENT	03/27/2018	6,331.25
9990441	Vendor Continued Check	03/27/2018	0.00
9990442	Vendor Continued Check	03/27/2018	0.00
9990443	PUBLIC EMP RETIREMENT ASSOC	03/27/2018	128,143.03
9990444	Vendor Continued Check	03/27/2018	0.00
9990445	TEACHERS RETIREMENT ASSOC	03/27/2018	341,338.60
9990446	VANGUARD SMALL BUSINESS SERVIC	03/27/2018	27,298.47
9990447	WHITE BEAR LAKE TEACHERS ASSOC	03/27/2018	40,850.57

28	Computer	Check(s) For a Total of	1,609,552.46
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	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
	28	Wire	Checks For a Total of	1,609,552.46
Total For	28	Manual, Wire Tran, ACH & Computer Checks		1,609,552.46
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,609,552.46

Check Nbr	Vendor Name	Check Date	Check Amount
171800879	ANDERSON, MARGARET ANN	03/27/2018	596.31
171800880	BABCOCK, ARIANA K	03/27/2018	195.00
171800881	BURSACK LEROUX, BARBARA L	03/27/2018	13.08
171800882	COOPER, MITCHELL L	03/27/2018	134.89
171800883	EDBERG, REBECCA J	03/27/2018	1,332.74
171800884	FORSTER, STEPHANIE M	03/27/2018	100.28
171800885	GREENE, VICTORIA L	03/27/2018	206.00
171800886	GRIPENTROG, TRACY A	03/27/2018	105.09
171800887	GUTHRIE, ASHLEY M	03/27/2018	195.00
171800888	HOGEN, KARIN ELIZABETH	03/27/2018	28.44
171800889	KATH, ABBY J	03/27/2018	117.47
171800890	KAZMIERCZAK, WAYNE A	03/27/2018	23.62
171800891	KENTFIELD, KELLY S	03/27/2018	68.67
171800892	KRAMLINGER, TRACEY A	03/27/2018	77.80
171800893	LACASSE, KIM S	03/27/2018	315.00
171800894	LANE, JOSHUA L	03/27/2018	76.80
171800895	LARSON, SCOTT A	03/27/2018	75.99
171800896	LAU, LAI F	03/27/2018	417.06
171800897	MARKUSON, RACHAEL J	03/27/2018	44.67
171800898	MILLER, MOLLY M	03/27/2018	20.99
171800899	MUNDELL, GERALD K	03/27/2018	676.32
171800900	NASVIK, CRAIG S	03/27/2018	607.51
171800901	OGRADY, CATHY SUE	03/27/2018	146.26
171800902	PHETTEPLACE, WANDA M	03/27/2018	40.00
171800903	RIDER, ANGELA L	03/27/2018	181.37
171800904	ROCKFORD, JEREMY W	03/27/2018	132.85
171800905	SALKOWICZ, JASON J	03/27/2018	124.63
171800906	SATHER, MICHELE T	03/27/2018	49.99
171800907	SPREEMAN, MARIBETH	03/27/2018	126.00
171800908	TREICHEL, SHANNON B	03/27/2018	550.00
171800909	VANG, SANDRA X	03/27/2018	105.13
171800910	VETTE, MARISA AA	03/27/2018	195.00
171800911	WEINKAUF, AMANDA LARUE	03/27/2018	80.50
171800912	WILLIAMS, HUNTA S	03/27/2018	12.12

34	ACH	Check(s) For a Total of	7,172.58
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	34	ACH	Checks For a Total of	7,172.58
	0	Computer	Checks For a Total of	0.00
Total For	34	Manual, Wire Tran, ACH & Computer	Checks	7,172.58
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		7,172.58

Check Nbr	Vendor Name	Check Date	Check Amount
92228	Vendor Continued Check	03/29/2018	0.00
92229	109 ARCHERY	03/29/2018	915.00
92230	2NDGEAR	03/29/2018	171.28
92231	AARP DRIVER SAFETY PROGRAM	03/29/2018	290.00
92232	AARP DRIVER SAFETY PROGRAM	03/29/2018	540.00
92233	AARP DRIVER SAFETY PROGRAM	03/29/2018	405.00
92234	ABEE INC	03/29/2018	732.00
92235	ACCLAIM SERVICES INC	03/29/2018	752.00
92236	ACOUSTICS ASSOCIATES	03/29/2018	19,600.00
92237	AGL CONSULTING	03/29/2018	2,520.00
92238	Vendor Continued Check	03/29/2018	0.00
92239	AGROPUR INC	03/29/2018	16,311.18
92240	ANDERSON-JOHNSON ASSOC	03/29/2018	13,768.75
92241	AMAZON	03/29/2018	1,671.34
92242	AMAZON	03/29/2018	1,273.30
92243	AMAZON	03/29/2018	248.51
92244	AMAZON	03/29/2018	205.73
92245	AMAZON	03/29/2018	1,598.22
92246	AMAZON	03/29/2018	185.19
92247	AMAZON	03/29/2018	1,242.61
92248	AMAZON	03/29/2018	129.71
92249	AMAZON	03/29/2018	1,738.76
92250	AMAZON	03/29/2018	250.01
92251	AMAZON	03/29/2018	295.78
92252	AMAZON	03/29/2018	1,210.18
92253	AMAZON	03/29/2018	1,358.00
92254	AMAZON	03/29/2018	91.76
92255	AMAZON	03/29/2018	345.00
92256	AMER COMMODITY DIST ASSOC	03/29/2018	255.00
92257	AMERICAN RED CROSS	03/29/2018	80.00
92258	AMER RED CROSS	03/29/2018	784.00
92259	ANDERSON'S	03/29/2018	426.36
92260	ARAMARK REFRESHMENT SERVICES	03/29/2018	120.00
92261	ARCADE ASPHALT CO	03/29/2018	26,075.00
92262	ARCH LANGUAGE NETWORK	03/29/2018	1,000.00
92263	ASTLEFORD INTERNATIONAL TRUCKS	03/29/2018	11.06
92264	ATC GROUP SERVICES LLC	03/29/2018	15,595.71
92265	BALDWIN COOKE	03/29/2018	419.39
92266	BARNES & NOBLE	03/29/2018	156.52
92267	BARNETT WB CHRYSLER JEEP DODGE	03/29/2018	100.00
92268	BARTHOLD	03/29/2018	1,934.57
92269	BATTERIES PLUS BULBS	03/29/2018	675.24
92270	BECKER ARENA PRODUCTS INC	03/29/2018	122.78
92271	BENDER, CARMEN	03/29/2018	80.00
92272	BEST BUY BUSINESS ADVANTAGE AC	03/29/2018	3,066.89
92273	BLICK ART MATERIALS	03/29/2018	334.50
92274	BLOOD, DOUGLAS	03/29/2018	116.00
92275	BLUE TARP FINANCIAL INC	03/29/2018	56.91
92276	BLUEBIRD SCREEN PRINT	03/29/2018	224.00
92277	BOYER TRUCKS	03/29/2018	51.06

Check Nbr	Vendor Name	Check Date	Check Amount
92278	BRAINPOP LLC	03/29/2018	150.00
92279	BRAUN INTERTEC CORPORATION	03/29/2018	11,950.00
92280	BSN SPORTS	03/29/2018	3,284.25
92281	THE BUG COMPANY	03/29/2018	33.75
92282	C-AIRE, INC	03/29/2018	23.10
92283	THE CAMBRIAN GROUP	03/29/2018	1,686.45
92284	CAPITAL ONE COMMERCIAL	03/29/2018	5.99
92285	CARBONES PIZZERIA	03/29/2018	59.85
92286	CARDWELL, EMILY	03/29/2018	245.00
92287	CDW GOVERNMENT INC	03/29/2018	2,841.00
92288	CENTERSHOT	03/29/2018	160.00
92289	CENTRE STAGE MANUFACTURING CO	03/29/2018	228.00
92290	CERMAK, CHRISTINE M	03/29/2018	25.00
92291	THE CHILDREN'S THEATRE COMPANY	03/29/2018	1,165.00
92292	CHILDRENS CANCER RESEARCH FUND	03/29/2018	80.00
92293	CLEAN IMAGE	03/29/2018	703.00
92294	CLIA LABORATORY PROGRAM	03/29/2018	150.00
92295	CLOSING THE GAP INC	03/29/2018	630.00
92296	COBORNS DELIVERS	03/29/2018	85.09
92297	CONNEY SAFETY	03/29/2018	642.74
92298	CONQUER NINJA BLAINE	03/29/2018	100.00
92299	CONSTANTINE DANCE CLASSES	03/29/2018	484.00
92300	Vendor Continued Check	03/29/2018	0.00
92301	CONTINENTAL RESEARCH CORP	03/29/2018	2,958.58
92302	COOPS SPORTSWEAR	03/29/2018	1,194.00
92303	CRISIS PREVENTION INSTITUTE IN	03/29/2018	767.20
92304	CROWN GLOBAL CONSULTING LLC	03/29/2018	8,700.00
92305	CUB FOODS OF WHITE BEAR TWSHP	03/29/2018	1,083.01
92306	CULLIGAN BOTTLED WATER	03/29/2018	1.80
92307	CURTIS, SUSIE	03/29/2018	30.00
92308	DELLWOOD COUNTRY CLUB	03/29/2018	1,197.06
92309	DEMCO INC	03/29/2018	20.60
92310	DOMINOS PIZZA	03/29/2018	4,132.50
92311	DONATELLI'S	03/29/2018	347.33
92312	DOOR SERVICE COMPANY	03/29/2018	30,520.00
92313	Vendor Continued Check	03/29/2018	0.00
92314	DEFINITIVE TECHNOLOGY SOLUTION	03/29/2018	8,635.48
92315	EAST RIDGE HIGH SCHOOL	03/29/2018	132.00
92316	ECKROTH MUSIC	03/29/2018	4,280.00
92317	EICHACKER, ERIC	03/29/2018	76.00
92318	END SLAVERY NOW	03/29/2018	80.00
92319	EVERLAST CLIMBING INDUSTRIES	03/29/2018	260.00
92320	FASTENAL COMPANY	03/29/2018	282.17
92321	FESTIVAL FOODS-KNOWLAN'S	03/29/2018	90.46
92322	FIRST STUDENT INC	03/29/2018	260,399.81
92323	FLINN SCIENTIFIC INC	03/29/2018	102.08
92324	FREY SCIENTIFIC	03/29/2018	92.65
92325	FUN EXPRESS LLC	03/29/2018	247.68
92326	GALLAGHERS NORTHWESTERN TIRE C	03/29/2018	498.35
92327	GENERAL PARTS LLC	03/29/2018	30.82

Check Nbr	Vendor Name	Check Date	Check Amount
92328	GENERAL OFFICE PRODUCTS CO	03/29/2018	1,959.60
92329	GILLUND ENTERPRISES	03/29/2018	619.60
92330	THE GOOD ACRE	03/29/2018	304.00
92331	GOPHER	03/29/2018	195.15
92332	GRAINGER	03/29/2018	11,421.41
92333	GRANDMA'S BAKERY INC	03/29/2018	60.34
92334	GREAT RIVER OFFICE PRODUCTS	03/29/2018	383.00
92335	GREATAMERICA FINANCIAL SERVICE	03/29/2018	3,018.71
92336	GREATER TWIN CITIES UNITED WAY	03/29/2018	202.20
92337	GRIEFENHAGEN, NICOLE JEAN	03/29/2018	60.00
92338	GRONSBURG, CHRISTINE	03/29/2018	65.00
92339	GROUP TRAVEL PLANNERS	03/29/2018	28,094.00
92340	H2O FOR LIFE	03/29/2018	80.00
92341	HAAS, CLAUDIA	03/29/2018	150.00
92342	HAAS MUSICAL INSTRUMENT REPAIR	03/29/2018	47.00
92343	HALLBERG ENGINEERING INC	03/29/2018	856.64
92344	HEALTHPARTNERS	03/29/2018	168,616.89
92345	HERC-U-LIFT	03/29/2018	692.40
92346	HIAWATHA HOMECARE	03/29/2018	3,976.00
92347	HISDAHL INC	03/29/2018	483.00
92348	HOGLUND BUS AND TRUCK CO	03/29/2018	11,364.70
92349	HOME DEPOT CREDIT SERVICES	03/29/2018	14.90
92350	HUDL	03/29/2018	1,100.00
92351	HUMANE SOCIETY	03/29/2018	80.00
92352	HUMANE SOCIETY - GOLDEN VALLEY	03/29/2018	80.00
92353	HURRICANE HARVEY RELIEF FUND	03/29/2018	2,600.00
92354	Vendor Continued Check	03/29/2018	0.00
92355	IFD	03/29/2018	32,035.18
92356	INK WIZARDS	03/29/2018	752.57
92357	INNOVATIVE OFFICE SOLUTIONS	03/29/2018	133.74
92358	INSTITUTE FOR MULTI SENSORY ED	03/29/2018	1,175.00
92359	IORAD	03/29/2018	2,220.00
92360	IUOE LOCAL 70	03/29/2018	2,397.56
92361	JAYTECH INC	03/29/2018	1,324.80
92362	JENS VENDING	03/29/2018	98.00
92363	JOHNSON, SHARON ANNE	03/29/2018	280.88
92364	JONES SCHOOL SUPPLY CO INC	03/29/2018	98.75
92365	JUNIOR LIBRARY GUILD	03/29/2018	298.70
92366	JW PEPPER & SON INC	03/29/2018	217.99
92367	K-LOG INC	03/29/2018	410.65
92368	KAEDEN CORPORATION	03/29/2018	113.00
92369	KARLSBURGER FOODS INC	03/29/2018	285.84
92370	KASHIAN, PAMELA JEAN	03/29/2018	65.00
92371	KATH FUEL OIL SERVICE CO	03/29/2018	4,716.40
92372	KEYSTONE INTERPRETING SOLUTION	03/29/2018	9,686.55
92373	KINNI SPORT & POWER	03/29/2018	159.20
92374	Vendor Continued Check	03/29/2018	0.00
92375	Vendor Continued Check	03/29/2018	0.00
92376	KRAFT CONTRACTING & MECHANICAL	03/29/2018	11,942.40
92377	KREKELBERG, KELLY	03/29/2018	636.92

Check Nbr	Vendor Name	Check Date	Check Amount
92378	KULLY SUPPLY COMPANY	03/29/2018	212.90
92379	LAKE AREA FLOORING	03/29/2018	7,845.68
92380	LAKEVIEW ELECTRICAL SERVICES	03/29/2018	1,715.00
92381	LEE & LOW BOOKS	03/29/2018	320.36
92382	THE LEUKEMIA & LYMPHOMA SOCIET	03/29/2018	80.00
92383	LIBERTY CLASSICAL ACADEMY	03/29/2018	1,171.82
92384	LISA'S PHOTOGRAPHY	03/29/2018	295.28
92385	LUNDGREN, LINDSEY	03/29/2018	200.00
92386	MAAP STARS	03/29/2018	1,170.00
92387	MACPHAIL CENTER FOR MUSIC	03/29/2018	79.66
92388	MAD SCIENCE OF MINNESOTA	03/29/2018	720.00
92389	Vendor Continued Check	03/29/2018	0.00
92390	Vendor Continued Check	03/29/2018	0.00
92391	Vendor Continued Check	03/29/2018	0.00
92392	Vendor Continued Check	03/29/2018	0.00
92393	MADISON NATIONAL LIFE	03/29/2018	39,568.10
92394	MAHS/MASC	03/29/2018	135.00
92395	MN ASSOC OF SCH BUSINESS OFFIC	03/29/2018	50.00
92396	Vendor Continued Check	03/29/2018	0.00
92397	Vendor Continued Check	03/29/2018	0.00
92398	MCDONOUGH'S WATERJETTING AND	03/29/2018	7,080.70
92399	MN COMMUNITY EDUC ASSOC (MCEA)	03/29/2018	209.00
92400	MCGRAW-HILL SCH EDUC HOLDINGS	03/29/2018	30.00
92401	MEDICINE CHEST PHARMACY	03/29/2018	2,720.00
92402	MEHLHORN, CODY	03/29/2018	330.42
92403	MN FOOTBALL COACHES CLINIC	03/29/2018	500.00
92404	MIDAMERICA BOOKS	03/29/2018	692.40
92405	MIDAMERICA ADMIN & RETIREMENT	03/29/2018	5,750.00
92406	Vendor Continued Check	03/29/2018	0.00
92407	MIDWEST BUS PARTS INC	03/29/2018	764.41
92408	MINVALCO INC	03/29/2018	1,294.26
92409	MN BRAIN INJURY ALLIANCE	03/29/2018	175.00
92410	MN PCS USERS' GROUP	03/29/2018	40.00
92411	MN POLLUTION CONTROL AGENCY	03/29/2018	512.06
92412	MOBILE RADIO ENGINEERING INC	03/29/2018	393.20
92413	MOORHEAD MACHINERY & BOILER CO	03/29/2018	1,313.53
92414	MSC INDUSTRIAL SUPPLY	03/29/2018	1,283.04
92415	MUSIC THEATER INTL	03/29/2018	1,515.10
92416	MVP & ASSOC	03/29/2018	4,568.00
92417	MY MEDICAL CLINIC	03/29/2018	205.00
92418	NARDINI FIRE EQUIPMENT CO INC	03/29/2018	1,252.24
92419	NASH, JAIME L	03/29/2018	175.00
92420	Vendor Continued Check	03/29/2018	0.00
92421	NASSEFF MECH CONTRACTORS	03/29/2018	4,986.38
92422	NCPERS MINNESOTA	03/29/2018	160.00
92423	NORTH CENTRAL TRUCK EQUIPMENT	03/29/2018	7,018.31
92424	NORTH SUBURBAN TOWING	03/29/2018	325.00
92425	NORTHEAST METRO INTERMEDIATE D	03/29/2018	117,402.30
92426	OFFICE DEPOT	03/29/2018	273.97
92427	OLSEN FIRE PROTECTION	03/29/2018	247.00

Check Nbr	Vendor Name	Check Date	Check Amount
92428	ONENECK IT SOLUTIONS LLC	03/29/2018	525.00
92429	OTTER LAKE SPEC EDUC	03/29/2018	80.00
92430	OXYGEN SERVICE CO INC	03/29/2018	53.20
92431	PARTSMASTER	03/29/2018	615.65
92432	PETERSON BROS ROOFING & CONST	03/29/2018	10,054.17
92433	PITNEY BOWES PURCHASE POWER	03/29/2018	108.99
92434	PODS COMPLETE CAR CARE	03/29/2018	593.90
92435	POLAR CHEVROLET MAZDA	03/29/2018	224.23
92436	PRESS PUBLICATIONS	03/29/2018	844.05
92437	PRO-ED INC	03/29/2018	814.00
92438	R & R SPECIALTIES INC	03/29/2018	35.50
92439	RAMSEY COUNTY	03/29/2018	4,350.00
92440	RAYMOND GEDDES CO INC	03/29/2018	178.56
92441	REDWOOD TOXICOLOGY LABORATORY	03/29/2018	90.70
92442	REGENTS OF THE UNIV OF MN	03/29/2018	395.00
92443	THE RETROFIT COMPANIES INC	03/29/2018	2,377.48
92444	RISDALL MARKETING GROUP	03/29/2018	1,500.00
92445	RYAN, NICK	03/29/2018	250.00
92446	SAINTS NORTH MAPLEWOOD	03/29/2018	812.50
92447	SALEM PRESS INC	03/29/2018	603.72
92448	SATHER, SCOTT A	03/29/2018	20.00
92449	SCHMITT MUSIC COMPANY	03/29/2018	288.80
92450	Vendor Continued Check	03/29/2018	0.00
92451	SCHOOL SERVICE EMPLOYEES	03/29/2018	7,934.06
92452	SCIENCE MUSEUM OF MINNESOTA	03/29/2018	162.00
92453	SECOND HARVEST HEARTLAND	03/29/2018	80.00
92454	SEEVER, GRAY	03/29/2018	160.00
92455	SEVERSON, LAUREL	03/29/2018	100.00
92456	SIMPLEXGRINNELL LP	03/29/2018	1,030.00
92457	SKETCHFORSCHOOLS PUBLISHING	03/29/2018	63.36
92458	SLOSSON EDUC PLUBLICATIONS	03/29/2018	42.90
92459	SCHOOL NUTRITION ASSOC (SNA)	03/29/2018	1,129.00
92460	SOLBERG, BEVERLY JEAN	03/29/2018	400.00
92461	ST PAUL AREA ATHENA AWARDS	03/29/2018	150.00
92462	STATE OF FUN	03/29/2018	165.00
92463	STATE SUPPLY CO	03/29/2018	3,080.46
92464	STAY TUNED PIANO SERVICES	03/29/2018	98.00
92465	STILLWATER HIGH SCHOOL	03/29/2018	45.00
92466	STREAMLINE DESIGN INC	03/29/2018	960.00
92467	SUMMIT COMPANIES	03/29/2018	750.04
92468	SUPREME SCHOOL SUPPLY CO	03/29/2018	203.31
92469	SURPLUS SERVICES	03/29/2018	379.00
92470	TAYLOR PUBLISHING CO	03/29/2018	450.00
92471	TRADE PRESS INC	03/29/2018	528.00
92472	TREASURED TRANSPORTATION	03/29/2018	102,974.00
92473	TRI-STATE BOBCAT	03/29/2018	429.89
92474	TRUSTED EMPLOYEES	03/29/2018	1,875.13
92475	TURFWERKS INC	03/29/2018	1,370.59
92476	TWIN CITY HARDWARE	03/29/2018	838.70
92477	UNIVERSITY OF MINNESOTA ATHLET	03/29/2018	100.00

Check Nbr	Vendor Name	Check Date	Check Amount
92478	US DEPT OF EDUCATION	03/29/2018	582.12
92479	US FOODS CULINARY EQUIP & SUPP	03/29/2018	102.65
92480	VALLEYFAIR GROUP SALES	03/29/2018	7,350.00
92481	VARSITY SPIRIT FASHIONS	03/29/2018	671.50
92482	VER-TECH INC	03/29/2018	239.03
92483	VERIZON WIRELESS	03/29/2018	1,412.53
92484	VISIONS INC	03/29/2018	687.20
92485	WALTERS REBUILDERS	03/29/2018	809.90
92486	WB AREA EMERGENCY FOOD SHELF	03/29/2018	40.00
92487	WHITE BEAR CENTER FOR THE ARTS	03/29/2018	12,000.00
92488	WHITE BEAR COUNTRY INN	03/29/2018	1,139.19
92489	WHITE BEAR LOCKSMITH INC	03/29/2018	35.75
92490	WHITE BEAR RENTAL EQUIPMENT	03/29/2018	448.80
92491	WHITE BEAR TOWNSHIP	03/29/2018	3,876.89
92492	WHITE BEAR AREA CHAMBER	03/29/2018	120.00
92493	WBLA EDUCATIONAL FOUNDATION	03/29/2018	432.00
92494	WELLNER LAW PLLC	03/29/2018	300.00
92495	WEST MUSIC COMPANY	03/29/2018	240.00
92496	WESTERN PSYCHOLOGICAL SERVICES	03/29/2018	61.60
92497	WI SCTF	03/29/2018	824.69
92498	WILDLIFE SCIENCE CENTER	03/29/2018	151.00
92499	WILDLIFE FOREVER	03/29/2018	50.00
92500	WINNICK SUPPLY	03/29/2018	117.20
92501	WL HALL COMPANY	03/29/2018	937.50
92502	WORLD BOOK INC	03/29/2018	2,536.00
92503	WORLD CUP SUPPLY INC	03/29/2018	1,603.09
92504	WORLD'S FINEST CHOCOLATE INC	03/29/2018	990.00
92505	XCEL ENERGY	03/29/2018	91,222.39
92506	XCEL ENERGY	03/29/2018	78,675.55
92507	YMCA OF THE GREATER TWIN CITIE	03/29/2018	91,304.71
92508	ZAHL PETROLEUM MAINTENANCE CO	03/29/2018	695.05
92509	ZUMBRO EDUC DISTRICT	03/29/2018	130.00

282	Computer	Check(s) For a Total of	1,440,880.12
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Check Nbr	Vendor Name	Check Date	Check Amount
92022	FLINN SCIENTIFIC INC	03/29/2018	0.00
1	Manual	Check(s) For a Total of	0.00

	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
	282	Computer	Checks For a Total of	1,440,880.12
Total For	283	Manual, Wire Tran, ACH & Computer Checks		1,440,880.12
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,440,880.12

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: **April 9, 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
\$50	Margaret Newmaster	2018 Excellence Event
\$46.43	Ellen Fahey	2018 Excellence Event
\$46.43	Donald and Kellie Mullin	2018 Excellence Event
\$46.43	Scott and Norma Wilson	2018 Excellence Event
\$46.38	Kim and Pamela Chapman	2018 Excellence Event
\$325	Michael and Sylvia Lovett	2018 Excellence Event
\$325	Vadnais Heights Lions Club	2018 Excellence Event
\$1,000	White Bear Lions Club	2018 Excellence Event
\$500	White Bear Lions Club	White Bear Lake Area High School – South Campus Girls’ Lacrosse
\$5,000 for PTO	Buerkle Honda	Vadnais Heights Elementary School
\$4,000	White Bear Lake Basketball Association	White Bear Lake Area High School Boys’ Varsity Basketball Program
\$4,000	White Bear Lake Basketball Association	White Bear Lake Area High School Girls’ Varsity Basketball Program
\$250 for lunch accounts	James and Melisa Williams	Oneka Elementary School
\$200 for wall matts for the gym	White Bear Lake Basketball Association	Oneka Elementary School
\$25 for building donation	Mark Hammond	Lakeaires Elementary School
\$997.49	Wells Fargo Community Support Campaign	Otter Lake Elementary School
\$537.11	Wells Fargo Educational Matching Gift Program	Otter Lake Elementary School
\$460.38	Wells Fargo Educational Matching Gift Program	Otter Lake Elementary School
\$300	White Bear Lake Area Educational Foundation	White Bear Lake Area High School – Cheerleading

\$60 for books on CD	White Bear United Methodist Church	Willow Lane Elementary School
\$20 for Wellness Event – April 16	Bradley & Heather Timmons	Central Middle School
\$50 for Wellness Event – April 16	Lifecore Yoga, LLC	Central Middle School
\$3,200 for supplies for classroom teachers	City of Gem Lake	Willow Lane Elementary School

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **April 9, 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
March 22-25, 2018 Ankeny, Iowa	Craig Nasvik	Boys Golf	1	12	Total Cost per Student: \$365.00 Source of Revenue: Parents, Fundraiser	Large Vans	This is our annual golf team building opportunity. We have been on this trip every year since 2000. It is a great team building experience.
March 23-25, 2015 Bemidji, MN	Becky Lassila	Archery Team	.5	45	Total Cost per Student: \$100.00 Source of Revenue: Student fees, fundraisers	Bus	MN State NASP Tournament, Middle School-Elementary Team, High School Team, mentor, competition within team, state level
April 17-20, 2018 Audubon Center of the North Woods – Sandstone, MN	John Forestell Laura Watters	Area Learning Center	0	15	Total Cost per Student: \$50.00 Source of Revenue: Student fees, fundraiser carry over, possible grant from deer hunters association	Bus	Students will learn about the natural world enabling them to form a connection with and commitment to the environment through experiential learning. Students will also experience a full day job

							shadow and stewardship including service-learning tasks.
April 7-9, 2018 Grove City, MN	Josh Lane Candace Ryan	Student Council	0	6	Total Cost per Student: \$65.00 Source of Revenue: Student Council budget	Parents	Students develop relationships at the state level for student council.
May 10-12, 2018 Detroit Lakes	Craig Nasvik	Boys Golf	1	12	Total Cost per Student: \$120.00 Source of Revenue: Parents and fundraiser	School vans	We have been in this tournament for years. It is a good opportunity for our team to compete out state both varsity and junior varsity.

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

KIRK FLEISCHMAN – Custodian, WBLAHS – North Campus
Employed by District 624 since 07/24/2017
Effective Date: 04/02/2018

BETHANY FLIEHLER – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 09/05/2017
Effective Date: 06/07/2018

LEE LOR – Finance Specialist, District Center
Employed by District 624 since 03/02/2015
Effective Date: 03/13/2018

PAMELA MARTA – Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/02/2002
Effective Date: 03/28/2018

THAI YANG – Custodian, Sunrise Park Middle School
Employed by District 624 since 10/03/2012
Effective Date: 04/06/2018

RESIGNATION/TERMINATION – CERTIFIED STAFF
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RACHEL LEAFBLAD – Preschool Teacher, Normandy
Employed by District 624 since 09/12/2016
Effective Date: 05/25/2018

SARA MARTIN – Language Arts Teacher, WBLAHS – South Campus
Employed by District 624 since 08/22/2012
Effective Date: 03/02/2018

MARYJO RHUDE – Special Education Teacher, Oneka Elementary
Employed by District 624 since 08/24/1998
Effective Date: 06/08/2018

CARISSA YOUNGQUIST – Grade 4 Teacher, Willow Lane Elementary
Employed by District 624 since 08/24/2015
Effective Date: 06/08/2018

RETIREMENT – CLASSIFIED

VIRGINIA ARCAND – Accounts Payable Clerk, District Center

Employed by District 624 since 12/28/1993

Effective Date: 05/31/2018

SUSAN BROOKSHAW – Satellite Manager, Birch Lake Elementary

Employed by District 624 since 09/24/2001

Effective Date: 03/30/2018

RICHARD GAMBONI – Electrician, District Wide

Employed by District 624 since 03/21/2006

Effective Date: 03/30/2018

CONSTANCE KNOWLES – Nurse Paraprofessional, Birch Lake Elementary

Employed by District 624 since 10/09/2006

Effective Date: 06/29/2018

DEBORAH RIVARD – Building Assistant, Willow Lane Elementary

Employed by District 624 since 08/27/1991

Effective Date: 06/08/2018

CATHERINE SCHERMAN – Health Assistant, Willow Lane Elementary

Employed by District 624 since 10/25/1993

Effective Date: 06/08/2018

MARY THORESEN – Pupil Support Assistant, Otter Lake Elementary

Employed by District 624 since 08/26/1998

Effective Date: 08/26/2018

RETIREMENT – CERTIFIED

KELLY BARKVE – Reach Teacher, WBLAHS – Hugo, Lincoln & Oneka Elementary

Employed by District 624 since 08/27/1990

Effective Date: 06/08/2018

MARIE DYMIT – Music Teacher, WBLAHS – North and South Campus

Employed by District 624 since 01/06/1986

Effective Date: 06/08/2018

LORI MARIANI – Special Education Teacher, Central Middle School

Employed by District 624 since 09/26/1988

Effective Date: 06/08/2018

JANIS MCDANIELS – Speech Language Pathologist, Normandy Park

Employed by District 624 since 02/24/1986

Effective Date: 06/08/2018

DAVID OLSON – Media Specialist, WBLAHS – South Campus
Employed by District 624 since 08/23/1999
Effective Date: 06/13/2018

RICHARD SAMUELSON – Social Studies Teacher, Central Middle School
Employed by District 624 since 08/21/1986
Effective Date: 06/15/2018

CONNIE STIRLING – Media Specialist, Hugo, Oneka and Vadnais Heights Elementary
Employed by District 624 since 08/24/2000
Effective Date: 06/08/2018

JEAN THOMPSON – Special Education Teacher, Sunrise Park Middle School
Employed by District 624 since 08/22/2002
Effective Date: 06/08/2018

RETIRMENT – PROFESSIONAL

BRIAN LEONARD – Associate Principal, WBLAHS – South Campus
Change of Retirement Date, From 06/30/2018, To 07/31/2018

FULL TIME LEAVE REQUEST – CERTIFIED STAFF
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DANIELLE FRISSORA – 3rd Grade Teacher, Vadnais Heights Elementary
Employed by District 624 since 08/20/2014
Effective Date: 2018-2019 School Year

LACEY SCHIELE – 3rd Grade Teacher, Oneka Elementary
Employed by District 624 since 08/22/2012
Effective Date: 2018-2019 School Year

PART TIME LEAVE REQUEST – CERTIFIED STAFF
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PAMELA BROWN – Language Arts Teacher, Central Middle School
Position .6 (Leave .4)
Effective Date: 2018-2019 School Year

STEPHANIE TOLLISON – School Psychologist, Sunrise Park Middle School
Position .8 (Leave .2)
Effective Date: 2018-2019 School Year

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF
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SUZANNE BAKER – Cook, Birch Lake Elementary
From Part-Time Cook to Satellite Manager
From 3.75 hrs. per day to 5.75 hrs. per day
Effective Date: 04/02/2018

TABBITHA KISSNER – Cook, Central Middle School
From Part-Time Cook to Regular Part-Time Cook
From 3.75 hrs. per day to 5.5 hrs. per day
Effective Date: 02/12/2018

MARIBETH SPREEMEN – Cook, WBLAH – North
From Part-Time Cook to Regular Part-Time Cook
From 3.75 hrs. per day to 5.75 hrs. per day
Effective Date: 02/14/2018

TARA WILCOX – Cook, Central Middle School
From Part-Time Cook to Assistant Head Cook
From 5.5 hrs. per day to 5.75 hrs. per day
Effective Date: 02/08/2018

EXTRA ASSIGNMENT – CERTIFIED STAFF

GRACE KELLEY – .2 FTE ECSE Teacher, Birch Lake Elementary
MA, Step 4, \$3,700.61
Effective Date: 02/27/2018

NEW PERSONNEL – CLASSIFIED STAFF

TRACI DONAHOE – Menu Specialist, District Center
\$25.00/hr., 8.0 hrs. per day/ 52 days, \$10,400.00
Effective Date: 03/27/2018

EDUARDO GARCIA – Custodial, WBLAHS – North Campus
\$17.46/hr. + \$.25/hr. Shift Diff., 8.0 hrs. per day/ 80 days, \$11,334.39
Effective Date: 03/12/2018

TERA KUNZE-MOORE – Playground Supervisor and Behavior Mang. Asst., Matoska International
\$18.36/hr., 5.0 hrs. per day/ 58 days, \$5,324.40
Effective Date: 03/09/2018

CARLA MATTSON – Program Aide, Various Elementary Schools
\$12.53/hr., 4.75 hrs. per day/ 195 days, \$11,605.91
Effective Date: 10/02/2017

DANIELLE MCCARTY –Regular Part Time Cook, WBLAHS – North Campus
\$14.79/per. hr., 5.75 hrs. per. day/ 54 days, \$4,592.29
Effective Date: 03/22/2018

CASSANDRA SCHWARTZ – Part Time Cook, Sunrise Park Middle School
\$14.79/per. hr., 3.5 hrs. per. day/ 48 days, \$2,484.72
Effective Date: 04/02/2018

BENJAMIN SMITH – Part Time Cook, Central Middle School
\$14.79/per. hr., 3.75 hrs. per. day/ 57 days, \$3,161.36
Effective Date: 03/19/2018

NEW PERSONNEL – CERTIFIED STAFF
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JENNIFER MCPHERSON – Speech Language Pathologist, Normandy Park
MA, Step 4, \$52,434.00
Effective Date: 2018-2019 School Year

ANNA SCHUMAN – School Psychologist, Willow Lane Elementary
MA+15, Step 7, \$59,376.00
Effective Date: 2018-2019 School Year

LONG TERM SUBSTITUTE - CERTIFIED STAFF

EUGENE ALBRECHT – Visual Arts Teacher, WBLAHS – North & South Campus
BA+15, Step 9, \$16,470.92
Effective Date: 03/20/2018 through 06/08/2018

MIKAYLA HENSCH – Language Arts Teacher, WBLAHS – North & Campus
BA, Step 1, \$10,043.41
Effective Date: 04/09/2018 through 06/08/2018

KAREN JERZAK – .6 FTE American Sign Language Teacher, WBLAHS – North
MA, Step 13, \$11,771.06
Effective Date: 04/02/2018 through 06/08/2018

KAREN POPPA – Social Studies Teacher, Central Middle School
MA+15, Step 13, \$23,990.60
Effective Date: 03/19/2018 through 06/08/2018

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: **April 9, 2018**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Overview of Strategic Plan**
MEETING DATE: **April 9, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

A 30-member team met on September 18-20, 2017 and identified draft beliefs, mission, objectives, and strategies. During the fall of 2017 and winter of 2018 action teams were formed with the task of developing action plans for each of the eight strategies.

On February 26 and 27, 2018 the 30-member team met to review the work of the action teams. After reviewing the action plans for the eight strategies the 30-member team asked the action teams for clarification or had questions for the action teams. After the action teams reviewed the 30-member team questions and concerns they revised their strategy accordingly. The 30-member team meet again on Tuesday, March 20 to review the work of the action team and made final recommendations.

At the March 26 work-study session, Dr. Kazmierczak and Angela Nelson, Assistant Principal at WBLAHS – North Campus, provided an overview of the Strategic Plan.

Tonight, Dr. Kazmierczak will provide an overview of the Strategic Plan. The School Board will take action on the Strategic Plan as Item E-1 in the Operational Items.

AGENDA ITEM: **Policy 516, Student Medication**
MEETING DATE: **April 9, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Kathleen Daniels, Director of Student Support Services**

Background:

School Board Policy 516, Student Medication, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had changes to sections II. General Statement of Policy; IV. Requirements; and Legal References.

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

Recommended Action:

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

Adopted: September 8, 1997
Revised: August 27, 2001
Revised: September 9, 2002
Revised: February 10, 2003

White Bear Lake Area School Board Policy 516
Revised: May 9, 2005
Revised: January 14, 2013

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse or trained designee will administer medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DEFINITION

A. "Parent" for students 18 years old or older is the student.

IV. REQUIREMENTS

- A. The administration of prescription and nonprescription medication requires a completed signed authorization from the student's parent or guardian. The school district may rely on an oral parent/guardian request to administer medication for up to two school days, after which a written authorization is required.
- B. An "Administration of Prescription Medication" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. ~~Prescription~~ All medication must come to school in the original container. Prescription medication must be labeled for the student by an authorized medical professional in accordance with law, and must be administered in a manner consistent with the instructions on the label and prescriber instructions. The medication cannot be expired.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (Individual Education Program), Section 504 plan, or IHP (Individual Health Plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medication used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administration of Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21).
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine.
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
 - 3. Drugs or medication provided or administered by a public health agency to prevent or control an illness or a disease outbreak is not governed by this policy.
 - 4. Drugs or medication used at school in connection with services for which a minor may give effective consent are not governed by this policy. Authorization for administration of medication paperwork signed by licensed prescriber, must still be on file in the health office.
- K. Drugs or medicines that are prescription asthma or reactive airway disease medications may be self-administered by a student with an asthma inhaler if:

1. The school district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication;
2. The inhaler is properly labeled for that student; and
3. The parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's health record a plan to implement safe possession and use of asthma inhalers.

4. Medications:
 - a) that are used off school grounds;
 - b) that are used in connection with athletics or extracurricular activities; or
 - c) that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
5. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

- L. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and

implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:

- a. possess ~~nonsyringe injectors of~~ **epinephrine auto-injectors**; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to ~~nonsyringe injectors of~~ epinephrine **auto-injectors** in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering ~~nonsyringe injectors of~~ epinephrine **auto-injectors** when required, consistent with state law. This health plan may be included in a student's § 504 plan.

M. "Parent" for students 18 years old or older is the student.

N. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply for epinephrine auto-injectors.

Legal References: Minn. Stat. § 13.32 (Student Health Records)
Minn. Stat. §121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.2205 (Possession and Use of Non-Syringe Injectors of Epinephrine; Model Policy)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis, Definitions)
Minn. Stat. § 152.23 (Medical Cannabis, Limitations)
20 U.S.C. 1400, et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. 794, et. seq. (Rehabilitation Act of 1973, §504)

Cross References: WBLAS Policy 418 (Drug-Free Workplace/Drug Free School)

PROCEDURE FOR POLICY 516 - STUDENT MEDICATION

I. Medication Procedure

The purpose of administering medications in school is to assist students who require medication to be taken during school hours to maintain an optimal state of health, therefore, enhancing their educational program.

The intent of this procedure is to assure safe administration of medication(s) in school for those students who require them. This procedure applies to both prescription and over-the-counter medication.

A written statement shall be required **annually** (each school year).

II. Long Term Medications: (Prescribed for more than two weeks.)

- A. The physician will indicate the name of the medication, the route, the dosage, frequency and time of administration, the reason the medication needs to be given (diagnosis), possible side effects, and termination date.
- B. The parent will request and authorize the school to give the medication in the dosage prescribed by the physician.
- C. Parents/guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, name of medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician and date the medication was obtained. Medication must not be expired.

III. Short Term Medications: (Prescribed for less than two weeks.)

- A. A written statement will be required from the parent/guardian giving permission to give the medication in school. The statement must include: the name of the medication, the reason for the medication, the route, the dosage, the time and date the medication is to be given. Medication must not be expired.
- B. Parents/guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, name of the medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician, and the date the medication was obtained.

IV. Supervision Of Administration of Medication

Medication will be given by the school nurse or trained designee. Administration of medication may be delegated or assigned by the school nurse to unlicensed personnel as necessary.

V. Administration Of Medications

A. Medication will be administered according to the following:

- Right student
- Right medication
- Right dose
- Right time
- Right route

VI. Documentation Of Medication Administration

Each dose of medication will be documented on the “Medication Administration Log” and will include: the name of student, name of the medication, dosage, time, route, date, reason for the medication, and the initials of the person administering the medication or monitoring the student self-administering the medication. If an “As Needed/PRN” medication is administered, the time of administration will be noted on the Medication Administration Log.

V. Storage Of Medication

Medication will be stored in a locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area or lock box in the refrigerator. (Except as listed in Self-Administration of Medication.) Additionally, the main door(s) to the health office will be locked before and after school hours, and/or when the health office is not staffed.

VI. Medications That Are Controlled Substances

Medications that are categorized as controlled substances will be counted when they arrive at school and before they are sent home. These medications include, but not limited to: methylphenidate (ex. Ritalin, Concerta, Methylin), Dexedrine/Amphetamine (ex: Tylenol #3, Darvocet, Vicodin, and Percocet).

VII. Self-Administration Of Medication

The objective of some medication programs includes facilitating self-responsibility for medication. Prior to any self-medication program, the student needs to be knowledgeable

about his/her specific health condition and the medications used to manage his/her condition.

After health counseling with his/her physician and the licensed school nurse, self-administration of medication may be considered as an option.

If the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and licensed school nurse agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer the medication.

VIII. Unauthorized Use Of Medication At School

Students observed by school personnel self-administering unauthorized medications will be reported to their parent/guardian, and school administrator.

IX. Medication Sent Home At The End Of The Year

All student medications will be sent home at the end of the school year. Medications may be picked up by parents/guardians or sent home with the student, with the exception of controlled substances. The licensed school nurse will contact the parent/guardian to arrange the pick up or return of controlled substances. If the student is participating in ESY summer school programming, the medication may remain in school until the ESY summer school program has ended. Medication cannot be stored until the next school year. Any remaining medications will be disposed of according to FDA recommendations.

X. Medication Errors

If a medication error is made, (wrong student, wrong medication, wrong dose, wrong time, wrong route) it must be reported to the school nurse and the student's parent/guardian as soon as possible. The medication error and follow-up are to be documented on the student's medication administration log.

XI. Administration of Medication On Field Trips

The administration of medication to pupils on field trips shall be done only when the pupil's health may be jeopardized without the medication. Written permission from the student's parent or guardian, separate from that given for administration of medication on school grounds during the regular school day, shall be required for the administration of medication on overnight field trips.

In determining how medication shall be administered on field trips, the licensed school nurse shall consult with the teacher and the student's parent or guardian. When determined by the licensed school nurse, teacher, and the student's parent or guardian that the medication may be administered safely by the student's teacher or health aide while on a field trip, the licensed school nurse shall instruct the teacher or aide supervising the student regarding how to administer the medication according to directions on the label of the medication and physician's orders, and shall inform the teacher or aide of any possible side effects of the medication. Arrangements should be made in advance with the school nurse regarding medication or other health procedures being provided on an overnight or extended field trip.

If it is determined that the medication cannot be administered safely by the teacher or aide, or that the medication must be administered through gastrostomy tubes, rectally or by injection, special arrangements must be made with the school nurse.

Any drugs or medication to be administered to a pupil while on a field trip will be kept in the possession of the teacher or health aide accompanying a student on the trip or in an appropriate health care facility on the field trip site. All medication must be clearly marked with the student's name, the medication name, and directions as to the dosage, time and method of administration. If the student is to self-administer medication on a field trip, the same procedure shall be in effect as for the regular school day.

AGENDA ITEM: **Policy 530, Immunization Requirements**
MEETING DATE: **April 9, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Kathleen Daniels, Director of Student Support Services**

Background:

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

This policy had minor changes to sections III. Student Immunization Requirements; a date change in section VII. Other; and a number change in rules part.

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

Recommended Action:

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

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

*White Bear Lake Area
School Board Policy 530*

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. STUDENT IMMUNIZATION REQUIREMENTS

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

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

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

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

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

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

V. NOTICE OF IMMUNIZATION REQUIREMENTS

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

VI. IMMUNIZATION RECORDS

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

VII. OTHER

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

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

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

White Bear Lake Area School
District #624 Policy 530
Revised: 10-10-11
Revised: 11-20-12
Revised: 3-1-2018

**PROCEDURE FOR PROVIDING NOTICE OF
IMMUNIZATION REQUIREMENTS**

(Developed to correspond with section V of Policy 530)

I. Purpose

This is a procedure for the notification of parents/guardians regarding immunization requirements and consequences for failure to provide the required documentation, per White Bear Lake Area School District School Board Policy #530.

II. Early Childhood Programs

- A. *A Health Information Packet* is distributed to parents/guardians which includes immunizations needed for attending early childhood program and also includes information describing the exemptions from immunization as permitted by law.
- B. If students do not have the proper immunizations by their start date, their parents/guardians will get a letter notifying them of impending exclusion from school until their immunizations are compliant with the law or the proper conscientious objector paperwork is on file with the school.

II. Kindergarten

- A. *A Kindergarten Registration Parent Information Packet* is mailed home to parents, which includes immunizations needed for entering kindergarten and information describing the exemptions from immunization as permitted by law.
- B. During information and registration nights, a *Health Information Packet* is distributed to parents/guardians which includes immunizations needed for entering kindergarten and also includes information describing the exemptions from immunization as permitted by law. All information is also available in Spanish and Hmong.
- C. In August, prior to school starting each year, a *Parent Newsletter* is mailed to families that includes information on immunizations needed to enter kindergarten along with, notification describing exemptions from immunizations as permitted by law.

III. Middle School

- A. *A Parent Newsletter* is mailed home four times per year which includes information on immunizations needed for entering 7th grade, along with information describing the exemptions from immunizations as permitted by law.

- B. An *Individual Letter* is mailed with the end of year report card to all parents/guardians of 6th grade students, who do not have the required immunizations for entering 7th grade in the fall. The letter includes the child's specific immunizations needed. The notification includes information describing the exemptions from immunization as permitted by law. The same information is mailed home in Hmong or Spanish for students who speak Hmong or Spanish at home.
- C. In August, prior to the school starting, a Parent Newsletter is mailed home which includes information on immunizations needed for entering 7th grade along with information describing exemptions from immunizations as permitted by law

IV. Procedure for Students Arriving on the First Day of School Who Do Not Have Complete Immunization Records:

- A. A parent/guardian is notified by phone.
- B. A MIIC (Minnesota Immunization Information Connection) check is made by school health personnel regarding student immunization status.
- C. A call is made to the family's physician's office to secure dates regarding student's current immunization status.
- D. When needed, a cultural liaison is contacted to assist with student and family communication.
- E. A referral is made to the health care provider or the local public health immunization clinics for those that do not have insurance; this information is also included in all notices sent home to parents/guardians.

V. Review of Student Health Records to Determine Whether the Required Information Has Been Provided.

- A. Immunization information on all students shall be reviewed every year, as part of the AISR (Annual Immunization Status Report) required by the Minnesota Department of Health. Annually by the date set forth by the Minnesota Department of Health or by December 1st of each year the school district will forward a report to the Minnesota Department of Health summarizing the immunization status. The school nurse assigned to the school is responsible for completing and submitting the AISR.
- B. Immunization information on enrolling students transferring into the school district is reviewed at the time of enrollment by the school nurse or health assistant. If the enrolling student does not have the information, the school contacts the previous school to get immunization information using phone, fax or written request for immunization records.

VI. Maintenance of Student Immunization Records.

- A. All information is entered into Skyward and updated as information is received from parents. District Center personnel maintain data on Skyward.
- B. A paper copy of immunization records is placed in the Student's Health File. The Student Health File follows the student from school to school in the district. Upon graduation, the District Center stores the Student Health Record.
- C. Upon request from another school district or education institution, designated school staff will forward immunization records.
- D. Upon request from a public or private post-secondary educational institution, designated district center staff assist in the transfer of the student's immunization record to the post-secondary educational institution.

V. Students Transferring Into the District:

- A. A student transferring into the district is given a maximum of 30 days to provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization(s). Students who do not provide the appropriate proof of immunizations or exemption documentation within 30 days will be excluded from school until such time as appropriate proof of immunizations or exemption documentation has been provided.
- B. Homeless Students – Federal law requires school districts to immediately enroll students who are homeless, even if they do not have required documents such as immunization or medical records. Since federal law supersedes state law, the state law that says that a school may allow up to 30 days for a transfer student to submit their immunization records does not apply. There is no 30-day limit on submitting records for a homeless student [Minn. Stat. §121A.15, subd.7].

VI. Immunization Letters to Non-compliant Students:

- A. Each year, the district's Licensed School Nurses will set an annual compliance date for all enrolled students. Students who are not compliant with their immunizations on this date will be excluded from attending school until they are in compliance with the state immunization requirements or have a notarized conscientious objection on file.
- B. Prior to the annual compliance date, parents/guardians will be notified by Health Office staff by phone and in writing if their student is not in compliance with immunization law. If students are still not in compliance by the set date, parents will receive a letter notifying them of impending exclusion.

AGENDA ITEM: **Policy 525, Violence Prevention**

MEETING DATE: **April 9, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Kathleen Daniels, Director of Student Support Services and Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 525, Violence Prevention, 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 II. General Statement of Policy; section III. Implementation of Policy; and Legal References.

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

Recommended Action:

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

525 VIOLENCE PREVENTION

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district **is** to strictly enforce its weapons policy (Policy 501).
- B. ~~It is~~ The policy of the school district to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- ~~F.G.~~ Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- ~~G.H.~~ Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. 121A.05.
- ~~H.I.~~ Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the Harassment and Violence Policy (Policy 413) will be subject to the procedures set forth in the Student Dress and Appearance Policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.

A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- I.J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, **do not** denote gang affiliation, advocate harassment or violence against others, **and are not likely to disrupt the education process, or cause others to react in a violent or illegal manner.** (Policy 504)

IV. PREVENTION STRATEGIES

The school district has adopted and will implement ~~the following~~ prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.

- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment.

Legal References: Minn. Stat. § 1.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § ~~121A.57~~ **121A.035** (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 501 (Weapons)
WBLASB Policy 504 (Student Dress and Appearance)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 514 (Bullying Prevention Policy)
WBLASB Policy 526 (Hazing Prohibition)
~~MSBA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion)~~
WBLASB Policy 529 (Staff Notification of Violent Behavior by Students)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Strategic Plan**
MEETING DATE: **April 9, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

A 30-member team met on September 18-20, 2017 and identified draft beliefs, mission, objectives, and strategies. During the fall of 2017 and winter of 2018 action teams were formed with the task of developing action plans for each of the eight strategies.

On February 26 and 27, 2018 the 30-member team met to review the work of the action teams. After reviewing the action plans for the eight strategies the 30-member team asked the action teams for clarification or had questions for the action teams. After the action teams reviewed the 30-member team questions and concerns they revised their strategy accordingly. The 30-member team meet again on Tuesday, March 20 to review the work of the action team and made final recommendations.

At the March 26 work-study session, Dr. Kazmierczak and Angela Nelson, Assistant Principal at WBLAHS – North Campus, provided an overview of the Strategic Plan.

RECOMMENDED ACTION: *Move to approve the Strategic Plan as recommended by the 30-member Strategic Planning team and administration.*



White Bear Lake Area Schools Strategic Planning 2017-18

*Each student meaningfully
contributes to community.*

OBJECTIVES

100% OF STUDENTS:

- feel valued.
- accomplish their personalized learning plan.
- are prepared for and implement their design for their future.
- graduate.
- creatively adapt to an ever-changing world.

WE BELIEVE:

*All people
deserve
unconditional
love.*

*Each person
has innate
value.*

*Service
nurtures both
community
and self.*

*Everyone has
the power to
design their
own future.*

*Respect for
diversity is
strength.*

*Integrity is
fundamental
to
relationships.*

*Each person
has unrealized
potential.*

*Communities
with shared
goals have
unlimited
potential.*

*We are
stewards of
the earth.*

*Learning
enriches one's
quality of life.*

*Everyone has a
right to a safe
and respectful
environment.*

*Challenge
leads to
innovation and
growth.*

Strategic Plan

(Draft November 2017)

MISSION

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

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

STRATEGIES

WE WILL:

- ensure that each student is the primary agent in their learning.
- provide expanding access to a broad range of opportunities for all students.
- foster community engagement and partnerships.
- build organizational capacity.

WE WILL:

- embrace all cultures with humility and respect.
- ensure learning environments enhance students' educational experience.
- engage families as partners in the education of their children.
- ensure the social and emotional growth of our students.

AGENDA ITEM: **Action on Elementary Art for 2018-19**

MEETING DATE: **April 9, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent;**
Tim Wald, Assistant Superintendent for Finance &
Operations and Sara Paul, Assistant Superintendent for
Teaching & Learning

BACKGROUND:

At the August 28, 2017 School Board work study session, the School Board reviewed a framework for the annual contract for elementary art instruction provided by the White Bear Center for the Arts. During this discussion the Board asked District administration to review our current practices related to elementary art instruction and to make a recommendation for the 2018-2019 school year. At the March 26, 2018 work study meeting recommendations were reviewed for consideration.

Current practices

Since 2008, the District's strategy to provide art enrichment to elementary students (K-5) has been through an annual agreement with the White Bear Center for the Arts (WBCA). Through this arrangement the WBCA assigns qualified local community artists to provide art lessons to students who attend elementary school in the District. During the 2017-2018 school year, the local community artists are providing a total of six lessons to each elementary school classroom, kindergarten through fifth grade, in the District. Three of the lessons focus on watercolor, two lessons focus on drawing, and one lesson is a multicultural paper arts and simple 3D art lesson. Five of the lessons are approximately 45 minutes in length, while the 3D lesson is 75 minutes. Students do not receive a grade and do not receive or lose credit based on the lessons that are provided. The District requires that a licensed classroom teacher be in the classroom when the local community artists are providing the art lessons.

RECOMMENDED ACTION:

Renew our current agreement with WBCA for 2018-19 school year and implement strategic initiative: "We will provide expanding access to a broad range of opportunities for all students." This will allow time for the implementation of strategy #2, Specific Result #3: "Programming directly addresses state visual arts standards. Programming will directly reflect the state's K-5 Visual Arts Standards." Cost: Approximately \$85,200 (value of current contract with WBCA)

AGENDA ITEM: Non-Renewal of Probationary Licensed Staff

MEETING DATE: April 9, 2018

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Mitch Cooper, Director of Human Resources

Attached is a copy of a resolution that the District uses to terminate the contracts of probationary teachers in accordance with Minnesota Statute 122A.40, subd. 5. The individuals listed are probationary teachers whose contracts are to be terminated effective June 8, 2018, due to financial limitations, teachers returning from leave, reduction in need, contractual or other issues. **In some instances, contracts of the same or less f.t.e. will be recommended to fill future vacancies.**

<u>Name</u>	<u>Position</u>	<u>Building</u>
Melissa Capocasa	1.0 - 5 th Grade Teacher	Otter Lake
Cecilia Carr	1.0 - 3 rd Grade Teacher	Otter Lake
Katrina Geske	1.0 - Mathematics Teacher	ALC
Anne Hennessey	1.0 - 1 st Grade Teacher	Oneka
Katie LeTourneau	1.0 - 1 st Grade Teacher	Lakeaires
Julie Martin	.3 – Special Ed Teacher	South
Sara McMackins	1.0 - ECSE Teacher	Normandy
Anna Olson	.9 - FACS Teacher	Sunrise
Angela Peterson	.6 – Mathematics Teacher	North Campus
Tessa Plazek	1.0 - 1 st Grade Teacher	Matoska
Sara Route	.1 - Music Teacher	Central
Jacqueline Rowland	1.0 - Kindergarten Teacher	Willow
Andrea Ruane	.8 - Science Teacher	ALC
Diana Thanghe	1.0 - SE Teacher	Otter Lake
Michelle Uetz	.85 - Special Ed Teacher	TEC

Member _____ introduced the following resolution and moved its adoption:

Melissa Capocasa, Cecilia Carr, Katrina Geske, Anne Hennessey, Katie LeTourneau, Sara McMackins, Anna Olson, Tessa Plazek, Sara Route, Jacqueline Rowland, Andrea Ruane, Diana Thanghe, Michelle Uetz

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING TEACHERS, WHO ARE PROBATIONARY TEACHERS.

WHEREAS, THE ABOVE NAMED TEACHERS ARE PROBATIONARY TEACHERS IN INDEPENDENT SCHOOL DISTRICT NO. 624,

BE IT RESOLVED by the School Board of Independent School District No. 624, that pursuant to Minnesota Statutes 122A.40, subd. 5, the teaching contracts of the above named teachers, are probationary teachers in Independent School District No. 624, are hereby terminated at the close of the current 2017-2018 school year and are not renewed for the 2018-2019 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of the contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

TEACHER X
School Location

Dear **TEACHER X**,

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 624, held on April 9, 2018, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2018-2019 school year. Said action of the Board is taken pursuant to M.S. 122A.40, subd.5.

Your termination is due to financial limitations, teachers returning from leave, reduction in need, contractual, or other issues. To receive a separate, official reason stating the afore-mentioned reasons for termination, you must submit your request within ten days after the receipt of this notice.

School Board of Independent School District 624

Chair or Clerk of the School Board

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: none. Whereupon said resolution was declared duly passed and adopted.

AGENDA ITEM: **Action on Proposed Calendar for 2019-20**
MEETING DATE: **April 9, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources
Sara Paul, Assistant Superintendent for
Teaching and Learning**

BACKGROUND:

At the February 12 School Board meeting, Assistant Superintendent Sara Paul and Director of Human Resources Mitch Cooper presented a draft of the 2019-20 calendar. This draft includes the following dates to provide parents/guardians information for planning:

- Start of school
- MEA dates
- Thanksgiving break
- Winter break
- Spring break
- Last day of school

In December of 2018 the School Board will approve the final 2019-20 calendar, which will include these dates and all of the end of quarter/semester dates, and conference dates.

In addition, the School Board will be asked to vote on an adjustment to the 2018-19 calendar – moving non-student contact day from March 8 to April 19, 2019.

RECOMMENDED ACTION:

Move to approve the draft of the 2019-20 School Calendar with the understanding that the complete calendar will be presented to the School Board at the December 10, 2018 meeting, and approve the adjustment to the 2018-19 calendar by moving the non-student contact day from March 8 to April 19, 2019.

WB 624 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 27-29 No School - Thanksgiving Break

December 23-31 No School - Winter Break

January 1-3 No School - Winter Break
 January 6 School Resumes
 January 20 No School - MLK, Jr. Day*

February 17 No School - Presidents' Day

March 9-13 No School - Spring Break

May 25 No School - Memorial Day

June 5 Last Day of School
 WBLAHS Graduation

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

JULY						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

JANUARY						
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AUGUST						
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11	12	13	14	15	16	17
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FEBRUARY						
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23	24	25	26	27	28	

SEPTEMBER						
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29	30					

MARCH						
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29	30	31				

OCTOBER						
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27	28	29	30	31		

APRIL						
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26	27	28	29	30		

NOVEMBER						
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MAY						
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31						

DECEMBER						
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29	30	31				

JUNE						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

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 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)
 April 19.....Non Student Day*

May 27 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.

JULY						
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JANUARY						
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FEBRUARY						
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SEPTEMBER						
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DECEMBER						
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JUNE						
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30						

 First/Last Day of School

 No School for Students

 Parent/Teacher Conference/Communication

 End of Quarter/Semester

 District Center Closed

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

AGENDA ITEM: **Action on E3 Grants from the White Bear Lake Area Educational Foundation**

MEETING DATE: **April 9, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

The White Bear Lake Area Educational Foundation established the E3 Grant to further White Bear Lake area students' understanding and attitudes toward science, the outdoors, our community and the world. Additional environmental learning opportunities can transform our students by endowing them with increased academic skills, civic and community leadership, environmental stewardship, and global awareness. Our goal is to provide opportunities for the students in our district to become inspired and responsible environmental leaders.

The White Bear Lake Area Educational Foundation will fund the following two grants:

1. **Investigation On The Water:** Elementary Summer School Proposal (John Leininger)
Amount Granted: \$3,500

This is a collaborative project between White Bear Lake Schools and Wilderness Inquiry. The desire is to bring students to a floating classroom by canoeing on the local waterways while learning about biology, ecosystems and teamwork. During the summer, 100 White Bear students will participate in a 5-day project learning about ecosystems. Students will explore the concepts of scientific investigation, watersheds and ecosystems. Through this guided inquiry, students will then generate questions to investigate while on the river. After returning from "field work" students will use their recorded data to analyze findings and culminate with presentations to their classmates and community members.

2. **The Prairie School: An Outdoor Learning Space At Otter Lake Elementary** (Stephen Gravley, Thom Green, Joe Samuel, Megan Baumler)
Amount Granted: \$4,000

This is for an outdoor learning space to enhance the STEM focus of the school and to complement the native prairie behind the school. The goal of this project is to

create an outdoor learning space for the 611 student and 25 teachers. The outdoor learning space will consist of concrete slab, student seating, and a prairie style pavilion to create a creative work space for students to investigate the environment. This project will be completed in two phases:

- Phase I: Concrete Pavilion and Sidewalk Surface (2018-2019)
- Phase II: Pavilion Structure, decorative benches, landscaping, learning accessories (2019-2020)

Recommended Action: *Move to approve the two E3 Grants in the amount of \$7,500 from the White Bear Lake Area Educational Foundation.*

AGENDA ITEM: **Action on Central Middle School/North
Campus Tennis Courts**

MEETING DATE: **April 9, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find a Tabulation of the bids received for work related to the replacement and construction of new tennis courts along Bald Eagle Avenue at Central Middle School. The project is included in the district's 10 year long-term facilities maintenance plan and will be funded using proceeds from the issuance of long-term facilities maintenance bonds. After reviewing the information with the districts engineer for the project, T.A. Shifsky's bid of \$327,000 was the lowest bid. The highest bid for the project of \$484,000

RECOMMENDED ACTION: *Move to accept the bid for the Central Middle School/North Campus tennis court project submitted by T.A. Shifsky in the amount of \$327,000.*

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110-5126
651.481.9120 Fax: 651.481.9201
www.larsonengr.com



Larson

March 29, 2018

Mr. Tim Wald
ISD #624 White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: Contractor Recommendation
2018 Tennis Court Reconstruction – Central Middle School
White Bear Lake, Minnesota
LEMN Project No: 12176118.000

Dear Mr. Wald:

Based upon our review of the bid results for the above referenced project, we recommend the apparent low bidder, T.A. Schifsky & Sons, Inc. be awarded the contract in the amount of \$327,000.00.

We have past experience working with T.A. Schifsky & Sons on similar projects and have found their overall performance, workmanship, scheduling, and quality of work to be very good.

If you have any questions, please do not hesitate to contact our office.

Sincerely,
Larson Engineering, Inc.

Greg Buchal, P.E.
Project Manager

Attachment: WBL Tennis Court Reconstruction Bid Tabulation 3-28-2018

BID TABULATION

2018 Tennis Court Reconstruction, Central Middle School March 28, 2018 @ 2:00pm							
Contractor	Addendum #1	Bid Bond	Responsible Cont Forms	Base Bid	Unit Price #1 Sidewalk	Unit Price #2 Net	Unit Price #3 Net Post
TA Schifsky & Sons	Yes	Yes	Yes	\$327,000.00	\$15.00	\$550.00	\$2,000.00
Meisinger Construction	Yes	Yes	Yes	\$443,600.00	\$12.00	\$600.00	\$1,900.00
Sheehy Construction	Yes	Yes	Yes	\$381,700.00	\$25.00	\$350.00	\$2,000.00
ACI Asphalt Co	Yes	Yes	Yes	\$338,925.00	\$12.00	\$255.00	\$1,605.00
Midwest Asphalt Co	Yes	Yes	Yes	\$362,300.00	\$15.00	\$550.00	\$900.00
Urban Companies	Yes	Yes	Yes	\$484,000.00	\$15.00	\$300.00	\$1,700.00
Bituminous Roadways	Yes	Yes	Yes	\$382,000.00	\$15.00	\$600.00	\$1,500.00
Minnesota Roadways	Yes	Yes	Yes	\$440,850.00	\$16.00	\$400.00	\$1,700.00
FPI Paving Inc.	Yes	Yes	Yes	\$422,900.00	\$15.35	\$560.00	\$2,725.00

AGENDA ITEM: **Action on Bid for Bellaire and Normandy Park
Parking Lots**

MEETING DATE: **April 9, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find a Tabulation of the bids received for work related to the replacement of the Bellaire and Normandy Park parking lots. The project is included in the districts 10 year long-term facilities maintenance plan and will be funded using proceeds from the issuance of long-term facilities maintenance bonds. After reviewing the information with the district's engineer for the project, Peterson Companies bid of \$422,370 was the lowest bid. The highest bid for the project was \$639,000.

RECOMMENDED ACTION: *Moved to accept the bid for the Bellaire and Normandy Park Parking lots submitted by Peterson Companies in the amount of \$422,370.*

**ANDERSON - JOHNSON
ASSOCIATES,
INC.**

LANDSCAPE ARCHITECTURE • SITE PLANNING • CIVIL ENGINEERING
7575 GOLDEN VALLEY ROAD • SUITE 200 • MINNEAPOLIS, MN 55427
FAX (763) 344-0331 • PH (763) 344-7129



April 3, 2018

Dan Roeser, Building Operations Supervisor
White Bear Lake Area Schools, ISD #624
4855 Bloom Avenue
White Bear Lake, MN 55110-2731

Re: 2018 Pavement Improvements

Dear Mr. Roeser,

Bids were received for the White Bear Lake Area Schools 2018 Pavement Improvements project on Tuesday, April 3, 2018; the low bidder for the project was Peterson Companies, Inc. with a base bid amount of \$422,370.00.

Following the bid opening, I spoke with Luke Kowarsch of Peterson Companies to confirm his understanding of the project. Luke stated he was comfortable with their bid and that Peterson Companies is ready to accomplish the work.

We have worked with Peterson Companies on previous projects and feel their work ethic and ability to complete projects in a timely manner and on budget has been satisfactory. With that, we feel very comfortable with their capacity to perform on this project and recommend accepting Peterson Companies, Inc. for the White Bear Lake Area Schools 2018 Pavement Improvements project.

If you have any questions regarding the above please do not hesitate to contact our office.

Sincerely,
Anderson-Johnson Associates, Inc.

Carrie Kadlec

ck/DAR

Bids Due:
 Tuesday, April 3, 2018
 (2:00 pm local time)



White Bear Lake Area Schools 2018 Pavement Improvements

	FPI Paving Contractors	Bituminous Roadways	Omann Bros.	Urban Companies	T. A. Schifsky & Sons	Midwest Asphalt Services	Peterson Companies
Bid Bond	√	√	√	√	√	√	√
Verification Certificate	√	√	√	√	√	√	√
Addendum 1	√	√	√	√	√	√	√
Base Bid	\$479,445.00	\$432,700.00	\$623,654.00	\$639,000.00	\$485,000.00	\$435,400.00	\$422,370.00
Comments							

AGENDA ITEM: **Action on North Campus Ceiling and Lighting Work**

MEETING DATE: **April 9, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find a tabulation of the bids received for work related to the North Campus Corridor Ceilings & Stair Rail Replacement. The project is included in the district's 10 year long-term facilities maintenance plan and will be funded using proceeds from the issuance of long-term facilities maintenance bonds. After reviewing the information with the district's engineer for the project, Iyawe & Associates was the lowest bid of \$297,000. The highest bid for the project of \$437,200.

RECOMMENDED ACTION: *Moved to accept the bid for the WBL North Campus Corridor Ceilings & Stair Rail Replacement 2018 submitted by Iyawe & Associates for the amount of \$297,000.*



**PERFORMANCE
DRIVEN DESIGN.**

LHBcorp.com

April 4, 2018

Dan Roeser
Building Operations Supervisor
White Bear Lake Area Public Schools, ISD 624
4855 Bloom Avenue
White Bear Lake, MN 55110

**WHITE BEAR LAKE AREA PUBLIC SCHOOLS, ISD 624
WBL NORTH CAMPUS CORRIDOR CEILINGS & STAIR RAIL REPLACEMENT 2018
LETTER OF RECOMMENDATION TO AWARD BID**

LHB has reviewed the bids received at the Tuesday, April 3, 2018 bid opening. Nine (9) bids were received ranging in price from \$437,200 to \$297,000. Based on the bids received, the apparent low bidder is Iyawe & Associates, as outlined on the attached Bid Tabulation.

We have evaluated their bid and consider the contract price fair and reasonable. Simon Iyawe, Iyawe & Associates, was contacted on April 3, 2018 to verify their bid amount and to request a list of references and representative projects. Mr. Iyawe stated that the company is satisfied with their bid and that the bid contained no errors or omissions.

LHB reviewed Iyawe & Associates project list and letters of recommendations and find them to be acceptable.

LHB recommends awarding the construction contract to Iyawe & Associates for the Base Bid amount of \$297,000.

If you have any questions regarding this recommendation, please call.

LHB

Tom Shober

TOM SHOBER, DESIGN SPECIALIST

Attachment: Bid Tabulation
Iyawe Project List
Iyawe Letters of References

c: Kevin Holm, Principal
Keith Weinzierl, Jeff Hauswirth; Hallberg Engineering

J:\18Proj\180118\700 Bidding\703 Bids\180118 Letter of Recommendation.docx

LHB File

21 West Superior Street, Suite 500		Duluth, MN 55802		218.727.8446
701 Washington Avenue North, Suite 200		Minneapolis, MN 55401		612.338.2029
324 Garfield Street South		Cambridge, MN 55008		763.689.4042
63 East Second Street, Suite 150		Superior, WI 54880		715.392.2902

Project Title: White Bear Lake Area Schools

WBL North Campus Corridor Ceilings & Stair Rail Replacement

BID CLOSE: Tuesday April 3, 2018 – 11:00 am

Bidder	ADD'A	BID BOND	Responsible Bidder	Base Bid		Comments
JB Vang Construction	Yes	Yes	Yes	\$380,945.00		
Parkos Construction Company, Inc.	Yes	Yes	Yes	\$437,200.00		
Tarraf Construction	Yes	Yes	Yes	\$379,000.00		
TMG Construction, Inc.	Yes	Yes	Yes	\$313,900.00		
AVM Construction	Yes	Yes	Yes	\$326,300.00		
Green Construction	Yes	Yes	Yes	\$326,000.00		
JPMI Construction	Yes	Yes	Yes	\$374,900.00		
IYawe Construction	Yes	Yes	Yes	\$297,000.00		
Gopher	Yes	Yes	Yes	\$333,000.00		

AGENDA ITEM: **Policy 410, Family and Medical Leave Policy**
MEETING DATE: **April 9, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

Background:

School Board Policy 410, Family and Medical Leave Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is recommended for action.

This policy had minor changes to sections I and II; in section III letters D and I were added; and section IV changes to 5b (1-4) and B Twelve-week Leave under State Law had major changes.

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and Parenting Leave Act as well as Military Family Leave Act.

Recommended Action: *Move to approve Policy 410, Family and Medical Leave Policy, as recommended by the School Board Policy Committee and Cabinet.*

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: September 14, 2009
Annual Review: August 8, 2011
Annual Review: September 10, 2012
Annual Review: October 13, 2014

*White Bear Lake Area
School District #624 Policy 410*

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and ~~also with parenting leave under state law~~ Parenting Leave Act as well as Military Family Leave Act.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws as well as Military Family Leave Act.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B). Deployment to a foreign country means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the United States, including international waters.

B. “Covered service member” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation,

or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; and

2. A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 month of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.

D. “Military caregiver leave” means leave taken to care for a covered service member or a veteran of the Armed Forces with a serious injury or illness.

~~D.~~ E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.

~~E.~~ F. “Outpatient status” means, with respect to a covered service member, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or
2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

F.G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member’s child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a healthcare provider for oneself, a covered military member, or his/her child;
6. to spend up to five fifteen calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member; and
8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

G.H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a healthcare provider.

I. “Spouse: means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

H. J. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave.

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth or adoption of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a healthcare provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and

b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or

(2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth

and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition; ~~or~~ because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a healthcare provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second healthcare providers differ, the school district may require certification from a third healthcare provider at the school district's expense. An employee may also be required to present a certification from a healthcare provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered_active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the healthcare provider.

11. The school district may require that a request for leave under Paragraph IV. A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the School Board periodically for review.

The school district shall comply with written notice requirement as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-week Leave.Twelve-week Leave under State Law

~~An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half fulltime equivalent. This leave is~~

~~separate and exclusive of the family and medical leave described in the preceding paragraphs.~~

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.A. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full-time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six week service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purpose of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after

placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the healthcare provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., and IV.A.12., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a trimester or semester may be required to extend the leave through the end of the trimester or semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester or semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester or semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a trimester or semester, the school district may require that the leave be continued until the end of the trimester or semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the trimester or semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of a trimester or semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the trimester or semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
 29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
 38 U.S.C. § 101 (Definitions)
 29 C.F.R. pt. 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

AGENDA ITEM: **Policy 805, Waste Reduction and Recycling**
MEETING DATE: **April 9, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

BACKGROUND:

School Board Policy 805, Waste Reduction and Recycling, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for action.

This policy had major changes throughout the policy to bring it up to date with current statutes and laws.

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

Recommended Action: *Move to approve Policy 805, Waste Reduction and Recycling, as recommended by the School Board Policy Committee and Cabinet.*

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

~~It is the policy of the~~ The policy of the school district **is** to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)

BA. "Mixed **municipal** solid waste" means garbage, refuse, ~~source-separated compostable materials~~ and other solid waste but does not include auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste materials **streams**. (Minn. Stat. § 115A.03, Subd. 21)

C.B. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)

~~C.~~ "Packing materials" means loose foam material, other than an exterior packaging shell, that is used to stabilize, protect, cushion, or brace the contents of a package. (Minn. Stat. § 16B.123, Subd. 2)

D. "Post consumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- FE. “Recyclable commodities” means materials, pieces of equipment, and parts that are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- GF. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, ~~and~~ batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H.G. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I.H. “Resource conservation” means the reduction in the use of water, energy and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J.I. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies that can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K.J. “Source-separated compostable materials” means ~~mixed solid waste~~ materials that:
1. ~~is~~ are separated at the source by waste generators for the purpose of preparing it them for use as compost;
 2. ~~is~~ are collected separately from ~~other~~ mixed municipal solid wastes and are governed by state licensing provisions;
 3. ~~is~~ are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the ~~director~~ Commissioner has determined that no other person is willing to accept the paper for recycling; ~~and~~
 4. ~~is~~ are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the ~~agency’s~~ PCA’s class I or class II, or equivalent, compost standards and where process ~~residues~~ rejects do not

exceed 15 percent by weight of the total material delivered to the facility;
and
(Minn. Stat. § 115A.03, Subd. 32(c))

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

L.K. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;
2. increasing the life span of a product;
3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36a**b**)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility ~~will have containers for~~ shall also collect at least three ~~of the following~~ recyclable materials such as, but not limited to, the following: paper, glass, plastic and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)

D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the Pollution Control Agency (PCA).

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the district counties prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4 ~~115A.471; Minn. Stat. § 458D.07, Subd. 4~~)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze, other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle, in or on:

1. ~~the land; or~~

~~2. the waters of the state or in a storm water or waste water collection system unless the school district purchases or uses an annual average of over 150 gallons of motor vehicle antifreeze per month for on-site installation and places the uses antifreeze in a waste water collection system that includes a publicly owned treatment works that is permitted by law.~~

1. solid waste or solid waste management facility other than a recycling facility or household hazardous waste collection facility;

2. the land unless approved by the PCA; or

3. the waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:

- a. permitted to do so by the operator of the system and the PCA;
- b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
- c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A. Intermediate School District No. 916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

- 1. in solid waste; or
- 2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

- 1. in a solid waste processing facility; or
- 2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product

powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § ~~16B.122, Subd. 3a~~ 16C.073, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § ~~16B.122, Subd. 3b~~ 16C.073, Subd.3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 2. purchase recycled content copy paper with at least ~~ten~~ 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 4. purchase recycled content copy, office and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 5. ~~use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;~~
 - 5.6. use reusable binding materials or staples and bind documents by methods that do not use glue;
 - 6.7. use soy-based inks;
 7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b;

8. produce reports, publications and periodicals that are readily recyclable;
9. print documents on both sides of the paper where commonly accepted publishing practices allow; and
10. purchase copier paper that contains at least ten percent post-consumer material by fiber content paper which has been made on a paper machine located in Minnesota.

(Minn. Stat. § ~~16B.122~~ 16C.073, Subd. 2)

- D. ~~Whenever technically feasible, the school district will purchase and use degradable loose foam packing materials manufactured from vegetable starches or other renewable resources, unless the cost of the packing material is more than ten percent greater than the cost of packing material made from nonrenewable resources. (Minn. Stat. § 16B.123, Subd. 1)~~ The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. ~~Whenever practicable, the school district will specify use of degradable loose foam packing material in contracting for purchase of packaged products, unless the cost of packaging a product with loose foam packing material is more than ten percent greater than the cost of packaging the product with loose foam packing material made from nonrenewable resources. (Minn. Stat. § 16B.123, Subd. 3)~~
- F. ~~The school district may not use any ink, dye, pigment, paint, or fungicide, other than those used as art supplies, manufactured after September 1, 1994, where lead, cadmium, mercury, or hexavalent chromium has been used as an element during the manufacturing or distribution of the item in a concentration which exceeds 100 parts per million. (Minn. Stat. § 115A.9651)~~
- E.G. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § ~~16B.122, Subd. 3b~~ 16C.073, Subd. 3(b))
- F.H. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § ~~16B.122, Subd. 3b~~ 16C.073, Subd. 3(b))

VI. OTHER

~~It is the~~ The policy of the school district to actively advocate, where appropriate, for resource

conservation practices to be adopted at the local, regional and state levels.

- Legal References:** Minn. Stat. § ~~16B.122~~ 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)
~~Minn. Stat. § 16B.123 (Packing Materials)~~
~~Minn. Stat. § 115A.03 (Definitions)~~
~~Minn. Stat. § 115A.15 (State Government Resource Recovery)~~
~~Minn. Stat. § 115A.151 (State and Local Facilities)~~
~~Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)~~
~~Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)~~
~~Minn. Stat. § 115A.9651 (Toxics in Specified Products, Enforcement)~~
~~Minn. Stat. § 458D.07 (Sewage Collection and Disposal)~~

Cross References:

AGENDA ITEM: **Policy 806, Crisis Management Policy**

MEETING DATE: **April 9, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 806, Crisis Management Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for action.

This policy had changes throughout to bring the policy up to date with current statutes and laws.

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. This policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Pursuant to this policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to the district's crisis management plan, heretofore referred to as the "Emergency Response Plan," and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

Recommended Action: *Move to approve Policy 806, Crisis Management Policy, as recommended by the School Board Policy Committee and Cabinet.*

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. This policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Pursuant to this policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to the district's crisis management plan, heretofore referred to as the "Emergency Response Plan," and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy and Emergency Response Plan has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

The school district administration shall present the district's Emergency Response Plan to the school board for review and approval. This district Emergency Response Plan and resultant building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, the Emergency Response Plan and the Crisis Management Policy, will be maintained on an annual basis.

B. Elements of the District Crisis Management Plan

1. General Crisis Procedures. The district's Emergency Response Plan includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It

designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans. A communication system will be in place to enable the designated individual(s) to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual(s), the provision of designee(s) when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Finally, all crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lockdown Procedures. Lockdown procedures will be used in situations ~~that may result in harm~~ where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. Each building administrator will submit lock-down procedures for their building as part of their building specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. Building plans should include specific evacuation procedures for individuals with special needs including those with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. §299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035]

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the specific emergency. Each building administrator will submit sheltering

procedures as part of their building specific crisis management plan.

2. Crisis-Specific Procedures. The Emergency Response Plan includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a **Building Emergency Response Team (BERT)** ~~crisis response team~~ trained to respond in an emergency. All team members will receive ongoing training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For the purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members and update it annually. A copy of the list will be kept on file in the school district office.
 - b. Leaders. The building administrator or designee serves as the leader of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district Crisis Management Policy and Emergency Response Plan as well as their own building's crisis management plan. Employees will receive a copy of the relevant building-specific crisis management plans and shall

receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific Crisis Management Plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe area both inside and outside of the building.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g. lunchtime, recess, and during assemblies. State law requires a minimum of five drills each school year, consistent with Minn. \$299F.30. See Minn. Stat. § 299F.30. See Minn. Stat. §121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will

designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut-offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office and will be updated annually.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and external use. It is recommended that the plan include several methods of communication because computers, intercoms, telephone, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify the specific crisis or emergency involved. The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a

specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing a school or any school district building as early in the day as possible. The early school closure procedures will set forth criteria for early school closure (e.g. weather related, utility failure, or a crisis situation), and will specify how closure decisions will be communicated to staff, students, families and the school community (designated broadcast media, local authorities, e-mail, parent notification systems, district or school web sites), and will discuss the factors to be considered in closing or reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Grief Counseling Procedures Behavioral Health Crisis Intervention Procedures

~~The district will prepare a grief counseling plan utilizing available resources including the school psychologist, counselor, community grief counselors, or others in the community. Grief counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide.~~

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps.

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.
3. Escort siblings and class friends of any victim as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to student and staff who receive counseling.
6. Resume normal school routines as soon as possible.

IV. CRISIS AREAS COVERED BY THE DISTRICT EMERGENCY RESPONSE PLAN

The district Emergency Response Plan provides procedures for addressing the following crises, but not limited to:

- A. Abduction or Kidnapping
- B. Assault
- C. Bomb Threat
- D. Burglary/Vandalism
- E. Civil Disturbance/Demonstration
- F. Community Emergency/Warning
- G. Dangerous Weapons
- H. Death of a Student/Staff
- I. Fire Emergency
- J. Hazardous Materials
- K. Hostage Situation
- L. Intruder
- M. Medical Emergency
- N. Shooting
- O. Suicide Student/Staff

- P. Terrorist Threat
- Q. Utility Emergency
- R. Vehicle/Bus Accident
- S. Weather Emergency

Building-specific crisis management plans will include such procedures and any other appropriate procedures.

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures that regulate visitors and mandate visitor sign-in ~~and visitors~~ in school buildings. See District Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

Legal References: 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance) Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility) Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property) Minn. Rules Part 7510 (Fire Safety)
Title IX, Part E, Subpart 2, Section 9532 (~~No Child Left Behind~~ Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
40 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: WBLASB Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
WBLASB Policy 413 (Harassment and Violence)

WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 532 (Use of Peace Officers and Crisis Teams to Remove
Students with IEPs from School Grounds)
WBLASB Policy 903 (Visitors to School District Buildings and Sites)

AGENDA ITEM: **Eliminate Policy 803, Warning Systems and
Emergency Plans, and Policy 804, Bomb
Threats**

MEETING DATE: **April 9, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 803, Warning Systems and Emergency Plans, and Policy 804, Bomb Threats, have been incorporated in Policy 806, Crisis Management Policy, and should be eliminated from our policy list.

Recommended Action: *Move to eliminate Policy 803, Warning Systems and Emergency Plans, and Policy 804, Bomb Threats, as recommended by the School Board Policy Committee and Cabinet since they are incorporated in Policy 806, Crisis Management Policy.*