INDEPENDENT SCHOOL DISTRICT #624

SCHOOL BOARD SPECIAL MEETING AGENDA

November 14, 2016

Independent School District No. 624

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.

Approved by White Bear Lake Area School Board on June 13, 2011.

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: November 3, 2016

Student Recognition will include: Girls' Cross Country Team, Boys' Cross Country Team, High School Cheer Team, and Middle School Cheer Team.

A student recognition will be held at **6:20 p.m**. in the Community Room on Monday, **November 14, 2016.** 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, November 14, 2016** at **7:00 p.m**. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. A Supercalifragilisticexpialidocious Update

2. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation on 2015-16 Audit Report

2. First Reading of School Board Policies:
   a) Policy 206, Public Participation in Board Meetings
   b) Policy 525, Violence Prevention
   c) Policy 701, Establish and Adoption of Budget
   d) Policy 701.1, Modification of School District Budget
   e) Policy 702, Accounting
   f) Policy 805, Waste Reduction & Recycling

E. OPERATIONAL ITEMS

1. Action on 2015–16 Audit Report

2. Action on Health Insurance Rates Effective January 1, 2017

3. Action on Secondary Course Proposals for 2017-18

4. Action on Ryan Art Grants Recommended by the Foundation

5. Action on School Board Policies:
   a. Policy 101, Legal Status of the School District
   b. Policy 406, Public and Private Personnel Data
   c. Policy 508, Extended School Year for Certain Students with Individualized Education Programs
   d. Policy 522, Student Sex Nondiscrimination
   e. Policy 721, Uniform Grant guidance Policy Regarding Federal Revenue Sources
   f. Policy 807, Health and Safety

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

Consent Agenda Item A-5
November 14, 2016
School Board Meeting

AGENDA ITEM: **Consent Agenda**

MEETING DATE: **November 14, 2016**

SUGGESTED DISPOSITION: **Action Items**

CONTACT PERSON(S): **Dr. Michael J. Lovett, 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: **November 14, 2016**

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, October 10, 2016** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Chair Newberg called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Newmaster, Wilson, Chapman, Fahey, Kimball, Mullin, Newberg
   Ex-Officio: Michael Lovett, Superintendent of Schools
   Cabinet: Daniels, Garrison, Goers, Kazmierczak, Maurer, Paul, Vette
   Student School Board Representative: Sherrick
3. Pledge of Allegiance
4. Chapman moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
6. Wilson moved and Kimball seconded to approve the consent agenda consisting of:
   - Approval of minutes of regular meeting on Septebmer12, 2016, special meeting on September 26, 2016, and work-study session of September 26, 2016;
   - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
   - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
   - Approve field trips;
   - Passage of resolution to approve personnel issues to include:
     - **Resignations/Termination – Classified Staff**
       Stephanie Crock – Communications Specialist, District Center
       Employed by District 624 since 02/02/2015
       Effective Date: 10/13/2016
       Nichole Pax – Program Assistant Leader, Lakeaires Elementary
       Employed by District 624 since 12/11/2015
       Effective Date: 08/26/2016
       Scott Pederson – Bus Driver, Bus Garage
       Employed by District 624 since 02/16/2016
       Effective Date: 09/28/2016
       Ryan Rud – Pupil Support Assistant, Otter Lake Elementary
       Employed by District 624 since 09/03/2013
       Effective Date: 10/07/2016
     - **Resignations/Termination – Certified Staff**
       Lindsey Mulhausen – Special Education Teacher, Willow Lake Elementary
       Employed by District 624 since 09/03/2013
       Effective Date: 07/28/2016
     - **Retirement – Classified Staff**
       Alysia Buckingham – Pupil Support Assistant, Central Middle Schoo1
       Employed by District 624 since 11/13/1995
       Effective Date: 10/07/2016
     - **Full Time Leave Request – Certified Staff**
       Sara Martin – Language Arts Teacher, WBLAHS – South Campus
       Employed by District 624 since 08/22/2012
       Effective Date: 2016 – 2017 School Year

- **Change In Continuing Contract – Certified Staff**
  Denise Callen – Spanish Teacher, Sunrise Park Middle School
  From .3 FTE to .4 FTE
  Effective: 2016-2017 School Year
- **New Personnel – Classified Staff**
  Melanie Crawley – Pupil Support Assistant, WBLAHS – North Campus
  $18.00 / hr., 5.25 hrs. / 165 days $15,592.50
  Effective Date: 09/26/2016
  Amy Lewellen-Contreras – Pupil Support Assistant, Transition Education Center
  $18.00 / hr., 5.5 hrs. / 165 days $16,335.00
  Effective Date: 09/26/2016
  Nancy Mullen – Part Time Cook, Central Middle School
  $14.50 / hr., 3.5 hrs. / 162 days $8,221.50
  Effective Date: 09/30/2016
  Shraddha Pingale – Assistant Program Leader, Otter Lake Elementary
  $13.44 / hr., 2.5 hrs. / 194 days $6,518.40
  Effective Date: 10/03/2016
  Linda Triplett – Assistant Program Leader, Otter Lake Elementary
  $13.44 / hr., 2.75 hrs. / 204 days $7,539.84
  Effective Date: 09/19/2016
  Lucy Willingham – Assistant Program Leader, Otter Lake Elementary
  $13.44 / hr., 4.5 hrs. / 192 days $11,612.16
  Effective Date: 10/05/2016
  Polo Yee – Program Aide, Birch Lake Elementary
  $12.53 / hr., 2.5 hrs. / 193 days $6,045.72
  Effective Date: 10/04/2016
- **New Personnel – Non Affiliated Staff**
  Mariel Culhane – Federal and State Grant Coordinator, District Center
  $86,000.00
  Effective Date: 10/03/2016
- **Long Term Substitute – Classified Staff**
  Libby Beytien-Carlson – Instructional Assistant, Matoska International
  $17.58 / hr., 6.0 hrs. / 160 days $16,876.80
  Effective Date: 10/03/2016 through 06/08/2017
  Lisa Esboldt – Instructional Assistant, Matoska International
  $17.58 / hr., 6.0 hrs. / 180 days $18,986.40
  Effective Date: 09/05/2016 through 06/08/2017

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

B. PUBLIC FORUM – Nancy Bernstein spoke on behalf of the Regular Ed. PreSchool Teachers describing the work they do, how they are compensated, and their request to be included on the Teacher Master Contract.

Andrew Adams III spoke on changing the ISD 624 calendar/policy from acknowledging Columbus Day to acknowledging Indigenous Peoples Day.

C. INFORMATION ITEMS

1. Recognition of Finance Awards – Dr. Kazmierczak presented the Board chair with the Association of School Business Officials (ASBO) and the Government Finance Officers

Association (GFOA) award. This was our sixteenth consecutive year be honored with these awards. Dr. Kazmierczak thanked Mary Vaske, District Controller, Lee Lor, Accountant, and others for their hard word.

2. Superintendent's Report - Sixteen students from Germany are here for a three week visit as part of the German-American Partnership Program. In June WBLAHS students will visit Germany. Teachers Karla Booth and Caroline Waskow facilitate the program. Fifty Central Middle School students were inducted into the National Junior Honor Society. Last week students at North Campus and both Middle Schools participated in "Kindness in Chalk" writing positive sidewalk messages to begin October as Bullying Awareness Month. Friday October 14 is the Harvest Bowl football game. Bring three or more non-perishable food items to donate to the food shelf as admission. At the game alumni Andrea Peterson and Jon Anderson will be inducted into the Athletic Hall of Fame. The Bear Legacy fundraising event will take place at North Oaks Country Club on Friday October 14. Wear orange Wednesday October 19 in honor of Unity Day for National Bullying Prevention Month. Tickets for the WBLAHS musical, Mary Poppins, will be available Oct. 14 on the district website. Cast and crew will hold a fundraiser the morning of Saturday Nov. 5 at the North Campus cafeteria. Homecoming week was a success with more than 1000 students attending the dance. Student representative report - The theme for homecoming dance was Alice in Wonderland and the spirit days centered around this theme. The cheerleading program had a clinic for K-5 students inviting them to cheer at the game with 112 students participating. Junior and Senior class officers have been named and the yearbook team is hard at work. The membership of the student culture club has grown providing students an opportunity to learn about different cultures.

D. DISCUSSION ITEMS

1. World's Best Workforce Report on Academic Measures - Assistant Superintendent for Teaching and Learning Sara Paul reported on School Board responsibilities to comply with State requirements of the WBWF legislation. Assessment coordinator Brian Morris was available to answer questions. The complete presentation is on the district website.

2. First Reading of School Board Policies:
    a. Policy 101, Legal Status of the School District
    b. Policy 406, Public and Private Personnel Data
    c. Policy 508, Extended School Year for Certain Students with Individualized Education Programs
    d. Policy 522, Student Sex Nondiscrimination
    e. Policy 721, Uniform Grant guidance Policy Regarding Federal Revenue Sources
    f. Policy 807, Health and Safety

    George Kimball and Janet Newberg, members of the Policy Committee, provided information on the policies for first reading to ensure that Board members understood what changes were made to these policies. These six policies will be on the agenda in November for action.

E. OPERATIONAL ITEMS

1. Wilson moved and Newmaster seconded to authorize Hazel Reinhardt Consulting Services to proceed with an enrollment and housing study as specified in the August 30, 2016 proposal. ***Roll call vote: ayes, Newmaster, Wilson, Chapman, Fahey, Kimball, Mullin, Newberg. Nays, none. Motion carried.***

2. Closed Meeting and Action on Proposed Settlements.

The meet was closed at 8:10 p.m. as permitted by the attorney client privilege Minnesota Statute 13D.05.Subdivision 3(b) to discuss possible settlement of litigation/claims alleged against the school district.

The meeting was called back together at 9:00 p.m. The Board chair explained that the closed session was an opportunity to talk to District Counsel about the two proposed settlements.

Settlement #1 - Wilson moved and Newmaster seconded to approve the Settlement Agreement between ISD 624 and Susan Ann Arthaud for the sum of $40,000.
Roll call vote: ayes: Newmaster, Wilson, Chapman, Fahey, Newberg; nays: Kimball; Abstain: Mullin. Motion carried.

Settlement #2 - Kimball moved and Wilson seconded to approve the Settlement Agreement between ISD 624 and Dwayne Nabors for the sum of $16,900.
Roll call vote: ayes: Newmaster, Wilson, Chapman, Fahey, Newberg; nays: none; Abstain: Mullin. Motion carried.

F. **BOARD FORUM - -** Wilson reported the WBLAEF Bear Legacy event is Friday October 14 and on the same day the MN Laborers Union has its annual Construction Industry Open House. Contact Wilson or Mullin for more information. Mullin reported on Friday October 14 Journey Home MN will hold its Opening Doors Gala at Vadnais Heights Commons. Contact him for more information. Kimball welcomed new staff, thanked Pupil Support Assistant, Alysia Buckingham, for 21 years of service, and is looking forward to the WBLAHS Fall Musical, Mary Poppins. He can say Supercalifragilisticexpialidocious backwards!

G. **ADJOURNMENT -** Wilson moved and Newberg seconded to adjourn the meeting at 9:07 p.m.
Voice vote: all ayes. Motion carried. Submitted by: Ellen Fahey, clerk

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

A work study session of the White Bear Lake Area School Board was held on **Monday, October 24, 2016** 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 - Newberg called the meeting to order at 5:30 p.m.

   Roll Call - Present: Chapman, Fahey, Kimball, Mullin, Newberg, Wilson
   Absent: Newmaster
   Ex-officio: Lovett
   Student Representative: Martins (5:52 p.m.), Sherrick (6:25 p.m.)
   Cabinet: Garrison, Goers, Kazmierczak, Maurer, Paul, Vette

B. DISCUSSION ITEMS

Director of Communications & Community Relations Marisa Vette explained that the recording of the September 26, 2016 work study meeting was not on the district website because of technical difficulties. Video of the regular board meeting and recording of the work study meeting are now available on the district website.

1. Update on School Board/Superintendent Goals and Strategic Plan Priorities for 2016-17 - Superintendent Michael Lovett presented the updated document highlighting two items. By the end of October, 2016, the administration plans to inform the YMCA that we will not be able to extend the lease of four classrooms at Birch Lake Elementary because these classrooms will be needed in 2017-18 for our own preschool programming. The first board listening session will be related to the superintendent search.

2. Review of Health Insurance Proposed Rate Increase - Assistant Superintendent for Finance and Operations Wayne Kazmierczak and Pierre Guilfoile, National Insurance Services Inc., provided an update regarding the proposed increase to the District's health insurance rates. The district insurance committee has voted to include Grand Rounds, a program to assist employees in navigating medical events.

3. Proposed Changes in Secondary Courses for 2017-18 - Assistant Superintendent Sara Paul, Secondary Teaching and Learning Coordinator Jill Pearson, Principals Tim Wald, Christina Pierre, and Tim Schochenmaier presented the rationale for proposed changes to academic programming for 2017-2018 including new courses, changes to existing courses, expansion of concurrent enrollment opportunities, and elimination of courses. The document is available in the work study packet on the district website.

4. Plans for Evaluation of International Baccalaureate Programs, Consistent with Strategic Plan Action Step I.4 - Assistant Superintendent Sara Paul, Secondary Teaching and Learning Coordinator Jill Pearson, Assessment Coordinator Brian Morris, Principals Christine Pierre and Tim Schochenmaier presented four options on conducting an evaluation of the IB programs. The Center for Applied Research and Educational Improvement (CAREI) will be contacted for more information on their proposal.

5. Update on Options for Ice Arena Rentals - Superintendent Michael Lovett and Assistant Superintendent for Finance and Operations Wayne Kazmierczak presented an update on options being considered for ice arena rental. The goal is to provide a long term commitment for a quality facility at a reasonable price.

6. School Board Chair Janet Newberg led the discussion on the superintendent selection process. A subcommittee consisting of Vice-chair Kimball and board members Chapman and Fahey will outline a selection process, collect input from stakeholders, and present a recommendation for the selection process at the November work study session.

C. ADJOURNMENT - Chair Newberg adjourned the meeting at 8:25 p.m.

Submitted by: Ellen Fahey, Clerk

Consent Agenda Item A-5(b)
November 14, 2016
School Board Meeting

AGENDA ITEM:	**Monthly Check Registers**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Action Item**
CONTACT PERSON(S):	**Dr. Wayne Kazmierczak, Assistant Superintendent of Finance and Operations** **Mary Vaske, Controller**

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 - October

	10/14/2016	10/25/2016	10/31/2016
Direct Deposit 454117-455520	1,756,527.76		
U.S. Treasury (FICA, Medicare, withholding)	695,486.01		
MN State Income Tax	109,665.63		
PERA	110,268.91		
TRA	319,958.36		
MSRS	4,955.60		
American Funds	79,944.39		
AIG	7,058.90		
ESI	26,920.83		
AXA	31,527.61		
State of MN Levies	2,010.90		
State of MN - Unemployment Insurance		33,303.79	
Direct Deposit 455521-456933			1,733,230.74
U.S. Treasury (FICA, Medicare, withholding)			681,073.81
MN State Income Tax			107,337.48
PERA			105,865.85
TRA			318,117.94
MSRS			4,955.60
American Funds			81,082.46
AIG			6,658.90
ESI			26,936.82
AXA			31,916.52
State of MN Levies			2,010.90

Check Nbr	Vendor Name	Check Date	Check Amount
161700229	ACCIARI, NICOLE E	10/12/2016	108.20
161700230	ANDERSON, MELISSA KAY	10/12/2016	68.31
161700231	ATKINS, SARAH A	10/12/2016	40.75
161700232	BARKLEY, DANIELLE M	10/12/2016	371.08
161700233	BERLIN, KATHERINE L	10/12/2016	25.97
161700234	BURG, DIANE C	10/12/2016	199.96
161700235	COE, MEGAN N	10/12/2016	35.00
161700236	DUSTIN, JOSEPH J	10/12/2016	397.26
161700237	DYMIT, MARIE S	10/12/2016	92.34
161700238	EGEMO, PATRICIA ANN	10/12/2016	29.16
161700239	FEIDER, CHELSEA K	10/12/2016	135.70
161700240	FENWICK, ELIZABETH J	10/12/2016	170.00
161700241	FINK, AVIS A	10/12/2016	234.42
161700242	GOERS, LINDA S	10/12/2016	449.82
161700243	GRABAU, TRENT A	10/12/2016	408.00
161700244	GRAVLEY, STEPHEN ALAN	10/12/2016	250.00
161700245	GREENE, VICTORIA L	10/12/2016	82.04
161700246	GRITZMACHER, SHAWN W	10/12/2016	53.99
161700247	HEALY, JASON CHARLES	10/12/2016	300.10
161700248	HOEG, SCOTT A	10/12/2016	125.00
161700249	HOUSE, MARILYN J	10/12/2016	316.43
161700250	IVEY, JEFFREY D	10/12/2016	137.97
161700251	JEBENS-SINGH, TARA L	10/12/2016	1,684.05
161700252	JESKE-WALFOORT, KIMBERLY A	10/12/2016	124.53
161700253	JORGENSON, AMY L	10/12/2016	95.16
161700254	KEESE, JENNIFER R	10/12/2016	135.71
161700255	LAFRINIER, JENNIFER A	10/12/2016	26.00
161700256	LAMWERS, LINDSAY M	10/12/2016	49.20
161700257	LANGSDALE, MATTHEW J	10/12/2016	46.98
161700258	LATUFF, JENNIFER J	10/12/2016	177.75
161700259	Vendor Continued Check	10/12/2016	0.00
161700260	LOVETT, MICHAEL J	10/12/2016	574.27
161700261	LOWTHER, ARIANA E	10/12/2016	125.00
161700262	LUNDBLAD, ANGELA C	10/12/2016	106.92
161700263	MAPLE, DAWN M	10/12/2016	126.84
161700264	MCGARTHWAITE, MICHAEL R	10/12/2016	31.59
161700265	MENGEL, MARY H	10/12/2016	300.94
161700266	MOORE, KATHERINE D	10/12/2016	392.00
161700267	NADEAU, MARGARET M	10/12/2016	403.48
161700268	NOHR, KATIE JO	10/12/2016	27.93
161700269	OCONNELL, CHRISTOPHER J	10/12/2016	79.88
161700270	OLSON, ANNA C	10/12/2016	48.91
161700271	OUREN, LISA M	10/12/2016	469.30
161700272	PAULSON, EMILEE HEALING	10/12/2016	179.00
161700273	PETERSON, ASHLEY P	10/12/2016	127.65
161700274	PLASTER, MARK ANTHONY	10/12/2016	86.94
161700275	POKORNY, MARY J	10/12/2016	1,113.16
161700276	PUODZIUNAS, DIANE M	10/12/2016	56.72
161700277	RAUSCH, NANCY J	10/12/2016	93.45
161700278	ROSSOW, BRENDA L	10/12/2016	112.50

Check Nbr	Vendor Name	Check Date	Check Amount
161700279	RUOHOMAKI, TERESA M	10/12/2016	28.71
161700280	SCHMIDT, DANIEL Q	10/12/2016	75.00
161700281	SEEBA, PAUL T	10/12/2016	252.36
161700282	STEADLAND, KEITH DAVID	10/12/2016	572.13
161700283	SUOJA, WENDY T	10/12/2016	184.35
161700284	SVIR, SARA A	10/12/2016	50.82
161700285	TUTTLE, JANE E P	10/12/2016	69.34
161700286	VAIL, ANNE B	10/12/2016	195.00

58 ACH Check(s) For a Total of 12,255.07

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	58	ACH	Checks For a Total of	12,255.07
	0	Computer	Checks For a Total of	0.00
Total For	58	Manual, Wire Tran, ACH & Computer Checks		12,255.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	12,255.07

Check Nbr	Vendor Name	Check Date	Check Amount
80375	916 EDUC FOUNDATION	10/13/2016	250.00
80376	AARP DRIVER SAFETY PROGRAM	10/13/2016	455.00
80377	ABBOTT PAINT & CARPET INC	10/13/2016	131.48
80378	ACCLAIM SERVICES INC	10/13/2016	419.00
80379	ACP DIRECT	10/13/2016	915.99
80380	ADRENALINE FUNDRAISING	10/13/2016	6,002.80
80381	AFTON APPLE ORCHARD	10/13/2016	588.00
80382	AGUILERA, TERRYN	10/13/2016	66.00
80383	AMAZON	10/13/2016	57.21
80384	AMAZON	10/13/2016	533.41
80385	AMAZON	10/13/2016	1,388.92
80386	AMAZON	10/13/2016	1,233.59
80387	AMERICAN MESSAGING	10/13/2016	52.92
80388	AMERICAN SCHOOL COUNSELOR	10/13/2016	20.00
80389	AMERIPRISE FINANCIAL SERVICES	10/13/2016	12,376.36
80390	AMERIPRIDE SERVICES	10/13/2016	869.16
80391	ANGER, DAVID M	10/13/2016	86.00
80392	APPLE COMPUTER INC	10/13/2016	1,237.00
80393	APPLIED ENVIRONMENTAL SCI INC	10/13/2016	6,581.30
80394	ASSOC FOR SUPERVISION & CURRIC	10/13/2016	89.00
80395	ASSETGENIE INC	10/13/2016	777.50
80396	B W T & F ENTERPRISES LLP	10/13/2016	820.00
80397	BADER, LAURIE JEAN	10/13/2016	123.12
80398	BAKER, JAMES J	10/13/2016	57.00
80399	BALD EAGLE SPORTSMENS ASSOC	10/13/2016	2,832.00
80400	BARNES & NOBLE	10/13/2016	330.22
80401	BARNETT WB CHRYSLER JEEP DODGE	10/13/2016	1,484.97
80402	BARNHART PERCUSSION SERVICES	10/13/2016	132.00
80403	BARTHOLD	10/13/2016	2,492.71
80404	BAUSCHETT, PAT	10/13/2016	66.00
80405	BENCHMARK EDUCATION COMPANY	10/13/2016	4,543.00
80406	BENERT, JAMIE CHRISTINE	10/13/2016	50.00
80407	BEST BUY BUSINESS ADVANTAGE AC	10/13/2016	9,186.14
80408	BIO CORPORATION	10/13/2016	530.36
80409	BLICK ART MATERIALS	10/13/2016	759.24
80410	BLUEBIRD SCREEN PRINT	10/13/2016	546.00
80411	BRAATEN, HAROLD A	10/13/2016	76.00
80412	BRAINPOP LLC	10/13/2016	2,095.00
80413	BROBACK, HENRY	10/13/2016	66.00
80414	BROCKWAY, TOM	10/13/2016	177.00
80415	THE BUG COMPANY	10/13/2016	17.00
80416	BUREAU OF EDUCATION & RESEARCH	10/13/2016	490.00
80417	BURNS, BRIAN	10/13/2016	66.00
80418	BUTTONMAKERS.NET	10/13/2016	465.24
80419	CARLEX INC	10/13/2016	38.35
80420	CAROLINA BIOLOGICAL SUPPLY	10/13/2016	119.47
80421	CDW GOVERNMENT INC	10/13/2016	1,725.03
80422	CHANEY ELECTRONICS INC	10/13/2016	235.25
80423	CHETS SHOES	10/13/2016	276.24
80424	CHILDREN'S HEALTH MARKET INC	10/13/2016	942.70

Check Nbr	Vendor Name	Check Date	Check Amount
80425	CHURCHILL, ADAM P	10/13/2016	132.00
80426	CINTAS CORP #470	10/13/2016	313.05
80427	CLARK, CYNTHIA JEAN	10/13/2016	17.00
80428	CLD HANDLING SYSTEMS INC	10/13/2016	556.00
80429	COBORNS DELIVERS	10/13/2016	178.09
80430	COMCAST	10/13/2016	5.29
80431	COMO LUBE & SUPPLIES	10/13/2016	50.00
80432	CONNEY SAFETY	10/13/2016	471.07
80433	CONTINENTAL CLAY CO	10/13/2016	114.73
80434	CONTINENTAL RESEARCH CORP	10/13/2016	884.41
80435	CUB FOODS OF WHITE BEAR TWSHP	10/13/2016	929.76
80436	CULLIGAN BOTTLED WATER	10/13/2016	27.30
80437	CURRICULUM ASSOCIATES LLC	10/13/2016	108.39
80438	DALCO CORPORATION	10/13/2016	27,153.29
80439	DECKER INC	10/13/2016	734.58
80440	DEEP PORTAGE	10/13/2016	19,916.00
80441	DEGARDNER, RICK	10/13/2016	207.50
80442	DEJARLAIS, MARILYN	10/13/2016	20.19
80443	DELTA EDUCATION	10/13/2016	173.96
80444	DEMCO INC	10/13/2016	2,211.97
80445	DESIGNER SIGN SYSTEMS INC	10/13/2016	275.64
80446	DISCOUNT SCHOOL SUPPLY	10/13/2016	162.66
80447	DIVERSIFIED SNACK DISTRIBUTION	10/13/2016	2,543.20
80448	DONATELLI'S	10/13/2016	310.66
80449	DOOR SERVICE COMPANY	10/13/2016	3,189.00
80450	DRAKE, PAUL	10/13/2016	86.00
80451	Vendor Continued Check	10/13/2016	0.00
80452	DEFINITIVE TECHNOLOGY SOLUTION	10/13/2016	5,447.06
80453	DEFINITIVE TECHNOLOGY SOLUTION	10/13/2016	21,585.66
80454	EAST RIDGE HIGH SCHOOL	10/13/2016	180.00
80455	EDVOTEK	10/13/2016	115.50
80456	EMEDCO COMPANY INC	10/13/2016	1,648.42
80457	ENVISION CATERING	10/13/2016	2,000.00
80458	EVERWHITE	10/13/2016	521.99
80459	F&N OPERATIONS LLC	10/13/2016	369.38
80460	Vendor Continued Check	10/13/2016	0.00
80461	FASTENAL COMPANY	10/13/2016	383.27
80462	FIRST STUDENT INC	10/13/2016	3,749.60
80463	FIRST TECHNOLOGIES INC	10/13/2016	17,337.50
80464	FIRSTGROUP AMERICA	10/13/2016	24,702.28
80465	FLANAGAN, HOPE LYNN	10/13/2016	200.00
80466	FLINN SCIENTIFIC INC	10/13/2016	687.03
80467	FOREIGN CANDY COMPANY INC	10/13/2016	458.59
80468	FRA-DOR INC	10/13/2016	249.00
80469	FRANZWA, BRIAN	10/13/2016	66.00
80470	FRASSATI CATHOLIC ACADEMY	10/13/2016	527.75
80471	FRATTALONES HARDWARE STORES	10/13/2016	817.20
80472	FREDERICKSON, MONICA MARIE	10/13/2016	20.00
80473	FRONTLINE TECHNOLOGIES GROUP	10/13/2016	1,290.00
80474	FRONTRUNNER SCREEN PRINTING	10/13/2016	99.00

Check Nbr	Vendor Name	Check Date	Check Amount
80475	FUN EXPRESS LLC	10/13/2016	36.33
80476	GALLAGHERS NORTHWESTERN TIRE C	10/13/2016	176.50
80477	GALLIVAN, PATRICK	10/13/2016	180.00
80478	GARVEY, PATRICIA	10/13/2016	19.55
80479	GMS INDUSTRIAL SUPPLIES INC	10/13/2016	150.12
80480	GOPHER	10/13/2016	1,149.10
80481	GOPHER STAGE LIGHTING	10/13/2016	8,852.60
80482	GOPHERMODS EDUC LLC	10/13/2016	80.00
80483	GRAINGER	10/13/2016	291.70
80484	GRANDMA'S BAKERY INC	10/13/2016	91.16
80485	GREAT AMER OPPORTUNITIES INC	10/13/2016	760.00
80486	GREAT LAKES HIGHER EDUC	10/13/2016	127.97
80487	GROTH MUSIC CO	10/13/2016	1,959.92
80488	GURSTEL CHARGO ATTORNEYS AT LA	10/13/2016	302.00
80489	HALLBERG ENGINEERING INC	10/13/2016	6,587.38
80490	HANDWRITING WITHOUT TEARS	10/13/2016	66.45
80491	HANSON, DARLENE	10/13/2016	17.00
80492	HANSON, EUGENE	10/13/2016	144.00
80493	HAUGEN, DONETTE	10/13/2016	50.00
80494	HEALTHPARTNERS	10/13/2016	203,201.38
80495	HEILIG, COURTNEY HOLLIS	10/13/2016	15.00
80496	HILDI INC	10/13/2016	480.00
80497	HILL, SCOTT	10/13/2016	86.00
80498	HISDAHL INC	10/13/2016	763.00
80499	HOFFBECK, DENNIS	10/13/2016	144.00
80500	HOLEMAN, JENNY	10/13/2016	20.00
80501	Vendor Continued Check	10/13/2016	0.00
80502	Vendor Continued Check	10/13/2016	0.00
80503	Vendor Continued Check	10/13/2016	0.00
80504	HOUGHTON MIFFLIN HARCOURT	10/13/2016	3,693.66
80505	HUERTH, MICHAEL	10/13/2016	922.80
80506	HUGO FEED MILL & HARDWARE	10/13/2016	19.18
80507	HUOT, JOHN D	10/13/2016	66.00
80508	Vendor Continued Check	10/13/2016	0.00
80509	Vendor Continued Check	10/13/2016	0.00
80510	Vendor Continued Check	10/13/2016	0.00
80511	IFD	10/13/2016	124,462.29
80512	INDUSTRIAL ARTS SUPPLY	10/13/2016	158.00
80513	INNOVATIVE OFFICE SOLUTIONS	10/13/2016	1,101.65
80514	INTEGRA TELECOM	10/13/2016	319.02
80515	INTEGRA	10/13/2016	3,190.23
80516	ISD #283 ST LOUIS PARK SCHOOL	10/13/2016	1,100.00
80517	ISD #832 MAHTOMEDI COMMUNITY E	10/13/2016	398.56
80518	INFORMATION & TECH EDUC OF MN	10/13/2016	540.00
80519	IUOE LOCAL 70	10/13/2016	2,344.15
80520	JAYTECH INC	10/13/2016	11,593.00
80521	JL TAITT & ASSOC	10/13/2016	600.00
80522	JUNIOR LIBRARY GUILD	10/13/2016	355.20
80523	Vendor Continued Check	10/13/2016	0.00
80524	JW PEPPER & SON INC	10/13/2016	876.56

Check Nbr	Vendor Name	Check Date	Check Amount
80525	KAISER, PHYLLIS	10/13/2016	12.95
80526	KARG, SHELLY F	10/13/2016	25.45
80527	KARLSBURGER FOODS INC	10/13/2016	328.80
80528	KATH FUEL OIL SERVICE CO	10/13/2016	836.85
80529	KEYSTONE INTERPRETING SOLUTION	10/13/2016	4,046.80
80530	KIMBALL MIDWEST	10/13/2016	302.84
80531	KNOBLAUCH, THOMAS	10/13/2016	66.00
80532	KONICA MINOLTA PREMIER FINANCE	10/13/2016	4,925.94
80533	KOREEN, GLORIA	10/13/2016	55.89
80534	KORNBAUM, WILLIAM	10/13/2016	57.00
80535	Vendor Continued Check	10/13/2016	0.00
80536	KRAFT CONTRACTING & MECHANICAL	10/13/2016	11,664.29
80537	KROMVIG, ANTHONY	10/13/2016	66.00
80538	KULLY SUPPLY COMPANY	10/13/2016	120.70
80539	LAKESHORE LEARNING MATERIALS	10/13/2016	363.19
80540	LASHOMB, BRIAN ALAN	10/13/2016	198.00
80541	LEARNING A-Z	10/13/2016	834.60
80542	LEVASSEUR, MARY	10/13/2016	68.00
80543	LHB INC	10/13/2016	1,894.99
80544	LIGHTSPEED TECH INC	10/13/2016	14.00
80545	LINDH, AMY	10/13/2016	259.19
80546	L T G POWER EQUIPMENT	10/13/2016	907.39
80547	M-F ATHLETIC CO INC	10/13/2016	606.95
80548	MN ASSOC OF ADMIN OF STATE &	10/13/2016	210.00
80549	MN ASSOC OF COLLEGE	10/13/2016	140.00
80550	MACKIN EDUCATIONAL RESOURCES	10/13/2016	264.20
80551	Vendor Continued Check	10/13/2016	0.00
80552	Vendor Continued Check	10/13/2016	0.00
80553	Vendor Continued Check	10/13/2016	0.00
80554	MADISON NATIONAL LIFE	10/13/2016	43,356.27
80555	MARKET DISTRIBUTING	10/13/2016	3,152.30
80556	MARRCH	10/13/2016	199.00
80557	MARX, BENJAMIN	10/13/2016	66.00
80558	MN ASSOC SCHOOL PERSONNEL ADMI	10/13/2016	550.00
80559	MN ASSOC OF SECONDARY SCHOOL P	10/13/2016	848.00
80560	MENARDS-MAPLEWOOD	10/13/2016	1,558.46
80561	MESSERLI & KRAMER PA	10/13/2016	504.00
80562	METRO ECSU	10/13/2016	100.00
80563	METRO MEALS ON WHEELS INC	10/13/2016	538.25
80564	METROMEGT	10/13/2016	500.00
80565	METROPOLITAN LIFE	10/13/2016	2,417.47
80566	MHS	10/13/2016	264.00
80567	MICHAELSON, RUTH F	10/13/2016	12.75
80568	MID CITY SERVICES - INDUSTRIAL	10/13/2016	2,038.09
80569	MIDWEST MICROSCOPE SERVICE	10/13/2016	799.00
80570	MIDWEST BUS PARTS INC	10/13/2016	227.22
80571	MIDWEST SPORTSWEAR & ATHLETIC	10/13/2016	178.50
80572	MILLIGAN, THERESA J	10/13/2016	19.00
80573	MINVALCO INC	10/13/2016	1,626.33
80574	MN ASSOC OF STUDENT COUNCILS	10/13/2016	15.00

Check Nbr	Vendor Name	Check Date	Check Amount
80575	MN ASSOC OF IB WORLD SCHOOLS	10/13/2016	250.00
80576	MN BOARD OF SCHOOL ADMINISTRAT	10/13/2016	150.00
80577	MN CLAY	10/13/2016	952.75
80578	MN COACHES INC	10/13/2016	6,942.60
80579	MN DEPT OF LABOR & INDUSTRY	10/13/2016	300.00
80580	MN ELEVATOR INC	10/13/2016	307.75
80581	MN HISTORICAL SOCIETY	10/13/2016	735.00
80582	MN ORCHESTRA	10/13/2016	2,002.00
80583	MN SWORD PLAY	10/13/2016	480.00
80584	MN ASSOC FOR FAMILY & EARLY ED	10/13/2016	240.00
80585	MOORHEAD MACHINERY & BOILER CO	10/13/2016	9,828.00
80586	MOREN, THOMAS	10/13/2016	34.00
80587	MORITZ, CLAIRE S	10/13/2016	125.00
80588	MPLS PUBLIC SCHOOLS	10/13/2016	184.00
80589	MROZ, GORDON S	10/13/2016	152.00
80590	MUDIMA, PETER	10/13/2016	144.00
80591	MUNOS, SCOTT	10/13/2016	66.00
80592	MUSIC THEATER INTL	10/13/2016	25.00
80593	NAC MECHANICAL & ELECTRICAL SE	10/13/2016	22,085.84
80594	NARDINI FIRE EQUIPMENT CO INC	10/13/2016	89.00
80595	NASCO	10/13/2016	236.17
80596	NASSEFF MECH CONTRACTORS	10/13/2016	935.00
80597	NATL WINDOW ASSOC	10/13/2016	10,307.30
80598	NCPERS MINNESOTA	10/13/2016	192.00
80599	NCS PEARSON INC	10/13/2016	424.35
80600	NEJAD, REZA	10/13/2016	171.00
80601	NEW WAY HYPNOSIS CLINC INC	10/13/2016	300.00
80602	NOLAN, KEITH	10/13/2016	163.00
80603	NORCENTRONIX DISTRIBUTING	10/13/2016	731.00
80604	NORTH CENTRAL TRUCK EQUIPMENT	10/13/2016	6,340.94
80605	NORTH STAR BANK	10/13/2016	7,650.00
80606	NORTH SUBURBAN TOWING	10/13/2016	2,137.50
80607	NORTHEAST METRO INTERMEDIATE D	10/13/2016	1,277.63
80608	O'NEIL, LOIS	10/13/2016	41.64
80609	O'REILLY AUTOMOTIVE INC	10/13/2016	2,010.77
80610	Vendor Continued Check	10/13/2016	0.00
80611	OFFICE DEPOT	10/13/2016	795.99
80612	ONENECK IT SOLUTIONS LLC	10/13/2016	525.00
80613	ORDWAY CENTER FOR PERFORMING	10/13/2016	301.00
80614	OXYGEN SERVICE CO INC	10/13/2016	1,292.60
80615	PAISLEY, JOHN	10/13/2016	57.00
80616	PAR INC	10/13/2016	1,729.64
80617	PARK SQUARE THEATRE	10/13/2016	1,755.00
80618	PEKARNA, MARTIN J	10/13/2016	86.00
80619	PFEFFER'S CLEANERS	10/13/2016	405.53
80620	PHOENIX ALTERNATIVES INC	10/13/2016	315.88
80621	PINE TREE APPLE ORCHARD	10/13/2016	156.00
80622	PIONEER	10/13/2016	1,645.00
80623	POCKET NURSE	10/13/2016	198.86
80624	PRAXAIR DISTRIBUTION INC	10/13/2016	145.78

Check Nbr	Vendor Name	Check Date	Check Amount
80625	PREMIUM WATERS INC	10/13/2016	113.70
80626	PRESS PUBLICATIONS	10/13/2016	30.00
80627	PRESS PUBLICATIONS	10/13/2016	1,293.60
80628	PRO-ED INC	10/13/2016	526.79
80629	QUIZLET	10/13/2016	83.97
80630	RAUSCH, STURM, ISRAEL,	10/13/2016	216.00
80631	READING HORIZONS	10/13/2016	159.00
80632	RED BALLOON BOOKSHOP	10/13/2016	86.34
80633	REDWOOD TOXICOLOGY LABORATORY	10/13/2016	93.48
80634	REGENTS OF THE UNIV OF MN	10/13/2016	2,470.00
80635	REINHARDT, HAZEL H	10/13/2016	3,000.00
80636	RICK, CHRISTOPHER	10/13/2016	82.50
80637	ROBERTS BUSINESS FORMS	10/13/2016	857.65
80638	RODENBURG LAW FIRM	10/13/2016	214.00
80639	ROETTGER, DORIS	10/13/2016	52.50
80640	ROOF SPEC INC	10/13/2016	200.00
80641	ROYCE, BENJAMIN	10/13/2016	144.00
80642	RUDDYS PARTY TOWN INC	10/13/2016	38.70
80643	SAFETYFIRST PLAYGROUND SURFACI	10/13/2016	3,550.35
80644	SAFEWAY DRIVING SCHOOL	10/13/2016	5,670.00
80645	SAM'S CLUB/SYNCHRONY BANK	10/13/2016	830.01
80646	SAM'S CLUB/SYNCHRONY BANK	10/13/2016	575.85
80647	SAM'S CLUB/SYNCHRONY BANK	10/13/2016	63.56
80648	SAM'S CLUB/SYNCHRONY BANK	10/13/2016	1,270.07
80649	SAM'S CLUB/SYNCHRONY BANK	10/13/2016	142.36
80650	SAM'S CLUB/SYNCHRONY BANK	10/13/2016	1,043.16
80651	SAUERS, TODD	10/13/2016	288.00
80652	SCHMID, RITA	10/13/2016	14.45
80653	SCHOLASTIC INC	10/13/2016	685.79
80654	SCHOLASTIC INC	10/13/2016	749.05
80655	SCHOOL OUTFITTERS	10/13/2016	578.65
80656	Vendor Continued Check	10/13/2016	0.00
80657	SCHOOL SERVICE EMPLOYEES	10/13/2016	6,115.54
80658	SCHOOL SPECIALTY	10/13/2016	1,106.69
80659	SCHROEDER, MOLLY	10/13/2016	19,000.00
80660	SEEVER, GRAY	10/13/2016	325.00
80661	SERENDIPITY ART AND DESIGN SER	10/13/2016	2,200.00
80662	SIMPLEXGRINNELL LP	10/13/2016	3,583.00
80663	SKATETIME SCHOOL PROGRAMS	10/13/2016	830.00
80664	SLATOR, KEVIN T	10/13/2016	163.00
80665	SMART CENTER	10/13/2016	33.00
80666	SMEED, JESSICA	10/13/2016	160.00
80667	SOLARWINDS	10/13/2016	2,039.58
80668	SOUTHERN MN INSPECTION	10/13/2016	714.60
80669	SPENCER, DOROTHY	10/13/2016	15.69
80670	SPENCE, LYNETTE MARIE	10/13/2016	141.37
80671	ST PAUL RIVER CENTRE	10/13/2016	2,640.00
80672	STATE SUPPLY CO	10/13/2016	2,135.40
80673	STAUFFACHER, RAEANNE	10/13/2016	88.17
80674	STAY TUNED PIANO SERVICES	10/13/2016	329.00

Check Nbr	Vendor Name	Check Date	Check Amount
80675	STEINER, EILEEN A	10/13/2016	32.94
80676	STREAMLINE DESIGN INC	10/13/2016	1,972.00
80677	SUM	10/13/2016	185.00
80678	Vendor Continued Check	10/13/2016	0.00
80679	SUMMIT COMPANIES	10/13/2016	2,907.40
80680	SUPERIOR STRIPING INC	10/13/2016	390.00
80681	SYNCHRONY BANK	10/13/2016	27.99
80682	SYNOVIA	10/13/2016	1,417.50
80683	TAMARACK NATURE CENTER	10/13/2016	78.00
80684	TAOLY, ROGER	10/13/2016	144.00
80685	TARTAN HIGH SCHOOL	10/13/2016	85.00
80686	TEACHER SYNERGY LLC	10/13/2016	32.99
80687	TERNES, KELLY	10/13/2016	132.00
80688	TEXT HELP SYSTEMS INC	10/13/2016	1,875.00
80689	THELEN HEATING & ROOFING INC	10/13/2016	353,609.00
80690	THYSSENKRUPP ELEVATOR CORP	10/13/2016	720.04
80691	TIERNEY BROTHERS INC	10/13/2016	479.22
80692	TIME FOR KIDS	10/13/2016	258.40
80693	TISCHLER, LARRY	10/13/2016	17.05
80694	TRADE PRESS INC	10/13/2016	4,685.58
80695	TRANS-MISSISSIPPI BIO SUPPLY	10/13/2016	119.50
80696	TRI-STATE BOBCAT	10/13/2016	5,071.50
80697	TWIN CITY ACOUSTICS INC	10/13/2016	2,269.64
80698	U.S. ENERGY SERVICES INC	10/13/2016	703.00
80699	UNIVERSITY OF MINNESOTA	10/13/2016	12,180.00
80700	UNIVERSAL ATHLETIC	10/13/2016	1,572.90
80701	THE UPS STORE #3299	10/13/2016	42.89
80702	US BANK	10/13/2016	203.20
80703	US DEPT OF EDUCATION	10/13/2016	680.33
80704	Vendor Continued Check	10/13/2016	0.00
80705	US FOODS CULINARY EQUIP & SUPP	10/13/2016	1,803.24
80706	USA TODAY	10/13/2016	60.36
80707	VAIL, STEVEN D	10/13/2016	40.00
80708	VANGUARD SMALL BUSINESS SERVIC	10/13/2016	26,934.73
80709	VERIZON WIRELESS	10/13/2016	61.03
80710	Vendor Continued Check	10/13/2016	0.00
80711	VADNAIS HEIGHTS ECONOMIC DEV C	10/13/2016	450.00
80712	VIKING ELECTRIC SUPPLY	10/13/2016	11,759.57
80713	VOCABULARY SPELLING CITY.COM	10/13/2016	52.95
80714	VOYAGER SOPRIS LEARNING	10/13/2016	805.04
80715	WHITE BEAR LAKE (CITY OF)	10/13/2016	2,016.50
80716	WHITE BEAR LAKE (CITY OF)	10/13/2016	11,102.82
80717	WHITE BEAR LAKE ROTARY CLUB	10/13/2016	231.50
80718	WELLNER LAW PLLC	10/13/2016	100.00
80719	WEST INTERACTIVE SERVICES CORP	10/13/2016	17,300.00
80720	WEST MUSIC COMPANY	10/13/2016	966.74
80721	WIMER, MARY KATHRYN	10/13/2016	150.00
80722	WINDSTREAM	10/13/2016	5,078.18
80723	WOODWARD ACADEMY	10/13/2016	1,098.65
80724	WORLD BOOK INC	10/13/2016	599.95

Check Nbr	Vendor Name	Check Date	Check Amount
80725	WORLD'S FINEST CHOCOLATE INC	10/13/2016	1,560.00
80726	YOGA DEVOTION LLC	10/13/2016	1,120.00
80727	YOUTH FRONTIERS	10/13/2016	750.00
80728	ZAPPETILLO, DAVID	10/13/2016	118.00
80729	ZARAMBO, MARIA L	10/13/2016	333.00
80730	ZONEONE LOCATING	10/13/2016	177.50

356 Computer Check(s) For a Total of 1,303,556.69

Check Nbr	Vendor Name	Check Date	Check Amount
80356	VIKING ELECTRIC SUPPLY	10/13/2016	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
	356	Computer	Checks For a Total of	1,303,556.69
Total For	357	Manual, Wire Tran, ACH & Computer Checks		1,303,556.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,303,556.69

Check Nbr	Vendor	Name	Check Date	Check Amount
0	BMO		10/19/2016	12,744.88
1	Manual	Check(s) For a Total of		12,744.88

	1	Manual	Checks For a Total of	12,744.88
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		12,744.88
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	12,744.88

Check Nbr	Vendor Name	Check Date	Check Amount
70961	WHITE BEAR LAKE CITY	10/20/2016	100.00

1 Void Check(s) For a Total of 100.00

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
0	Computer	Checks For a Total of	0.00
Total For 0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less 1	Voided	Checks For a Total of	100.00
		Net Amount	-100.00

Check Nbr	Vendor Name	Check Date	Check Amount
80731	DWAYNE NABORS & THE LAW OFFICE	10/21/2016	16,900.00
80732	GREATAMERICA FINANCIAL SERVICE	10/21/2016	1,158.50

2 Computer Check(s) For a Total of 18,058.50

	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	18,058.50
Total For	2	Manual, Wire Tran, ACH & Computer Checks		18,058.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,058.50

Check Nbr	Vendor Name	Check Date	Check Amount
161700287	ACCIARI, NICOLE E	10/25/2016	195.00
161700288	BUCHOLZ, WILLIAM R	10/25/2016	152.99
161700289	BUESING, JANA D	10/25/2016	169.96
161700290	CARNEY, AMY S	10/25/2016	47.60
161700291	CROCK, STEPHANIE L	10/25/2016	90.76
161700292	DEEN, DENISE T	10/25/2016	382.86
161700293	EDBERG, REBECCA J	10/25/2016	254.80
161700294	ENGSTRAN, PAUL A	10/25/2016	40.00
161700295	FROGNER, JANINE M	10/25/2016	84.95
161700296	FUHRMAN, SARAH J	10/25/2016	137.40
161700297	GREENE, VICTORIA L	10/25/2016	85.32
161700298	GRUN, SUSAN L	10/25/2016	25.00
161700299	HOGEN, KARIN ELIZABETH	10/25/2016	130.00
161700300	KASTEN, JENNIFER M	10/25/2016	28.77
161700301	KAZMIERCZAK, WAYNE A	10/25/2016	740.26
161700302	KENTFIELD, KELLY S	10/25/2016	167.12
161700303	KERBAGE, STEPHANIE A	10/25/2016	69.19
161700304	KLIER, BECKY L	10/25/2016	50.00
161700305	KOLMAN-KEEN, SARAH L	10/25/2016	26.62
161700306	KOVACICH, DANIEL KRAIG	10/25/2016	92.75
161700307	KOVACS, JAMIE L	10/25/2016	120.00
161700308	LACASSE, KIM S	10/25/2016	175.00
161700309	LAMWERS, LINDSAY M	10/25/2016	49.47
161700310	LARSON, BRITA A	10/25/2016	36.18
161700311	LEIBEL, KARI A	10/25/2016	96.38
161700312	LOHMANN, JOHN H	10/25/2016	75.00
161700313	MALWITZ, REBECCA ANN	10/25/2016	365.40
161700314	MAPLE, DAWN M	10/25/2016	206.88
161700315	MCMACKINS, SARA B	10/25/2016	481.68
161700316	MENIER, MATTHEW M	10/25/2016	455.00
161700317	MILES, MARY T	10/25/2016	716.65
161700318	NELSEN, AIMEE H	10/25/2016	37.67
161700319	OGRADY, CATHY SUE	10/25/2016	80.94
161700320	PARR, ANDREW S	10/25/2016	112.00
161700321	POST, JEREMY J	10/25/2016	89.99
161700322	PUJOLS, JUAN	10/25/2016	260.00
161700323	RATLIFF, GERALD	10/25/2016	114.48
161700324	RIEBOW, MATTHEW R	10/25/2016	121.77
161700325	RUEBL, CELESTE B	10/25/2016	85.00
161700326	SAMPOANG, DESSERAY R	10/25/2016	452.69
161700327	SCHMIDT, HEATHER RAE	10/25/2016	781.26
161700328	SLACK, LISA ANN	10/25/2016	75.00
161700329	SLEEMAN, DIANE S	10/25/2016	31.94
161700330	SMITH, JAMES M	10/25/2016	50.00
161700331	STEADLAND, KEITH DAVID	10/25/2016	35.12
161700332	STIRLING, CONNIE B	10/25/2016	165.00
161700333	VAIL, ANNE B	10/25/2016	141.75
161700334	VASKE, MARY M	10/25/2016	1,225.00
161700335	VAUGHN, DEBRA JEAN	10/25/2016	99.98
161700336	VOSS, KAREN D	10/25/2016	30.00

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80733	AARP DRIVER SAFETY PROGRAM	10/27/2016	340.00
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80735	AARP DRIVER SAFETY PROGRAM	10/27/2016	495.00
80736	AARP DRIVER SAFETY PROGRAM	10/27/2016	595.00
80737	ABLENET INC	10/27/2016	389.40
80738	ADAPTIVEMALL.COM LLC	10/27/2016	661.95
80739	Vendor Continued Check	10/27/2016	0.00
80740	AGROPUR INC	10/27/2016	22,682.43
80741	AMAZON	10/27/2016	29.77
80742	AMAZON	10/27/2016	690.82
80743	AMAZON	10/27/2016	2,398.32
80744	AMAZON	10/27/2016	505.92
80745	AMAZON	10/27/2016	201.02
80746	AMAZON	10/27/2016	1,264.81
80747	AMAZON	10/27/2016	335.51
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80749	AMAZON	10/27/2016	892.90
80750	AMAZON	10/27/2016	429.03
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80752	AMAZON	10/27/2016	256.57
80753	AMAZON	10/27/2016	1,207.65
80754	AMAZON	10/27/2016	2,443.18
80755	AMAZON	10/27/2016	1,687.25
80756	AMAZON	10/27/2016	2,492.73
80757	AMDI	10/27/2016	220.91
80758	AMERIPRISE FINANCIAL SERVICES	10/27/2016	12,376.60
80759	ANDERSON, ERIC	10/27/2016	66.00
80760	APPLE COMPUTER INC	10/27/2016	100.00
80761	APPLIED ENVIRONMENTAL SCI INC	10/27/2016	370.00
80762	ARNSDORFF, DANIEL J	10/27/2016	1,541.90
80763	ASL INTERPRETING SERVICES	10/27/2016	120.00
80764	AVID CENTER	10/27/2016	17,029.80
80765	BANCE, SHEREEN	10/27/2016	77.56
80766	BAUDVILLE	10/27/2016	916.14
80767	BENCHMARK EDUCATION COMPANY	10/27/2016	973.50
80768	BERRY BLENDZ - EDEN PRAIRIE	10/27/2016	748.50
80769	BLICK ART MATERIALS	10/27/2016	1,092.26
80770	BLUE BELL ENTERPRISES INC	10/27/2016	5,592.20
80771	BREAKOUT INC	10/27/2016	108.00
80772	THE BUG COMPANY	10/27/2016	16.00
80773	CAMP ST CROIX	10/27/2016	370.50
80774	CAPITAL ONE COMMERCIAL	10/27/2016	238.79
80775	CAREY, MARK	10/27/2016	86.00
80776	CARLSON, JEREMY	10/27/2016	66.00
80777	CARLSON WAGONLIT TRAVEL	10/27/2016	5,900.00
80778	CCP INDUSTRIES INC	10/27/2016	390.94
80779	Vendor Continued Check	10/27/2016	0.00
80780	CDW GOVERNMENT INC	10/27/2016	43,246.39
80781	CHARLES, PARNELL L	10/27/2016	192.00
80782	CITI-CARGO & STORAGE CO INC	10/27/2016	85.00

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80783	COBORNS DELIVERS	10/27/2016	110.63
80784	COCA-COLA BOTTLING MIDWEST CO	10/27/2016	1,116.72
80785	COMCAST	10/27/2016	280.92
80786	COMSTOCK & SONS INC	10/27/2016	1,500.00
80787	CONNEY SAFETY	10/27/2016	660.43
80788	CONSTANTINE DANCE CLASSES	10/27/2016	528.00
80789	CONTINENTAL RESEARCH CORP	10/27/2016	589.80
80790	CRISIS PREVENTION INSTITUTE IN	10/27/2016	206.57
80791	CRAYOLA EXPERIENCE	10/27/2016	210.55
80792	CUB FOODS OF WHITE BEAR TWSHP	10/27/2016	174.76
80793	CULLIGAN BOTTLED WATER	10/27/2016	6.14
80794	CUMMINS NPOWER LLC	10/27/2016	1,629.98
80795	D ERVASTI SALES CO LLC	10/27/2016	1,718.90
80796	DAKOTA TRUCK UNDERWRITERS	10/27/2016	58,568.00
80797	DEBZ SHIRTZ	10/27/2016	934.50
80798	DEMCO INC	10/27/2016	378.23
80799	DESIGNER SIGN SYSTEMS INC	10/27/2016	69.60
80800	DISCOUNT SCHOOL SUPPLY	10/27/2016	336.47
80801	DOMINOS PIZZA	10/27/2016	265.47
80802	DOOR SERVICE COMPANY	10/27/2016	1,025.00
80803	DOW, BRIAN	10/27/2016	86.00
80804	DEFINITIVE TECHNOLOGY SOLUTION	10/27/2016	9,556.74
80805	EAGLE SCREEN PRINTING	10/27/2016	821.00
80806	EAST RIDGE HIGH SCHOOL	10/27/2016	372.00
80807	Vendor Continued Check	10/27/2016	0.00
80808	ECKROTH MUSIC	10/27/2016	1,142.94
80809	EDMENTUM	10/27/2016	360.00
80810	EDU-SAFE LLC	10/27/2016	179.00
80811	EDUCATIONAL RESEARCH AND DEV	10/27/2016	45,754.43
80812	ELLISON EDUC EQUIP INC	10/27/2016	43.50
80813	EPS LITERACY & INTERVENTION	10/27/2016	82.17
80814	EURMAX CANOPY INC	10/27/2016	1,188.00
80815	EXPRESS FIRE PROTECTION SERVIC	10/27/2016	428.00
80816	Vendor Continued Check	10/27/2016	0.00
80817	FASTENAL COMPANY	10/27/2016	1,466.52
80818	FESTIVAL FOODS-KNOWLAN'S	10/27/2016	782.36
80819	FIREFLY COMPUTERS	10/27/2016	2,397.00
80820	FIRSTGROUP AMERICA	10/27/2016	333.76
80821	FLOCABULARY	10/27/2016	192.00
80822	FOLLETT SCHOOL SOLUTIONS INC	10/27/2016	430.73
80823	FORD & HARRISON LLP	10/27/2016	603.00
80824	FRANZWA, BRIAN	10/27/2016	66.00
80825	FRASSATI CATHOLIC ACADEMY	10/27/2016	96.04
80826	FRONTLINE TECHNOLOGIES GROUP	10/27/2016	495.00
80827	FRONTRUNNER SCREEN PRINTING	10/27/2016	136.00
80828	GALLAGHERS NORTHWESTERN TIRE C	10/27/2016	313.10
80829	GENERAL PARTS LLC	10/27/2016	991.62
80830	GERTENS	10/27/2016	1,061.50
80831	GILLUND ENTERPRISES	10/27/2016	204.00
80832	GOLDCOM INC	10/27/2016	625.87

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80833	Vendor Continued Check	10/27/2016	0.00
80834	GOODSOURCE SOLUTIONS	10/27/2016	3,939.88
80835	GOPHER	10/27/2016	196.38
80836	Vendor Continued Check	10/27/2016	0.00
80837	Vendor Continued Check	10/27/2016	0.00
80838	GRAINGER	10/27/2016	3,445.77
80839	GRANDMA'S BAKERY INC	10/27/2016	250.86
80840	GREAT LAKES HIGHER EDUC	10/27/2016	126.63
80841	GREAT RIVER OFFICE PRODUCTS	10/27/2016	1,734.26
80842	GRIZZLY CONCRETE AND MASONRY	10/27/2016	21,750.00
80843	GROTH MUSIC CO	10/27/2016	690.36
80844	GROUP TRAVEL PLANNERS	10/27/2016	10,920.00
80845	GURSTEL CHARGO ATTORNEYS AT LA	10/27/2016	250.00
80846	HALVORSEN, JULIE ANN	10/27/2016	57.00
80847	HAMLINE UNIVERSITY	10/27/2016	338.28
80848	HANKINS, RYAN	10/27/2016	90.00
80849	HARRIS COMMUNICATIONS	10/27/2016	72.00
80850	HEALTH 4 HIRE INC	10/27/2016	1,231.88
80851	HEALTHPARTNERS	10/27/2016	200,237.89
80852	HEALTHPARTNERS MEDICAL GROUP	10/27/2016	3,000.00
80853	HERITAGE FOOD SERVICE GROUP	10/27/2016	170.99
80854	HISDAHL INC	10/27/2016	1,289.00
80855	HOPKINS GIRLS BASKETBALL	10/27/2016	50.00
80856	HORWITZ	10/27/2016	4,530.63
80857	HOUGHTON MIFFLIN HARCOURT	10/27/2016	3,170.00
80858	HUDL	10/27/2016	2,198.20
80859	HUGO CITY OF	10/27/2016	3,319.58
80860	HUNNER, MARION	10/27/2016	538.00
80861	IANNAZZO, EMILY	10/27/2016	40.00
80862	Vendor Continued Check	10/27/2016	0.00
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80864	IFD	10/27/2016	65,097.58
80865	INNOVATIVE OFFICE SOLUTIONS	10/27/2016	94,573.45
80866	INTERMEDIATE DISTRICT 287	10/27/2016	1,453.12
80867	INTL LITERACY ASSOC	10/27/2016	48.00
80868	ISD #623 ROSEVILLE AREA SCHOOL	10/27/2016	35,500.00
80869	IUOE LOCAL 70	10/27/2016	2,321.48
80870	JAH SCHEDULING LLC	10/27/2016	306.00
80871	JAYTECH INC	10/27/2016	247.68
80872	JIMMY JOHNS #869	10/27/2016	62.07
80873	JW PEPPER & SON INC	10/27/2016	22.94
80874	KARLSBURGER FOODS INC	10/27/2016	376.50
80875	KASSETH, NANCY	10/27/2016	84.92
80876	KATH FUEL OIL SERVICE CO	10/27/2016	17,803.50
80877	KNIGHT, MARTY C	10/27/2016	68.00
80878	KRAFT CONTRACTING & MECHANICAL	10/27/2016	3,273.67
80879	KRAFT, DANA	10/27/2016	68.00
80880	LAGUNA CLAY CO	10/27/2016	155.86
80881	LAKESHORE LEARNING MATERIALS	10/27/2016	418.98
80882	LAKEVIEW ELECTRICAL SERVICES	10/27/2016	1,120.00

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80883	LANGERS	10/27/2016	2,887.50
80884	LANGUAGE LINE SERVICES	10/27/2016	61.20
80885	LEARNING A-Z	10/27/2016	2,683.10
80886	LHB INC	10/27/2016	1,407.00
80887	LIBERTY CLASSICAL ACADEMY	10/27/2016	1,960.00
80888	LIBRARY STORE INC	10/27/2016	106.75
80889	LIGHTING PLASTICS OF MN INC	10/27/2016	253.95
80890	LINCOLN ELEMENTARY SCHOOL	10/27/2016	155.00
80891	LIVINGSTON, TYLER	10/27/2016	66.00
80892	LORENZ BUS SERVICE INC	10/27/2016	480.00
80893	LORENZ RECOGNITION CO	10/27/2016	806.00
80894	L T G POWER EQUIPMENT	10/27/2016	425.85
80895	Vendor Continued Check	10/27/2016	0.00
80896	Vendor Continued Check	10/27/2016	0.00
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80898	MADISON NATIONAL LIFE	10/27/2016	45,092.74
80899	MAHER, MATTHEW	10/27/2016	125.00
80900	MAILFINANCE INC	10/27/2016	449.61
80901	MALLOY/MONTAGUE/KARNOWSKI & CO	10/27/2016	11,500.00
80902	MARCO, INC	10/27/2016	329.37
80903	MASH ANNICK FUNDRAISING	10/27/2016	640.00
80904	MATSMATSMATS.COM	10/27/2016	3,407.78
80905	MCBRIDE, STACIE R	10/27/2016	254.76
80906	MCCARTHY WASTE OIL	10/27/2016	50.00
80907	MCGRAW-HILL COMPANIES	10/27/2016	70.00
80908	MENARDS-MAPLEWOOD	10/27/2016	140.33
80909	MESSERLI & KRAMER PA	10/27/2016	504.00
80910	METROPOLITAN LIFE	10/27/2016	2,257.05
80911	MIDWEST TECHNOLOGY PRODUCTS	10/27/2016	467.82
80912	MINVALCO INC	10/27/2016	301.45
80913	MN DEPT OF REVENUE	10/27/2016	832.64
80914	MN HISTORICAL SOCIETY	10/27/2016	108.00
80915	MN MOBILE TELEPHONE CO INC	10/27/2016	99.00
80916	MN OCCUPATIONAL HEALTH	10/27/2016	79.00
80917	MN ORCHESTRA	10/27/2016	1,071.00
80918	MN READING ASSOC	10/27/2016	295.00
80919	MN SECRETARY OF STATE - NOTARY	10/27/2016	120.00
80920	MOBILE RADIO ENGINEERING INC	10/27/2016	1,468.00
80921	MODERN FENCE & CONST INC	10/27/2016	1,550.00
80922	MOGREN TURF LLP	10/27/2016	210.60
80923	MOLITOR, JOYCE	10/27/2016	84.92
80924	MOMS CLUB OF WBL AREA	10/27/2016	65.00
80925	MOORE, CYNTHIA A	10/27/2016	632.00
80926	MPLS PUBLIC SCHOOLS	10/27/2016	184.00
80927	MURPHY, LYNNE M	10/27/2016	90.00
80928	NATL GEOGRAPHIC SOCIETY	10/27/2016	108.00
80929	NATL GEOGRAPHIC BEE	10/27/2016	100.00
80930	NATL CHEERLEADERS ASSOC	10/27/2016	580.00
80931	NCPERS MINNESOTA	10/27/2016	192.00
80932	NCVA	10/27/2016	860.00

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80933	NESS ELECTRONICS INC	10/27/2016	68.49
80934	NORCENTRONIX DISTRIBUTING	10/27/2016	630.00
80935	NORDQUIST, BEN	10/27/2016	250.00
80936	NORTH MEMORIAL OCCUPATIONAL ME	10/27/2016	470.00
80937	NORTHBOUND CREATIVE	10/27/2016	1,401.48
80938	NORTHERN LANDSCAPE & IRRIGATIO	10/27/2016	4,500.00
80939	NORTHSTAR SCOREBOARDS INC	10/27/2016	523.00
80940	OAKDALE RENTAL CTR	10/27/2016	214.00
80941	OCONNOR, JILL	10/27/2016	212.37
80942	OFFICE DEPOT	10/27/2016	270.34
80943	Vendor Continued Check	10/27/2016	0.00
80944	ON SITE SANITATION INC	10/27/2016	1,882.00
80945	ONENECK IT SOLUTIONS LLC	10/27/2016	525.00
80946	ORIGINS	10/27/2016	31.89
80947	PALOS SPORTS INC	10/27/2016	330.57
80948	PEKARNA, TIMOTHY J	10/27/2016	86.00
80949	PELCO CONSTRUCTION LLC	10/27/2016	14,205.00
80950	PETERSON BROS ROOFING & CONST	10/27/2016	841.25
80951	PETRICH, MELISSA	10/27/2016	192.50
80952	PINE TREE APPLE ORCHARD	10/27/2016	3,990.00
80953	PIXELWERX LLC	10/27/2016	795.00
80954	PLADSON ENVIRONMENTAL INC	10/27/2016	3,597.50
80955	PLAS-TIQUE PRODUCTS INC	10/27/2016	592.00
80956	POEHLING, BETTY	10/27/2016	39.00
80957	POLAR CHEVROLET MAZDA	10/27/2016	81.01
80958	PRIOR LAKE HIGH SCHOOL	10/27/2016	150.00
80959	PRO-ED INC	10/27/2016	46.15
80960	PROFESSIONAL BINDING PROD INC	10/27/2016	849.00
80961	Vendor Continued Check	10/27/2016	0.00
80962	Vendor Continued Check	10/27/2016	0.00
80963	RAMSEY COUNTY	10/27/2016	4,965.00
80964	RAMSEY COUNTY PARKS/REC DEPT	10/27/2016	14,775.00
80965	RANDY SHAVER CANCER RESEARCH	10/27/2016	1,007.07
80966	RANTANEN ROBERT HENRY	10/27/2016	211.68
80967	REGENTS OF THE UNIV OF MN	10/27/2016	22.83
80968	REGION 4AA	10/27/2016	2,166.00
80969	REINDERS INC	10/27/2016	4,130.00
80970	REINHARDT SCOTT	10/27/2016	30.00
80971	REITELBACH, ADAM	10/27/2016	86.00
80972	RICK, CHRISTOPHER	10/27/2016	152.00
80973	RIVA, LINDA E	10/27/2016	129.96
80974	ROCHESTER 100 INC	10/27/2016	562.50
80975	RODENBURG LAW FIRM	10/27/2016	209.00
80976	ROHLINGER, JANNA	10/27/2016	121.86
80977	ROSE, DIANA	10/27/2016	390.31
80978	RUN N FUN	10/27/2016	225.00
80979	RUPP, JAY	10/27/2016	300.00
80980	SAFETYFIRST PLAYGROUND SURFACI	10/27/2016	6,450.25
80981	SALZMAN-HANKINS, SHARI	10/27/2016	90.00
80982	SCHLUENDER, LINDA	10/27/2016	254.76

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80983	SCHMITT MUSIC COMPANY	10/27/2016	6,911.00
80984	SCHOLASTIC INC	10/27/2016	1,180.11
80985	SCHOOL LIBRARY JOURNAL	10/27/2016	119.99
80986	SCHOOL SERVICE EMPLOYEES	10/27/2016	6,368.92
80987	SCHURKE, CHERYL	10/27/2016	340.00
80988	SCIENCE MUSEUM OF MINNESOTA	10/27/2016	320.00
80989	SENTRY SYSTEMS INC	10/27/2016	135.00
80990	SETON IDENTIFICATION PRODUCTS	10/27/2016	68.45
80991	SITEIMPROVE INC	10/27/2016	4,081.00
80992	SITEONE LANDSCAPE SUPPLY	10/27/2016	16.48
80993	SOCIAL THINKING PUBLISHING	10/27/2016	193.19
80994	SOUTHEASTERN PERFORMANCE APPAR	10/27/2016	77.00
80995	SOUTHWEST BINDING & LAMINATING	10/27/2016	389.10
80996	SPECIALTY PROMOTIONS	10/27/2016	950.25
80997	STAPLES ADVANTAGE	10/27/2016	6,350.65
80998	STARFALL PUBLICATIONS	10/27/2016	270.00
80999	STATE SUPPLY CO	10/27/2016	450.67
81000	STILLWATER HIGH SCHOOL	10/27/2016	45.00
81001	STORYBOARD FILMS	10/27/2016	1,800.00
81002	STREAMLINE DESIGN INC	10/27/2016	470.50
81003	SUCCESS BEYOND THE CLASSROOM	10/27/2016	120.00
81004	SUM	10/27/2016	370.00
81005	SUMMIT COMPANIES	10/27/2016	520.00
81006	SUPER DUPER PUBLICATIONS	10/27/2016	231.80
81007	TAYLOR PUBLISHING CO	10/27/2016	93.87
81008	TERSCH PRODUCTS	10/27/2016	177.96
81009	THINK THROUGH LEARNING INC	10/27/2016	800.00
81010	TIME FOR KIDS	10/27/2016	373.12
81011	TOYOTA-LIFT OF MINNESOTA	10/27/2016	3,154.00
81012	TRADE PRESS INC	10/27/2016	44.00
81013	TRI-STATE BOBCAT	10/27/2016	907.88
81014	TRIO SUPPLY COMPANY	10/27/2016	13,723.96
81015	TROJES	10/27/2016	12.55
81016	TRUCK UTILITIES MFG CO	10/27/2016	173.76
81017	TURFWERKS INC	10/27/2016	61.98
81018	TWIN CITY HARDWARE	10/27/2016	100.36
81019	TWIN CITY JANITOR SUPPLY CO	10/27/2016	1,917.72
81020	TWIN CITY INFLATABLES	10/27/2016	415.00
81021	TWIN PINES IMPRINTING	10/27/2016	72.98
81022	UNITED REFRIGERATION	10/27/2016	89.10
81023	UNIVERSITY OF MINNESOTA	10/27/2016	375.00
81024	UNIVERSAL ATHLETIC	10/27/2016	87.98
81025	US BANK STADIUM TOURS	10/27/2016	350.00
81026	US DEPT OF EDUCATION	10/27/2016	504.83
81027	Vendor Continued Check	10/27/2016	0.00
81028	US FOODS CULINARY EQUIP & SUPP	10/27/2016	1,956.37
81029	V & M REFEREEING SERVICE	10/27/2016	7.00
81030	CITY OF VADNAIS HEIGHTS	10/27/2016	3,341.61
81031	VAIL, STEVEN D	10/27/2016	66.00
81032	VANDERBOSCH, DANA A	10/27/2016	103.40

Check Nbr	Vendor Name	Check Date	Check Amount
81033	VANGUARD SMALL BUSINESS SERVIC	10/27/2016	26,310.46
81034	VARSITY SPIRIT FASHIONS	10/27/2016	663.23
81035	VERIZON WIRELESS	10/27/2016	71.02
81036	VOCABULARY SPELLING CITY.COM	10/27/2016	150.00
81037	WARD'S SCIENCE	10/27/2016	73.93
81038	WARGO NATURE CENTER	10/27/2016	210.00
81039	WASHINGTON CO PUBLIC HEALTH	10/27/2016	1,102.00
81040	WATERS, FAITH	10/27/2016	169.84
81041	WATERPARK OF AMERICA	10/27/2016	650.00
81042	WHITE BEAR GLASS INC	10/27/2016	480.00
81043	WHITE BEAR RENTAL EQUIPMENT	10/27/2016	826.20
81044	WHITE BEAR TRAVEL	10/27/2016	6,800.00
81045	WHITE BEAR LAKE (CITY OF)	10/27/2016	78.90
81046	WBL HOCKEY BLUELINE CLUB	10/27/2016	100.00
81047	WBL PIZZA MAN	10/27/2016	533.34
81048	WENNER CONSTRUCTION INC	10/27/2016	625.00
81049	WEST MUSIC COMPANY	10/27/2016	1,183.43
81050	WILCOX PAPER	10/27/2016	79.12
81051	WOLF RIDGE ENVIRONMENTAL	10/27/2016	8,344.00
81052	WORLD BOOK SCHOOL & LIBRARY	10/27/2016	575.00
81053	XCEL ENERGY	10/27/2016	102,339.67
81054	ZAPPETILLO, DAVID	10/27/2016	59.00
81055	ZARAMBO, MARIA L	10/27/2016	76.00
81056	ZENNER, JEFF	10/27/2016	86.00
81057	ZHOU, TINGTING	10/27/2016	690.32

325 Computer Check(s) For a Total of 1,132,357.88

Check Nbr	Vendor Name	Check Date	Check Amount
161700320	PARR, ANDREW S	10/27/2016	0.00
1	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
80217	METRO ECSU	10/27/2016	95.00
80359	VUE, KOU	10/27/2016	57.00

2 Void Check(s) For a Total of 152.00

Check Nbr	Vendor Name	Check Date	Check Amount
81058	AMAZON	10/27/2016	1,240.52
81059	AMAZON	10/27/2016	613.32
81060	PRAIRIE RESTORATIONS	10/27/2016	5,590.00
81061	RESERVE ACCOUNT	10/27/2016	2,000.00
81062	WASHINGTON CO PUBLIC HEALTH	10/27/2016	298.00

5 Computer Check(s) For a Total of 9,741.84

	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
	5	Computer	Checks For a Total of	9,741.84
Total For	5	Manual, Wire Tran, ACH & Computer Checks		9,741.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	9,741.84

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: **November 14, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
$50	Ronald & Teresa Fong Sit	White Bear Lake Area Schools Archery Team
$50	Paul D. Anderson, D.D.S.	White Bear Lake Area Schools Archery Team
$260	Castle Companies, Inc.	White Bear Lake Area Schools Archery Team
$460	All-Ways Hauling	White Bear Lake Area High School Fall Play
$1,000	Kathy & Gavin Burnham	White Bear Lake Area High School Fall Play
$190	Arthur Pew	White Bear Lake Area High School Fall Play
$25	Rob & Mary Osterlund	White Bear Lake Area High School Fall Play
$250	Hugo Lions Club	White Bear Lake Area High School Fall Play
$50	White Bear Smiles	White Bear Lake Area High School Fall Play
$100	Barb Krzoska	White Bear Lake Area High School Fall Play
$100	David & Theresa McGauley	White Bear Lake Area High School Fall Play
$25	Kathy Smith	White Bear Lake Area High School Fall Play
$100	St. Paul Pet Hospital Dr. Eric Ruhland	White Bear Lake Area High School Fall Play

$300	White Bear Lake Lions Club	White Bear Lake Area High School Fall Play
$100	Holly Thompson	White Bear Lake Area High School Fall Play
$100	Stephanie Page Stories Foundation	White Bear Lake Area High School Fall Play
$100	Richard & Diana Rose	White Bear Lake Area High School Fall Play
$100	Jan Johnson State Farm Insurance	White Bear Lake Area High School Fall Play
$250	Manomin Resawn Timbers Attn: Sara Londerville	White Bear Lake Area High School Fall Play
$100	Tim & Janell Westveer	White Bear Lake Area High School Fall Play
$35 of supplies	Amy Okaya	Community Services Extended Day
$2,000	WBL Basketball Association	White Bear Lake High School Girls' Varsity Basketball
$2,000	WBL Basketball Association	White Bear Lake High School Boys' Varsity Basketball
$20	Joseph & Lisa Vomela	Birch Lake Elementary School
$50	Misty Aubin	Birch Lake Elementary School
$3,000 for Roger Rasmussen Education and Scholarship Fund	Roger Rasmussen	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Cottages of Vadnais Heights	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Brookdale North Oaks	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Lake Square Apartments	Community Services and Recreation Senior Program
$1,500 - Housing Guide Sponsor	Waverly Gardens of North Oaks	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Walker Methodist Hazel Ridge	Community Services and Recreation Senior Program

$1,500 - Housing Guide Sponsor	Ecumen Seasons of Maplewood	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Gable Pines	Community Services and Recreation Senior Program
$500 - Housing Guide Sponsor	The Waters of White Bear Lake	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Keystone Place at LaValle Fields	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Coventry of Mahtomedi Assisted Living and Memory Care	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Scandia Shores of Shoreview	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Gracewood Senior Living of Hugo	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	White Pine Senior Living of White Bear Lake	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	Senior Care Authority – St. Paul Metro	Community Services and Recreation Senior Program
$1,500 - Housing Guide Sponsor	Independent Living Solutions	Community Services and Recreation Senior Program
$500 - Housing Guide Sponsor	Prelude Memory Care	Community Services and Recreation Senior Program
$250 - Housing Guide Sponsor	New Perspectives Senior Living	Community Services and Recreation Senior Program
$25	Michelle Basco	Community Services and Recreation Senior Program
$35	Judith McCarty	Community Services and Recreation Senior Program
$25	Judith Nelson	Community Services and Recreation Senior Program
$10	Mary Alice Sell	Community Services and Recreation Senior Program
$200	Micheal Voss	Community Services and Recreation Senior Program

$250 for field trips to Creativity Festival at the University of MN and Young Authors Conference at Bethel University	High Point Creative	Lincoln Elementary School
$2,000 for Community Auditorium Lighting	White Bear Lake Lions Club	White Bear Lake Area School District
$244	TRUIST	White Bear Lake Area School District
$3,000 for Manufacturing Lab Department	Haberman Machine Inc.	White Bear Lake Area High School – South Campus
$100	Dawn O'Hara	Birch Lake Elementary
$150 for a Service Project	Athletic Innovations, LLC c/o Will Anderson	White Bear Lake Area High School North Campus Katy Domschot's students
$500 for TI-83 Graphing Calculators	Walmart	White Bear Lake Area High School – South Campus Brietta Hutson, Math teacher

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **November 14, 2016**

SUGGESTED DISPOSITION: **Consent Agenda**

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

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
April 20-23, 2017 New York City, NY	Marie Dymit	South Choirs	1 ½	60	Total Cost to Student: $1,500.00 Source of Revenue: Fundraising on-going	Air to JFK, Coach Bus to NYC	Students will enjoy the arts and culture of NYC. Included is an exchange concert on Long Island at a HS; a clinic/performance with a director NYU; singing at the Statue of Liberty; plus multiple touristy events
March 24-26, 2017 Ankeny, Iowa	Craig Nasvik	Boys Golf	0	10	Total Cost to Student: $120.00 Source of Revenue: Parents/fundraising	School Vans	Team building golf weekend
April 7-8, 2016 Wisconsin Dells	Craig Nasvik	Boys Golf	0	12	Total Cost to Student: $120.00 Source of Revenue: Parents/fundraising	School vans	Compete in 32 team Wisconsin Dells Invite. We have had great success in the tourney the past 2 years.

December 27-29, 2016 Giant's Ridge Resort	Seth Salenger	Nordic Ski	0	18	Total Cost to Student: $150.00 Source of Revenue: Fundraising budget as well as new raised funds	Parents	Students will work to improve skiing skills as well as bond as a team.

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

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF

KRIS ANDREA – Part-Time Cook, Sunrise Park Middle School
Employed by District 624 since 10/05/2015
Effective Date: 10/21/2016

BERNEL ANTELL – Custodian, Normandy Park and Sunrise Park Middle School
Employed by District 624 since 08/07/2000
Effective Date: 11/02/2016

TANIA BETANCES – Part-time Cook, Central Middle School
Employed by District 624 since 09/06/2016
Effective Date: 11/03/2016

FLORENCE FERGUSON – Transportation Coordinator/Dispatch Specialist, Bus Garage
Employed by District 624 since 05/02/2016
Effective Date: 11/28/2016

MOLLY LUND – Activity Leader, Birch Lake Elementary
Employed by District 624 since 09/08/2014
Effective Date: 11/11/2016

TARI NADEAU – Part-time Cook, Sunrise Park Middle School
Employed by District 624 since 01/02/2003
Effective Date: 09/06/2016

KATHLEEN SWOBODA – Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/05/2000
Effective Date: 09/06/2016

RESIGNATIONS/TERMINATION – CERTIFIED STAFF

MICHELLE SHELP – Physical Education Teacher, WBLAHS – South Campus
Employed by District 624 since 08/24/1998
Effective Date: 08/29/2016

LISA SWITZER – Curriculum and Program Development Coordinator, District Center
Employed by District 624 since 02/06/2004
Effective Date: 08/29/2016

RETIREMENT – CERTIFIED STAFF

LOUANN BENSON – Language Arts Teacher, Sunrise Park Middle Schoo1
Employed by District 624 since 08/24/1998
Effective Date: 01/27/2017

KAREN POPPA – 5th Grade Teacher, Otter Lake Elementary
Employed by District 624 since 08/26/1985
Effective Date: 06/09/2017

PART TIME LEAVE REQUEST – CERTIFIED STAFF

AMY SARRIBOVRE – Mathematics Teacher, Sunrise Park Middle School
.2 FTE Leave (Position .7 FTE)
Effective Date: 10/24/2016

FULL TIME LEAVE REQUEST – CLASSIFIED STAFF

JOHN FARMER – Pupil Support Assistant, Sunrise Park Middle School
Employed by District 624 since 09/03/2013
Effective Date: 11/01/2016

FULL TIME LEAVE REQUEST – CERTIFIED STAFF

NIKOLE REINECCIUS – 3rd Grade Teacher, Oneka Elementary
Employed by District 624 since 08/21/2013
Effective Date: September 13, 2016 – December 8, 2016

VANESSA SCHULTE – Social Worker, Vadnais Elementary and Sunrise Park Middle School
Employed by District 624 since 02/29/2016
Effective Date: August 31, 2016 – October 10, 2016

ERIN STUMO – Language Arts Teacher, WBLAHS – North Campus
Employed by District 624 since 08/20/2014
Effective Date: September 16, 2016 – November 29, 2016

EXTRA ASSIGNMENT – CERTIFIED STAFF

SHELLY KELBER – .2 FTE Mathematics Teacher, Sunrise Park Middle School
MA+30, Step 13, $12,802.30
Effective: 10/31/2016

NEW PERSONNEL – CLASSIFIED STAFF

LAURIE CINCOTTA – Pupil Support Assistant, Central Middle School
$18.00 /hr., 6.5 hrs. / 150 days $17,550.00
Effective Date: 10/17/2016

BARBRA DARWIN – Program Assistant Leader, Oneka Elementary
$13.44 /hr., 2.5 hrs. / 184 days $6,182.40
Effective Date: 10/17/2016

JESSICA EBERT – Pupil Support Assistant, Otter Lake Elementary
$18.00 /hr., 6.5 hrs. / 137 days $16,029.00
Effective Date: 11/07/2016

CHRISTOPHER GORSKI – Bus Driver, Otter Bus Garage
$17.85 /hr., 6.33 hrs. / 184 days $20,801.20
Effective Date: 08/31//2016

NICOLE KRINKE – Pupil Support Assistant, Sunrise Park Middle School
$18.00 /hr., 6.5 hrs. / 150 days $17,550.00
Effective Date: 10/17/2016

CHAD LOWELL – Custodian, Lakeaires Elementary
$17.46 /hr. + $.25 SD, 8.0 hrs. / 184 days $26,069.11
Effective Date: 10/17/2016

SAVANNAH MANS – Instructional Assistant, Otter Lake Elementary
$17.58 /hr., 6.5 hrs. / 157 days $17,940.39
Effective Date: 10/06/2016

JOAN MELLGREN – Program Assistant Leader, Lakeaires Elementary
$13.44 /hr., 2.75 hrs. / 189 days $6,985.44
Effective Date: 10/10/2016

LINDSAY NICKLASON – Pupil Support Assistant, Otter Lake Elementary
$18.00 /hr., 6.5 hrs. / 150 days $17,550.00
Effective Date: 10/17/2016

BRADLEY THERRES – Custodian, WBLAHS – South Campus
$17.46 /hr. + $.25 SD, 8.0 hrs. / 192 days $27,202.55
Effective Date: 10/05/2016

EMMA WORTHLEY – Pupil Support Assistant, Otter Lake Elementary
$18.00 /hr., 6.5 hrs. / 137 days $16,029.00
Effective Date: 11/07/2016

NEW PERSONNEL – NON-AFFILIATED

ARIANA BABCOCK – Communications Specialist, District Center
$31,346.15 (Pro-rated in $50,000.00)
Effective Date: 11/15/2016

MARCUS HOROWICKI – Campus Security, WBLAHS – South Campus
$15.25 /hr., 7.5 hrs. / 137 days $15,669.37
Effective Date: 11/07//2016

TRAVIS ROSAUER – Theater Technician, District Wide
$20.00 /hr., 8.0 hrs / 169 days $27,040.00
Effective Date: 11/07/2016

NEW PERSONNEL – CERTIFIED STAFF

JULIE MARTIN – Special Education Teacher, Homebound/Home-Based
MA, Step 3, .2 FTE, $7,784.40
Effective Date: 01/24/2016

NEW PERSONNEL – LONG TERM SUBSTITUTE

GRACE JOHNSON – Language Arts Teacher, WBLAHS – North Campus
MA, Step 4, $12,901.68
Effective Date: 09/16/2016 through 11/29/2016

LEIGH MILLS – 3rd Grade Teacher, Oneka Elementary
BA, Step 13, $18,314.46
Effective Date: 09/14/2016 through 12/09/2016

KELLY ROSS – Mathematics Teacher, Central Middle School
BA, Step 1, $5,551.80
Effective Date: 10/17/2016 through 11/22/2016

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:	**A Supercalifragilisticexpialidocious Update**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Information Item**
CONTACT PERSON(S):	**Dr. Michael Lovett, Superintendent** **Marisa Vette, Director of Communications and Community Relations** **Wendy Suoa, Musical Director**

BACKGROUND:

White Bear Lake Area High School musical director Wendy Suoja will provide the School Board with an update on the district's high school theatre program. The presentation will include attention to the fall musical “Mary Poppins”; and insights from Ms. Suoja and student theatre participants.

Agenda Item C-2
November 14, 2016
School Board Meeting

AGENDA ITEM:	**Superintendent's Report**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Information Item**
CONTACT PERSON(S):	**Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

Dr. Lovett will provide information on current issues and events pertaining to the White Bear Lake Area Public School District.

D. DISCUSSION ITEMS

AGENDA ITEM:	**Presentation on Fiscal Year 2016 Audit Report**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Dr. Wayne A. Kazmierczak, Assistant Superintendent for Finance and Operations**

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), will be in attendance at the November 14, 2016 School Board meeting to present the fiscal year 2016 audit report. On September 29, 2016, Mr. Eichten reviewed the audit report with the District's finance department staff. Attached please find the presentation slides and the management report that Mr. Eichten will use Monday evening.

INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MINNESOTA

Audit Report
Year Ended June 30, 2016

MMKR CERTIFIED PUBLIC ACCOUNTANTS
MALLOY MONTAGUE KARNOWSKI RADOSEVICH & CO., P.A.

AUDITOR'S ROLE

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

AUDIT RESULTS

- Opinion on Basic Financial Statements
  - Unmodified Opinion
- Internal Control and Compliance Reports
  - No Findings
- Single Audit of Federal Awards
  - One finding was reported
    - During our audit, we noted that the District did not have documented written controls to ensure compliance with the U.S. Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) cash management, allowable costs, subrecipient monitoring, and financial management standards.
- MN Legal Compliance Audit
  - No Findings

REVENUE PER ADM SERVED

Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 624 – White Bear Lake		
	2014	2015	2014	2015	2014	2015	2016
General Fund							
Property taxes	$ 972	$ 1,657	$ 1,285	$ 2,187	$ 1,586	$ 2,866	$ 2,806
Other local sources	480	489	397	387	199	165	450
State	9,036	8,967	9,257	9,030	8,887	8,067	8,628
Federal	458	441	480	447	348	331	308
Total General Fund	10,946	11,554	11,419	12,051	11,020	11,429	12,192
Special revenue funds							
Food Service	504	522	500	516	515	511	537
Community Service	553	551	667	651	566	580	647
Debt Service Fund	1,090	1,061	1,187	1,127	1,097	595	635
Total revenue	$ 13,093	$ 13,688	$ 13,773	$ 14,345	$ 13,198	$ 13,115	$ 14,011
ADM served per MDE School District Profiles Report (current year estimated)					8,169	8,230	8,258

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

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

EXPENDITURES PER ADM SERVED

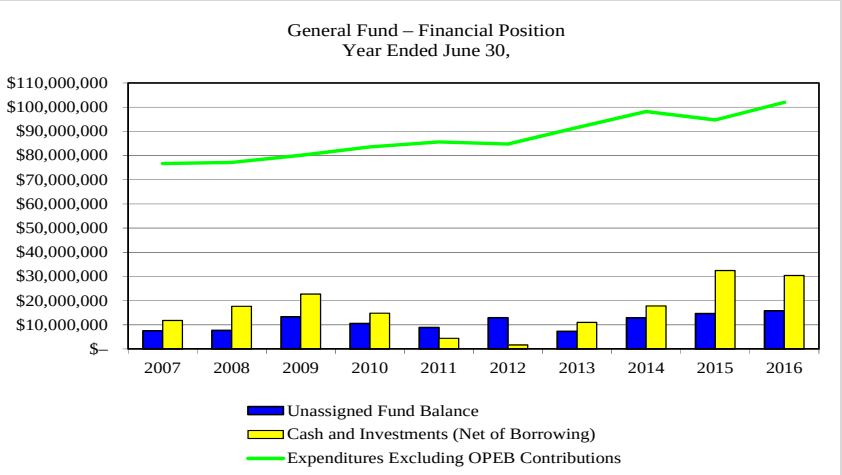
Governmental Funds Expenditures per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 624 – White Bear Lake		
	2014	2015	2014	2015	2014	2015	2016
General Fund							
Administration and district support	$ 882	$ 941	$ 886	$ 951	$ 734	$ 733	$ 757
Elementary and secondary regular instruction	5,091	5,301	5,408	5,635	5,108	5,075	5,573
Vocational education instruction	140	147	130	136	101	116	107
Special education instruction	1,987	2,058	2,144	2,196	2,267	2,281	2,398
Instructional support services	536	586	630	689	590	648	744
Pupil support services	950	992	1,019	1,072	955	1,079	1,223
Sites, buildings, and other	881	881	843	832	1,055	1,096	1,087
Total General Fund – noncapital	10,467	10,906	11,060	11,511	10,810	11,028	11,889
General Fund capital expenditures	512	581	442	493	1,209	1,209	467
Total General Fund	10,979	11,487	11,502	12,004	12,019	12,237	12,356
Special revenue funds							
Food Service	513	528	512	523	515	516	526
Community Service	556	546	674	642	544	549	636
Debt Service Fund	1,469	1,489	1,636	1,701	1,054	670	648
Total expenditures	$ 13,517	$ 14,050	$ 14,324	$ 14,870	$ 14,132	$ 13,972	$ 14,166
ADM served per MDE School District Profiles Report (current year estimated)					8,169	8,230	8,258

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

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

GENERAL FUND FINANCIAL POSITION

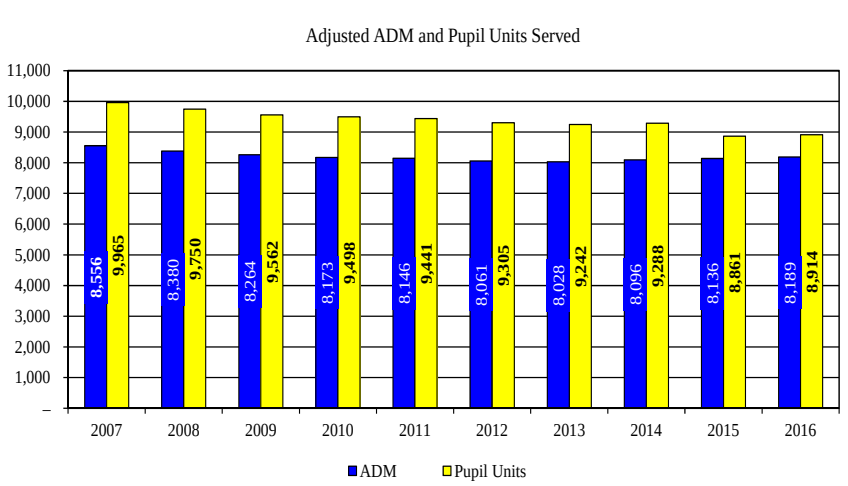


GENERAL FUND FINANCIAL POSITION

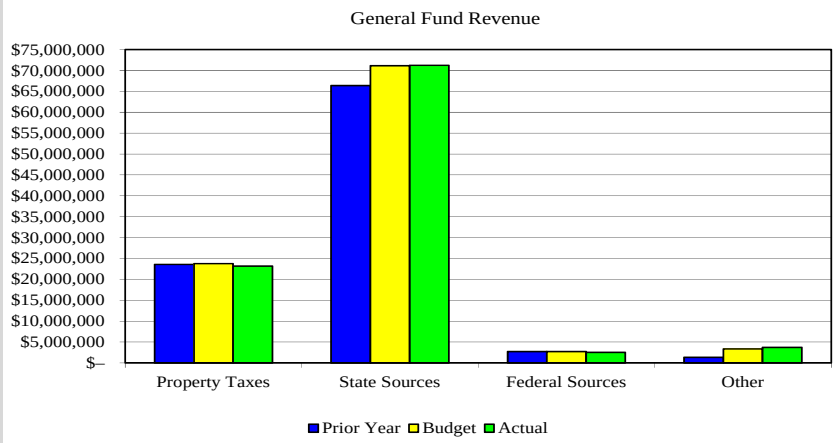
	Year Ended June 30,				
	2012	2013	2014	2015	2016
Nonspendable fund balances	$ 219,984	$ 1,255,743	$ 188,940	$ 156,537	$ 97,470
Restricted fund balances (1)	2,106,435	1,022,955	(297,733)	(252,933)	1,133,918
Unrestricted fund balances					
Assigned	6,697,066	8,955,687	15,588,049	12,917,616	10,494,185
Unassigned	11,115,223	7,295,063	12,888,284	14,670,122	15,779,571
Total fund balance	$ 20,138,708	$ 18,529,448	$ 28,367,540	$ 27,491,342	$ 27,505,144
Unassigned fund balances as a percentage of expenditures	13.1%	8.0%	13.1%	15.5%	15.5%

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

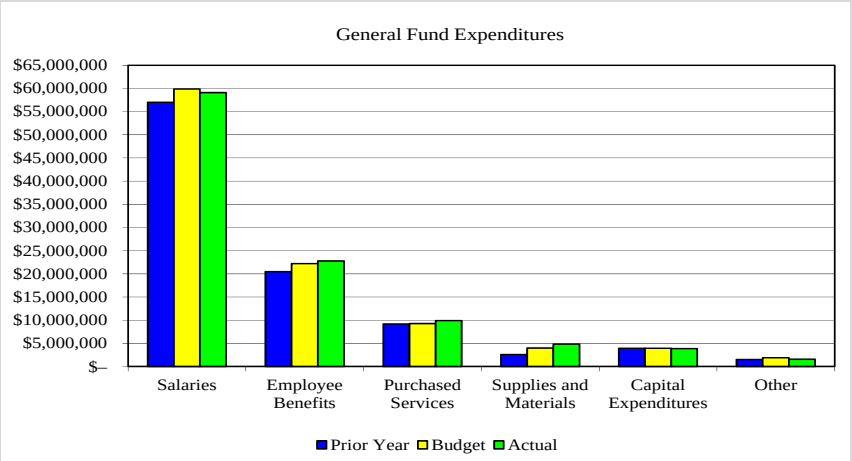
STUDENTS SERVED



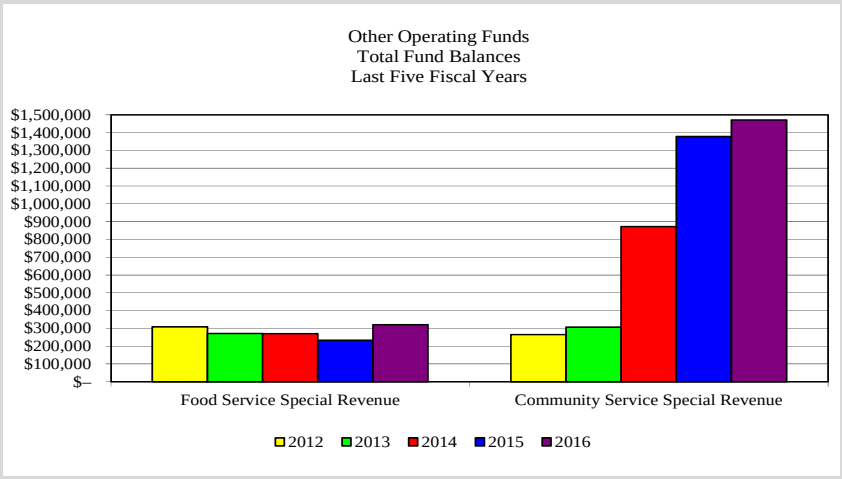
GENERAL FUND REVENUE



GENERAL FUND EXPENDITURES



OTHER GOVERNMENTAL FUNDS



OTHER FUNDS

- Severance Obligations Internal Service Fund
- Self-Insured Health Benefits Internal Service Fund
- Self-Insured Dental Benefits Internal Service Fund
- OPEB Trust Fiduciary Fund

GOVERNMENT-WIDE FINANCIAL STATEMENTS

	June 30, 2015	June 30, 2016	Increase (Decrease)
Net position – governmental activities			
Total fund balances – governmental funds	$ 43,023,720	$ 37,953,809	$ (5,069,911)
Negative net OPEB obligation	38,882,177	34,275,497	(4,606,680)
Total capital assets, less accumulated depreciation	63,885,994	63,097,724	(788,270)
Total long-term liabilities	(104,790,426)	(96,834,270)	7,956,156
Net pension related liabilities	(63,172,922)	(63,129,901)	43,021
Accrued interest payable	(1,670,407)	(1,585,657)	84,750
Unamortized premiums	(2,330,474)	(1,958,524)	371,950
Other	1,470,574	1,112,702	(357,872)
Total net position – governmental activities	$ (24,701,764)	$ (27,068,620)	$ (2,366,856)
Net position			
Net investment in capital assets	$ 4,292,291	$ 2,724,245	$ (1,568,046)
Restricted	2,649,603	4,232,013	1,582,410
Unrestricted	(31,643,658)	(34,024,878)	(2,381,220)
Total net position	$ (24,701,764)	$ (27,068,620)	$ (2,366,856)

ACCOUNTING AND AUDITING UPDATES

- Governmental Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for OPEB plans

Summary

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

Management Report

for

Independent School District No. 624
White Bear Lake, Minnesota
June 30, 2016

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MMKR
CERTIFIED PUBLIC ACCOUNTANTS

PRINCIPALS
Thomas M. Montague, CPA
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA

To the Board of Education and Management of
Independent School District No. 624
White Bear Lake, Minnesota

We have prepared this management report in conjunction with our audit of Independent School District No. 624's (the District) financial statements for the year ended June 30, 2016. The purpose of this report is to communicate information relevant to the financing of public education in Minnesota and to provide comments resulting from our audit process. We have organized this report into the following sections:

- Audit Summary
- Funding Public Education in Minnesota
- Financial Trends of Your District
- Legislative Summary
- Accounting and Auditing Updates

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

The purpose of this report is solely to provide those charged with governance of the District, management, and those who have responsibility for oversight of the financial reporting process comments resulting from our audit process and information relevant to school district financing in Minnesota. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
November 1, 2016

Malloy, Montague, Karnowski, Radosevich, & Co., P.A.
5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Telephone: 952-545-0424 • Telefax: 952-545-0569 • www.mmkr.com

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AUDIT SUMMARY

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the Board of Education, administration, or those charged with governance of the District.

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA, *GOVERNMENT AUDITING STANDARDS*, AND TITLE 2 U.S. CODE OF FEDERAL REGULATIONS (CFR) PART 200, *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS* (UNIFORM GUIDANCE)

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2016, and the related notes to the financial statements. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated with you in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINIONS AND FINDINGS

Based on our audit of the District's financial statements for the year ended June 30, 2016:

- We have issued an unmodified opinion on the District's annual financial statements.
- We reported no deficiencies in the District's internal control over financial reporting that we considered to be material weaknesses. It should be understood that internal controls are never perfected, and those controls which protect the District's funds from such things as fraud and accounting errors need to be continually reviewed by your management and modified as necessary.
- The results of our testing disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards.*
- We reported that the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements.
- The results of our tests indicate that the District has complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each major federal program.
- We reported one matter involving the internal control over compliance and its operation that we consider to be a significant deficiency in our testing of major federal programs:

    - During our audit, we noted that the District did not have documented written controls to ensure compliance with Uniform Guidance cash management, allowable costs, subrecipient monitoring, and financial management standards.

- We reported no findings based on our testing of the District's compliance with Minnesota laws and regulations.

GENERAL COMMENTS AND RECOMMENDATIONS

Written Procurement Procedures for Uniform Guidance

While the District has elected the two-year grace period to delay implementation of the general procurement standards under Uniform Guidance through June 30, 2017, we would recommend the District begin the process of documenting those procurement procedures now. 2 CFR 200.318(a) requires the District to have written procurement procedures which reflect applicable state and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 CFR 200.318. 2 CFR 200.318(c) and 48 CFR 52.203-13 require the District to have written standards of conduct that cover conflicts of interest and govern the performance of its employees engaged in the selection, award, and administration of contracts. The District should review the new Uniform Guidance to obtain a better understanding of the procurement standards and identify any needed policy and procedure changes, as well as provide employee training in preparation for implementation on July 1, 2017.

Follow-Up on Prior Year Findings and Recommendations

As a part of our audit of the District's financial statements for the year ended June 30, 2016, we performed procedures to follow-up on any findings and recommendations that resulted from our prior year audit. We reported the following findings that were corrected by the District in the current year:

- During our audit, we noted the District did not have sufficient controls in place within its child nutrition cluster federal program to assure that it was not contracting for goods or services with parties that are suspended or debarred, or whose principals are suspended or debarred from participating in contracts involving the expenditures of federal program funds.

- One of the elements of the internal controls over allowable cost principles for special education cluster grant expenditures is that personal activity reports are required to be completed for each employee with time coded to the program in order to verify the services were performed for the appropriate program. During out audit, we noted the District did not have personal activity reports on file for 1 of 10 employees tested.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 of the notes to basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2016.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

General education revenue and certain other revenues are computed by applying an allowance per student to the number of students served by the District. Student attendance is accumulated in a state-wide database—MARSS. Because of the complexity of student accounting and because of certain enrollment options, student information is input by other school districts and the MARSS data for the current fiscal year is not finalized until after the District has closed its financial records. General education revenue and certain other revenues are computed using preliminary information on the number of students served in the resident district and also utilizing some estimates, particularly in the area of enrollment options.

Special education state aid includes an adjustment related to tuition billings to and from other school districts for special education services which are computed using formulas derived by the MDE. Because of the timing of the calculations, this adjustment for the current fiscal year is not finalized until after the District has closed its financial records. The impact of this adjustment on the receivable and revenue recorded for state special education aid is calculated using preliminary information available to the District.

The District has recorded a liability in the Statement of Net Position for severance benefits payable for which it is probable employees will be compensated. The "vesting method" used by the District to calculate this liability is based on assumptions involving the probability of employees becoming eligible to receive the benefits (vesting), the potential use of accumulated sick leave prior to termination, and the age at which such employees are likely to retire.

The District has recorded activity for other post-employment benefits (OPEB) and pension benefits. These obligations are calculated using actuarial methodologies described in Governmental Accounting Standards Board (GASB) Statement Nos. 45 and 68. These actuarial calculations include significant assumptions, including projected changes, healthcare insurance costs, investment returns, retirement ages, proportionate share, and employee turnover.

The depreciation of capital assets involves estimates pertaining to useful lives.

The District's self-insured activities require recording a liability for claims incurred but not yet reported, which are based on estimates.

We evaluated the key factors and assumptions used by management to develop the estimates discussed above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated November 1, 2016.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to Management's Discussion and Analysis and the remaining pension and OPEB-related required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplemental information accompanying the financial statements and the separately issued Schedule of Expenditures of Federal Awards and Uniform Financial Accounting and Reporting Standards (UFARS) Compliance Table, which are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

FUNDING PUBLIC EDUCATION IN MINNESOTA

Due to its complexity, it would be impossible to fully explain the funding of public education in Minnesota within this report. A summary of legislative changes affecting school districts and charter schools included later in this report gives an indication of how complicated the funding system is. This section provides some state-wide funding and financial trend information.

BASIC GENERAL EDUCATION REVENUE

The largest single funding source for Minnesota school districts is basic general education aid. Each year, the Legislature sets a basic formula allowance. Total basic general education revenue is calculated by multiplying the formula allowance by the number of pupil units for which a district is entitled to aid. Pupil units are calculated using a legislatively determined weighting system applied to average daily membership (ADM). Over the years, various modifications have been made to this calculation, including changes in weighting and special consideration for declining enrollment districts.

The table below presents a summary of the formula allowance for the past decade and as approved for the 2017 fiscal year. The amount of the formula allowance and the percentage change from year to year excludes non-comparable changes such as temporary funding increases, the "roll-in" of aids that were previously funded separately, potential reductions due to levying less than the maximum student achievement levy rate, and the one-time replacement of a portion of general education aid with federal fiscal stabilization funds in fiscal 2010.

Fiscal Year Ended June 30,	Formula Allowance Amount	Formula Allowance Percent Increase	
2007	$ 4,974	4.0 %	
2008	$ 5,074	2.0 %	
2009	$ 5,124	1.0 %	
2010	$ 5,124	– %	
2011	$ 5,124	– %	
2012	$ 5,174	1.0 %	
2013	$ 5,224	1.0 %	
2014	$ 5,302	1.5 %	
2015	$ 5,831	2.0 %	*
2016	$ 5,948	2.0 %	
2017	$ 6,067	2.0 %	

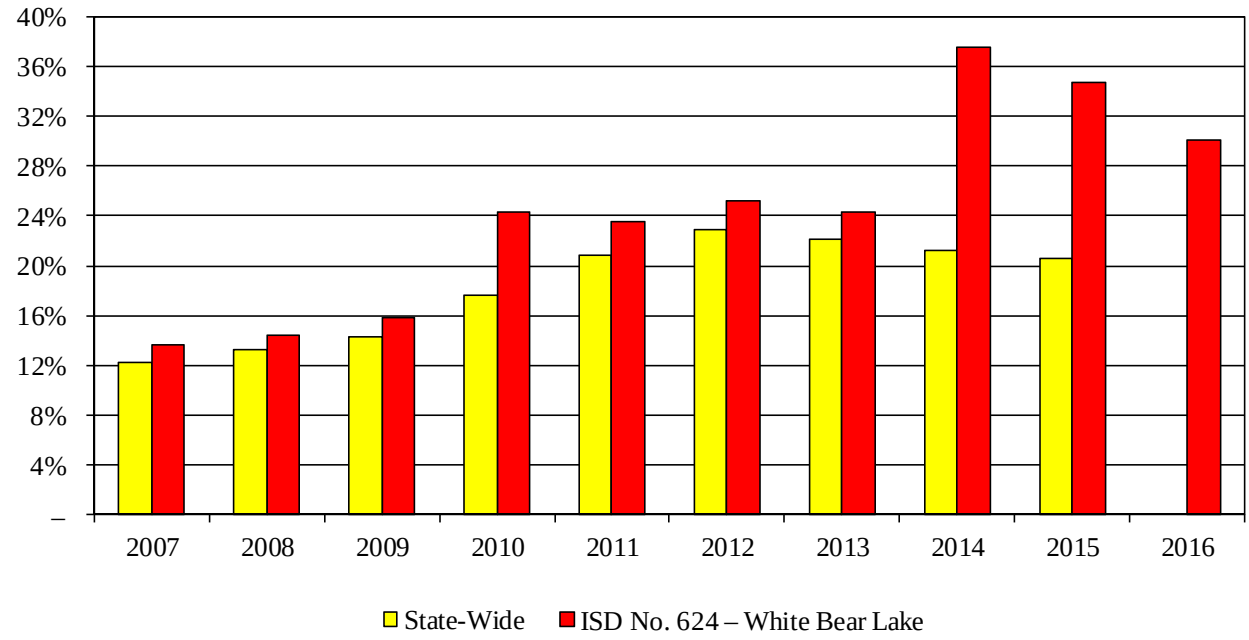
* The $529 increase in 2015 was offset by changes to pupil weightings and the general education aid formula that reduced the increase to the equivalent of $105, or 2.0 percent, state-wide.

In recent years, modest increases in the formula allowance have forced many districts to continually cut expenditure budgets or seek increased referendum revenue in order to maintain programs.

STATE-WIDE SCHOOL DISTRICT FINANCIAL HEALTH

One of the most common and comparable statistics used to evaluate school district financial health is the unrestricted operating fund balance as a percentage of operating expenditures.

State-Wide Unrestricted Operating Fund Balance
as a Percentage of Operating Expenditures



Note: State-wide information is not available for fiscal 2016.

The calculation above reflects only the unrestricted fund balance of the General Fund, and the corresponding expenditures, which is the same method the state uses for the calculation of statutory operating debt (SOD). We have also included the comparable percentages for your district.

Since the financially turbulent 2008–2009 biennium, Minnesota school districts have generally been maintaining a higher unrestricted fund balance as a percentage of operating expenditures. This trend reflects districts' efforts to limit budget cuts, retain educational programs, and maintain adequate operating cash flow during a period of uncertain funding. It was accomplished by districts reducing or limiting operating expenditures, adapting to funding restrictions, and in some cases community support in the form of operating referendums. As the state's economic condition has stabilized the last few years, this trend appears to be gradually reversing, with the state average decreasing the last three years.

As of June 30, 2015, this ratio was 34.7 percent for the District, as compared to a state-wide average of 20.6 percent. The District's unrestricted operating fund balance as a percentage of operating expenditures was 30.2 percent at the end of the current year.

The table below shows a comparison of governmental fund revenue per ADM received by Minnesota school districts and your district. Revenues for all governmental funds are included, except for the Capital Projects – Building Construction Fund and Post-Employment Benefits Debt Service Fund. Other financing sources, such as proceeds from sales of capital assets, insurance recoveries, bond sales, loans, and interfund transfers, are also excluded.

Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 624 – White Bear Lake		
	2014	2015	2014	2015	2014	2015	2016
General Fund							
Property taxes	$ 972	$ 1,657	$ 1,285	$ 2,187	$ 1,586	$ 2,866	$ 2,806
Other local sources	480	489	397	387	199	165	450
State	9,036	8,967	9,257	9,030	8,887	8,067	8,628
Federal	458	441	480	447	348	331	308
Total General Fund	10,946	11,554	11,419	12,051	11,020	11,429	12,192
Special revenue funds							
Food Service	504	522	500	516	515	511	537
Community Service	553	551	667	651	566	580	647
Debt Service Fund	1,090	1,061	1,187	1,127	1,097	595	635
Total revenue	$ 13,093	$ 13,688	$ 13,773	$ 14,345	$ 13,198	$ 13,115	$ 14,011
ADM served per MDE School District Profiles Report (current year estimated)					8,169	8,230	8,258

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

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

ADM used in the table above is based on enrollments consistent with those used in the MDE School District Profiles Report, which include extended time ADM, and may differ from ADM reported in other tables.

The mix of local and state revenues vary from year to year primarily based on funding formulas and the state's financial condition. The mix of revenue components from district to district varies due to factors such as the strength of property values, mix of property types, operating and bond referendums, enrollment trends, density of population, types of programs offered, and countless other criteria. Revenue neutral adjustments attributable to the legislatively-approved tax shift have significantly impacted the recognition of property tax and state sources by year, presented in the table above.

The District had revenue of $115.7 million in governmental funds reflected above in fiscal 2016, an increase of about $7.8 million from the prior year. The increase is related to the increase in the general education aid formula, the increase in ADM served in fiscal 2016, and additional sources passed through for pension benefits contributed to the overall revenue growth in the General Fund. Community Service Fund revenues increased in after school programs and extended day programs.

The following table reflects similar comparative data available from the MDE for all governmental fund expenditures, excluding the Capital Projects – Building Construction Fund and Post-Employment Benefits Debt Service Fund. Other financing uses, such as bond refundings and transfers, are also excluded.

Governmental Funds Expenditures per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 624 – White Bear Lake		
	2014	2015	2014	2015	2014	2015	2016
General Fund							
Administration and district support	$ 882	$ 941	$ 886	$ 951	$ 734	$ 733	$ 757
Elementary and secondary regular instruction	5,091	5,301	5,408	5,635	5,108	5,075	5,573
Vocational education instruction	140	147	130	136	101	116	107
Special education instruction	1,987	2,058	2,144	2,196	2,267	2,281	2,398
Instructional support services	536	586	630	689	590	648	744
Pupil support services	950	992	1,019	1,072	955	1,079	1,223
Sites, buildings, and other	881	881	843	832	1,055	1,096	1,087
Total General Fund – noncapital	10,467	10,906	11,060	11,511	10,810	11,028	11,889
General Fund capital expenditures	512	581	442	493	1,209	1,209	467
Total General Fund	10,979	11,487	11,502	12,004	12,019	12,237	12,356
Special revenue funds							
Food Service	513	528	512	523	515	516	526
Community Service	556	546	674	642	544	549	636
Debt Service Fund	1,469	1,489	1,636	1,701	1,054	670	648
Total expenditures	$ 13,517	$ 14,050	$ 14,324	$ 14,870	$ 14,132	$ 13,972	$ 14,166
ADM served per MDE School District Profiles Report (current year estimated)					8,169	8,230	8,258

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

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

Expenditure patterns also vary from district to district for various reasons. Factors affecting the comparison include the growth cycle or maturity of the District, average employee experience, availability of funding, population density, and even methods of allocating costs. The differences from program to program reflect the District's particular character, such as its community service programs, as well as the fluctuations from year to year for such things as capital expenditures.

The District had expenditures of approximately $117 million in the governmental funds reflected above in fiscal 2016, an increase of about $8 million from the prior year. On a per student basis, this represents an increase of $194. General Fund non-capital expenditures increased $861, mostly for elementary and regular instruction, special education instruction, transportation costs and pension benefits pass-through as previously discussed. Expenditures decreased $742 per student in the General Fund capital expenditures due to the timing of projects completed by the District.

SUMMARY

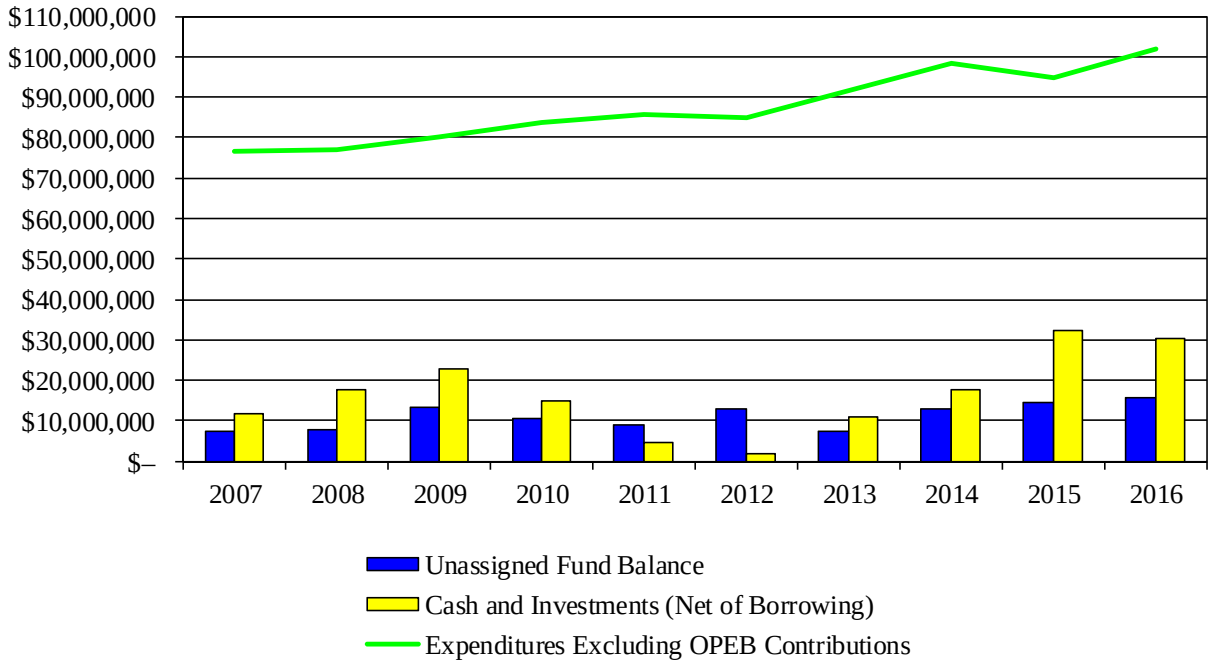
The funding for and financial position of Minnesota school districts has fluctuated significantly over the past several years due to a number of factors, including those discussed above. This situation continues to present a challenge for school boards, administrators, and management of these districts in providing the best education with the limited resources available in a climate of unknown future funding levels.

FINANCIAL TRENDS OF YOUR DISTRICT

GENERAL FUND FINANCIAL POSITION

The following graph displays the District's General Fund trends of financial position and changes in volume of financial activity. Unassigned fund balance and cash balance are typically used as indicators of financial health, while annual expenditures measure the size of the operation.

General Fund – Financial Position
Year Ended June 30,



The District ended fiscal year 2016 with a General Fund cash balance of $30,436,088 a decrease of $2,004,151 from the previous year. The unassigned fund balance at year-end was $15,779,571, an increase of $1,109,449. The General Fund continues to experience a stable fund balance position.

The net change to fund balance of the General Fund increased $13,802. This increase compares to a budgeted decline in fund balance of $295,344.

Changes in the metering of state aid payments to school districts and in the tax shift, as legislatively approved, has significantly impacted cash and investment balances in the years presented in the above graph.

The following table presents the components of the General Fund's balance for the past five years:

	Year Ended June 30,				
	2012	2013	2014	2015	2016
Nonspendable fund balances	$ 219,984	$ 1,255,743	$ 188,940	$ 156,537	$ 97,470
Restricted fund balances (1)	2,106,435	1,022,955	(297,733)	(252,933)	1,133,918
Unrestricted fund balances			.		
Assigned	6,697,066	8,955,687	15,588,049	12,917,616	10,494,185
Unassigned	11,115,223	7,295,063	12,888,284	14,670,122	15,779,571
Total fund balance	$ 20,138,708	$ 18,529,448	$ 28,367,540	$ 27,491,342	$ 27,505,144
Unassigned fund balances as a percentage of expenditures	13.1%	8.0%	13.1%	15.5%	15.5%

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

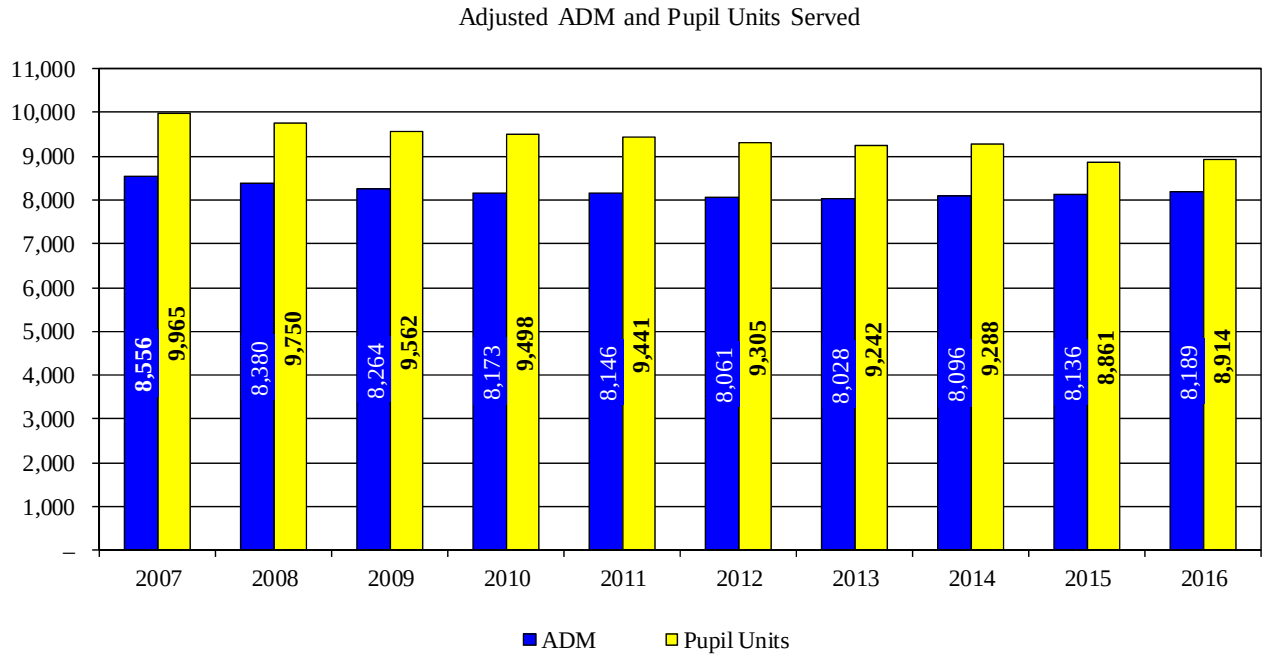
The table above reflects the total General Fund unassigned fund balance and percentages, which differs from those used in the previous discussion of state-wide fund balances, which are based on a state formula.

The resources represented by this fund balance are critical to a district's ability to maintain adequate cash flow throughout the year, to retain its programs, and to cushion against the impact of unexpected costs or funding shortfalls.

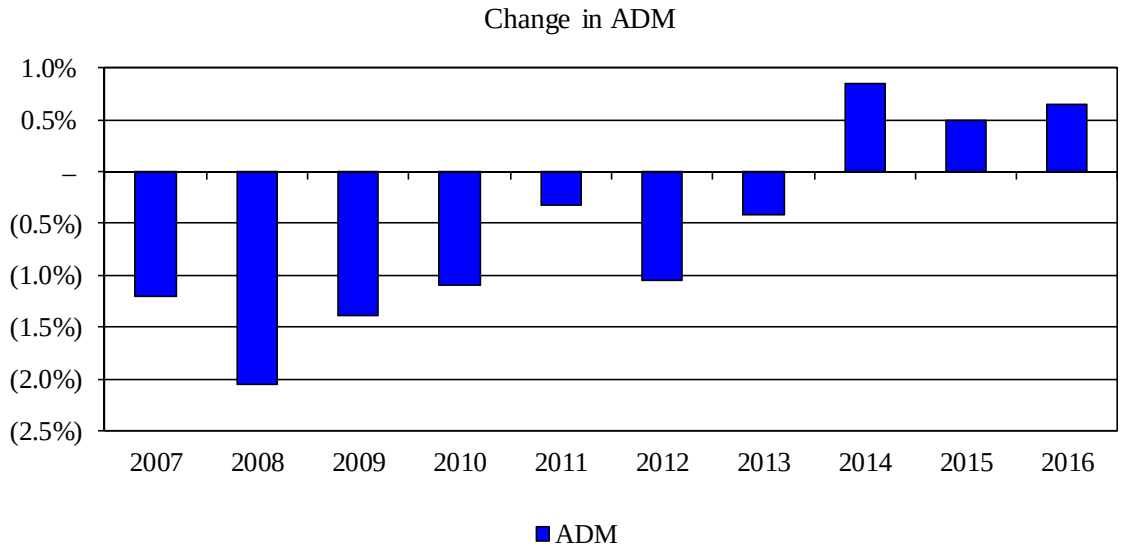
The Board of Education has formally adopted a fund balance policy regarding the unassigned fund balance for the General Fund. The policy states that the District will strive to maintain a minimum unassigned General Fund balance of between 12.5 percent and 16.7 percent of the annual budget, which equates to a range of 1.5 to 2 months of operating expenditures. At June 30, 2016, the unassigned fund balance of the General Fund was 15.5 percent of total fiscal 2016 expenditures, or 8.1 weeks of operating expenditures.

AVERAGE DAILY MEMBERSHIP (ADM) AND PUPIL UNITS

The following graph presents the District's adjusted ADM and resulting pupil units served for the past 10 years:



The following graph shows the rate of change in ADM served by the District from year to year:

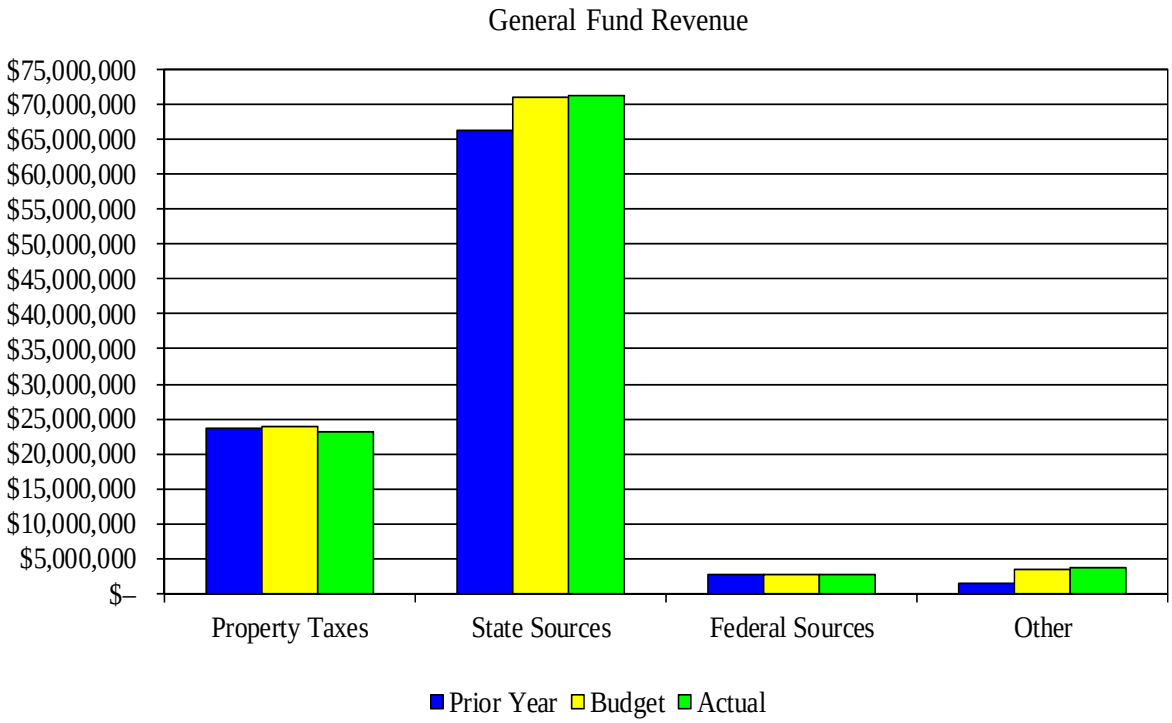


The District served an estimated ADM of 8,189 in 2016, an increase of 53 ADM (0.7 percent) from the prior year.

ADM is a measure of students attending class, which is then converted to pupil units (the base for determining revenue) using a statutory formula. Not only is the original budget based on ADM estimates, the final audited financial statements are based on updated, but still estimated, ADM since the counts are not finalized until around January of the following year. When viewing revenue budget variances, one needs to consider these ADM changes, the impact of the prior year final adjustments which affect this year's revenue, and also the final adjustments caused by open enrollment gains and losses.

GENERAL FUND REVENUE

The following graph summarizes the District's General Fund revenue for 2016:

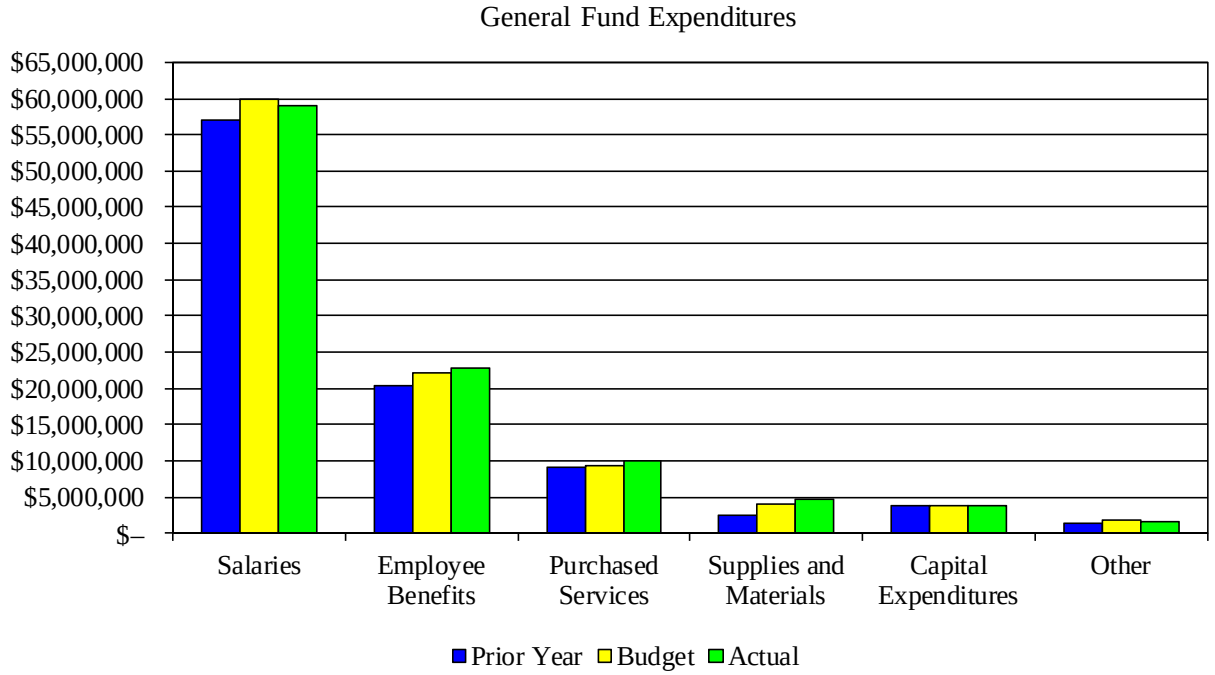


Total General Fund revenues for 2016 were $100,677,539, an increase of $6,614,525 from the prior year, and $307,993 under budget.

Total revenue increases include state sources of about $4,900,000, mainly due to the increase in students, and an increase in general education aid from the funding formula. State sources also increased from the pass-through of state pensions. This increase was partially offset by a decrease in federal source revenue and property tax revenue of about $181,000 and $417,000, respectively. Other revenue increased about $2,400,000, mainly due to the District separately accounting for these resources in the current year rather than netting against the related costs, which was past practice.

GENERAL FUND EXPENDITURES

The following graph summarizes the District's General Fund expenditures for 2016:



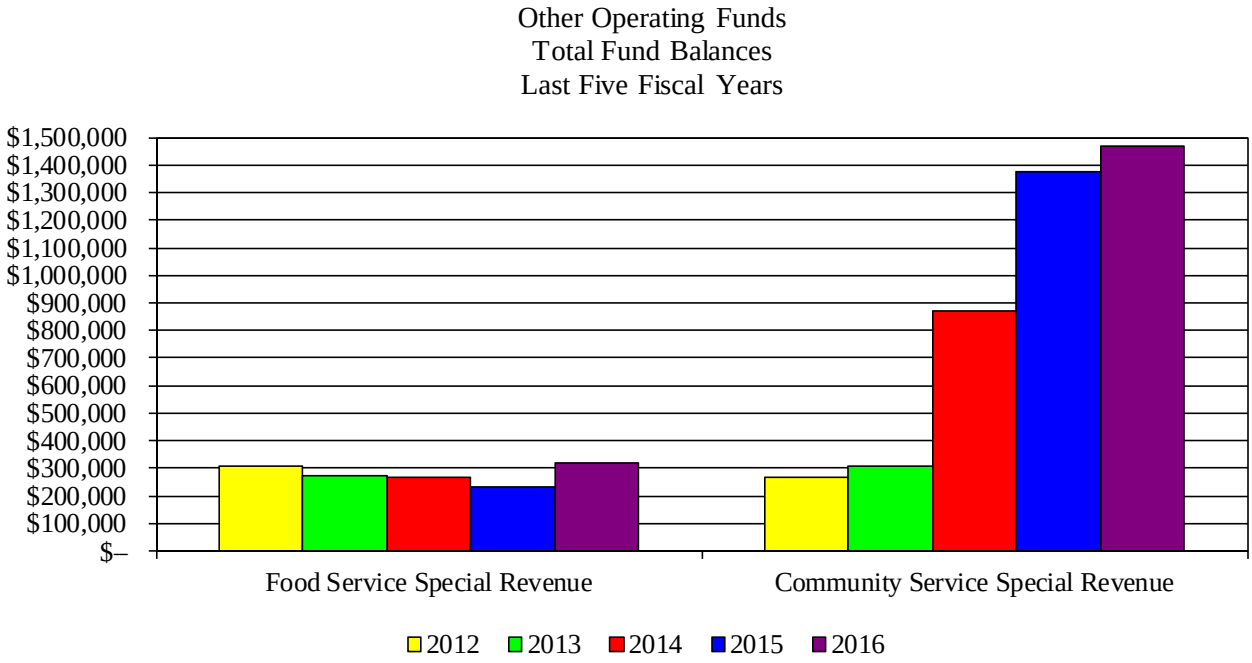
Total General Fund expenditures for 2016 were $102,030,583, an increase of $7,328,242 (7.7 percent) from the prior year, and $824,707 over budget.

District expenditures were over budgeted amounts mostly in purchased services for transportation costs and supplies and materials by $629,540 and $840,047, respectively. These were offset by expenditures being under budget in salaries by $786,449 in fiscal 2016.

Expenditures were more than the prior year due to increases in salaries and employee benefits by $2,077,686 and $2,296,762, respectively. These increases are related to staff salary rate increases, increases in overall staff including bus drivers, and increases in health insurance costs. Benefits also increased from the pass-through of state pensions. Supplies and materials increased from the prior year by $2,253,155, mainly due to the change in accounting for these costs as discussed on the previous page.

OTHER FUNDS OF THE DISTRICT

The following graph shows what is referred to as the other operating funds. The remaining non-operating funds are only included in narrative form below, since their level of fund balance can fluctuate significantly due to such things as issuing and spending the proceeds of refunding or building bonds and, therefore, the trend of fund balance levels are not necessarily a key indicator of financial health. It does not mean that these funds cannot experience financial trouble or that their fund balances are unimportant.



Food Service Special Revenue Fund

The District's Food Service Special Revenue Fund experienced a $87,288 increase in fund balance. The District budgeted for a $85,604 increase in fund balance.

Community Service Special Revenue Fund

The District's Community Service Special Revenue Fund experienced an increase in fund balance of $92,766 for the year ended June 30, 2016, which was $18,332 less than the planned increase in fund balance of $111,098 in the budget.

Capital Projects – Building Construction Fund

At June 30, 2016, this fund has a year-end balance of $6,447,156, which is primarily restricted for the Alternative Facilities Program. The large decrease from prior year is related to expenditures in the current year of the debt proceeds from 2015.

Debt Service Fund

The funding of debt service is controlled in accordance with each outstanding debt issue's financing plan.

Severance Obligations Internal Service Fund

The following table presents the activity reported for the past five fiscal years in this Internal Service Fund:

	2012	2013	2014	2015	2016
Operating revenue					
Contributions from governmental funds	$ 250,366	$ 699,593	$ –	$ –	$ –
Operating expenses					
Post-employment severance benefits	128,233	282,291	31,515	148,363	24,128
Operating income (loss)	122,133	417,302	(31,515)	(148,363)	(24,128)
Nonoperating revenue					
Investment earnings	112,792	113,537	103,473	80,058	47,842
Income before transfers	234,925	530,839	71,958	(68,305)	23,714
Transfers out	–	–	–	–	(1,340,000)
Change in net position	234,925	530,839	71,958	(68,305)	(1,316,286)
Net position					
Beginning of year	563,598	798,523	1,329,362	1,401,320	1,333,015
End of year	$ 798,523	$ 1,329,362	$ 1,401,320	$ 1,333,015	$ 16,729

The assets held in this fund at June 30, 2016 totaled $1,770,985 and will be used to pay the District's liability for severance totaling $1,754,256 as of June 30, 2016.

Self-Insured Health Benefits – Internal Service Fund

The Self-Insured Health Benefits Internal Service Fund is used to account for health insurance offered by the District to its employees as a self-insured plan. The fund ended the year ended June 30, 2016 with a fund balance of $524,563.

Self-Insured Dental Benefits – Internal Service Fund

The Self-Insured Dental Benefits Internal Service Fund is used to account for dental insurance offered by the District to its employees as a self-insured plan. The District began self-insurance for dental in 2016. The fund ended the year ended June 30, 2016 with a fund balance of $58,096.

Post-Employment Benefits Trust Fund – Fiduciary Fund

The District established a Post-Employment Benefits Trust Fund – Fiduciary Fund to finance post-employment health benefit liabilities. The District established this fund in fiscal 2009 through the issuance of $40,085,000 in bonds. These funds are held in trust restricted for the payment of OPEB liabilities. The net position held in this fund at June 30, 2016 totaled $31,104,825 and will be used by the District in future years to finance the OPEB obligations of the District.

ANALYSIS OF OPEB FUNDING

The District underwent an actuarial study dated July 1, 2015 to determine the District's post-employment health benefit liabilities based on current contracts and employees in place.

This pension plan is funded by the District's Post-Employment Benefits Irrevocable Trust Fund, which is reported in the District's financial report as a fiduciary fund. As of the most recent actuarial study dated July 1, 2015, the plan was 175 percent funded, which is based on an actuarial accrued liability for benefits of $19,073,738 and the actuarial value of assets within the irrevocable trust fund of $33,421,922. The assets in the trust fund exceeded the OPEB accrued liability reported in the actuarial study by $14,348,184 at July 1, 2015.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The District's financial statements include fund-based information that focuses on budgetary compliance, and the sufficiency of the District's current assets to finance its current liabilities. The governmental reporting model also requires the inclusion of two government-wide financial statements designed to present a clear picture of the District as a single, unified entity. These government-wide financial statements provide information on the total cost of delivering educational services, including capital assets and long-term liabilities.

Theoretically, net position represents district resources available for providing services after its debts are settled. However, those resources are not always in expendable form, or there may be restrictions on how some of those resources can be used. Therefore, this statement divides net position into three components: net investment in capital assets, restricted, and unrestricted. The following table presents a summarized reconciliation of the District's governmental fund balances to net position, and the separate components of net position for the last two years:

	June 30,		Increase
	2015	2016	(Decrease)
Net position – governmental activities			
Total fund balances – governmental funds	$ 43,023,720	$ 37,953,809	$ (5,069,911)
Negative net OPEB obligation	38,882,177	34,275,497	(4,606,680)
Total capital assets, less accumulated depreciation	63,885,994	63,097,724	(788,270)
Total long-term liabilities	(104,790,426)	(96,834,270)	7,956,156
Net pension related liabilities	(63,172,922)	(63,129,901)	43,021
Accrued interest payable	(1,670,407)	(1,585,657)	84,750
Unamortized premiums	(2,330,474)	(1,958,524)	371,950
Other	1,470,574	1,112,702	(357,872)
Total net position – governmental activities	$ (24,701,764)	$ (27,068,620)	$ (2,366,856)
Net position			
Net investment in capital assets	$ 4,292,291	$ 2,724,245	$ (1,568,046)
Restricted	2,649,603	4,232,013	1,582,410
Unrestricted	(31,643,658)	(34,024,878)	(2,381,220)
Total net position	$ (24,701,764)	$ (27,068,620)	$ (2,366,856)

Some of the District's fund balances translate into restricted net position by virtue of external restrictions (statutory reserves) or by the nature of the fund they are in (e.g., Food Service Special Revenue Fund balance can only be spent for food service program costs). The unrestricted net position category consists mainly of the General Fund unrestricted fund balances, offset against non-capital long-term obligations such as vacation or severance payable and net pension liabilities.

Total net position decreased by $2,366,856 during fiscal 2016. The District's net investment in capital assets decreased $1,568,046 this year. The change in this category of net position typically depends on the relationship between the rate at which the District's capital assets are being depreciated, and how that compares to the rate at which the District is repaying the debt issued to purchase or construct those assets.

The restricted portion of the District's net position increased $1,582,410, primarily in amounts restricted for capital asset acquisition. Unrestricted net position decreased $2,381,220, mainly due to expenses related to other post-employment benefits (OPEB) provided by the District.

LEGISLATIVE SUMMARY

The 2016 legislative session was relatively short and focused on contentious issues such as taxes, bonding and transportation. Education advocates were interested in support for early learning, increasing student support services and teacher diversity and retention. In the end very few new chapters of law were enacted. The supplemental budget bill provided an increase of $25 million plus a reallocation of $53.3 million in savings from a maximum effort loan early repayment program in new money to support education.

The following is a brief summary of recent legislative changes and issues affecting the future funding of Minnesota school districts:

2016 Session – Brief summary of significant funding changes:

Early Repayment of Maximum Effort Loans – Allows a district with an outstanding capital loan balance that received a loan before January 1, 2007 to close the loan by repaying the full outstanding original principal on the loan by November 30, 2016 without paying the interest on the loan.

Voluntary Pre-Kindergarten – Aid available through a formula driven model to a state-wide cap of $25 million to provide comprehensive programming to children who are four years old on September 1 of the school year in which they enroll. Funding prioritized on the basis of the concentration of prior year kindergarten students eligible for free and reduced-price lunch and the proximity of three and four star Parent Aware programs to the district or charter school. The application deadline for fiscal year (FY) 2017 by July 1, 2016 with the Minnesota Department of Education (MDE) to approve by August 1, 2016.

Equity Revenue – For FY 2017–2019 makes non-metropolitan area school districts eligible for a 16 percent increase in the sliding scale portion of equity revenue. Districts within the seven-county metropolitan area will continue to receive the 25 percent increase over the initial calculation of this revenue source.

Support Our Students Grant Program – $12.133 million grant program to hire new support staff (counselors, school psychologists, social workers, school nurses, and chemical dependency counselors). Grant program eligibility includes school districts, charter schools, intermediates, and cooperatives.

Intermediates and Cooperatives/Staff Development Grants – $4.5 million grant program to intermediates and cooperatives that provide instruction in federal settings four or higher. Revenue to be used for activities related to enhancing services to students who may have challenging behaviors or mental health issues or who are suffering from trauma.

2015 Session – Brief summary of significant funding changes:

Basic General Education Revenue – The 2015 Legislature approved 2 percent increases for each of the two subsequent fiscal years, raising the per pupil allowance to $5,948 for FY 2016 and $6,067 for FY 2017.

A number of other changes were made to the general education formula, including:

- The extended time allowance increased from $5,017 to $5,117 beginning in FY 2016.
- Charter schools with extended time programs will receive 25 percent of the state average per adjusted pupil unit (APU) (about $19 per APU) beginning in FY 2016.
- Funding eligibility for English learner revenue is extended from six to seven years in FY 2017.
- School districts not in a compensatory pilot project are allowed to allocate up to 50 percent of compensatory revenue among building sites based on a local plan beginning in FY 2016.

The following changes were made to elements of the general education tax levy:

- The student achievement levy, reestablished to allow districts to levy up to $20 million state-wide for FY 2016 (taxes payable 2015), is being phased out. There will be no change to the $20 million limit for FY 2017 (taxes payable 2016). The levy is reduced to $10 million state-wide for FY 2018 (taxes payable 2017), and eliminated for FY 2019.
- The equalization factor for operating capital was increased from $14,500 for FY 2016 to $14,740 for FY 2017, $17,473 for FY 2018, and $20,510 for FY 2019 and later years.

Language was also added requiring districts to use the 2 percent general education staff development set-aside for: teacher development and evaluation, principal development and evaluation, professional development, in-service education, and staff development plans. Staff development plans are required to be aligned and integrated with teacher development and evaluation agreements.

Quality Compensation Program (Q Comp) – The 2015 Legislature made the following changes to the Q Comp alternative compensation for teachers program:

- The cap on basic Q Comp aid increases 16.5 percent to $75,636,000 beginning in FY 2017.
- Cooperatives other than intermediate districts are eligible to participate in Q Comp beginning in FY 2017. The year prior to participating, 70 percent of the teachers employed by the cooperative must agree to adopt a Q Comp system.
- Beginning in FY 2017, the Q Comp aid formula for intermediates and other cooperatives changes to $3,000 per licensed teacher employed on October 1 of the previous year.
- Alternative teacher pay systems are now allowed to include incentives for teachers to pursue training, advanced certifications, or masters degrees; and for teachers identified as effective or highly effective to work in hard-to-fill positions or hard-to-staff schools.

Special Education Funding – State funding for special education is being transitioned to new funding formulas beginning in FY 2016.

For FY 2016, state regular special education aid was the lesser of: 62 percent of old formula special education expenditures for the prior year; 50 percent of nonfederal special education expenditures for the prior year; or 56 percent of the amount calculated using a new pupil-driven formula based on prior year data.

Beginning in FY 2016, special education aid is paid directly to cooperatives and intermediate districts, rather than flowing through the resident districts. Tuition bills are reduced by the aid paid directly to these entities.

The formula for special education excess cost aid for FY 2016 was the greater of: 56.0 percent of the difference between the district's unreimbursed nonfederal special education costs and 7.0 percent of the district's general education revenue; or 62.0 percent of the difference between the district's unreimbursed old formula special education costs and 2.5 percent of the district's general education revenue.

Long-Term Facilities Maintenance Revenue – Beginning in FY 2017, the current deferred maintenance, health and safety, and alternative facilities programs will be rolled into a new long-term facilities maintenance revenue program.

The new revenue for FY 2017 will be $193 per APU, multiplied by the lessor of one, or the ratio of the district's average building age to 35 years. Funding will increase to $292 per APU for FY 2018 and $380 per APU for FY 2019, multiplied by the same building age factor. Additional funding will be available for approved indoor air quality, fire alarm and suppression, and asbestos abatement projects with a cost per site of $100,000 or more. Districts may issue bonds for this program, levy on a pay-as-you-go basis, or a combination of the two. The 25 largest districts currently eligible for alternative facilities revenue will continue to be eligible for reimbursement of approved project costs without a per-pupil limit.

Revenue for long-term facilities maintenance will be equalized up to a limit of one times the annual allowance per APU. The aid/levy mix for the equalized portion of the revenue will be calculated using an equalizing factor of 123 percent of the state average adjusted net tax capacity (ANTC) per pupil unit, calculated with an exclusion of 50 percent of the value of class 2a Agricultural Land from ANTC. Levy equalization will be the same regardless of whether the district chooses to issue bonds or make annual pay-as-you-go levies. Debt service levies under the program will be excluded from regular debt service equalization.

All districts are guaranteed to receive at least as much revenue and at least as much state aid as they would have received under the existing law.

Fund Transfers – The authority for school districts to transfer money from one fund or account to another, as long as the transfer does not increase state aid obligations or increase local property taxes, was extended through FY 2017. School boards may only approve such transfers after adopting a resolution stating that the transfer will not diminish instructional opportunities for students. This authorization excludes transfers from the food service or community service funds, and prohibits transfers from the reserved account for staff development.

ACCOUNTING AND AUDITING UPDATES

GASB STATEMENT NO. 73, *ACCOUNTING AND FINANCIAL REPORTING FOR PENSIONS AND RELATED ASSETS THAT ARE NOT WITHIN THE SCOPE OF GASB STATEMENT NO. 68, AND AMENDMENTS TO CERTAIN PROVISIONS OF GASB STATEMENT NOS. 67 AND 68*

The objective of this statement is to improve the usefulness of information about pensions included in financial statements of state and local governments for making decisions and assessing accountability. This statement also clarifies the application of certain provisions of GASB Statement Nos. 67 and 68 regarding 10-year schedules of required supplementary information (RSI) and other recognition issues pertaining to employers and nonemployer contributing entities. These changes will improve financial reporting by establishing a single framework for the presentation of information about pensions, enhancing comparability for similar information reported by employers and nonemployer contributing entities.

The requirements of this statement that address accounting and financial reporting by employers and governmental nonemployer contributing entities for pensions not within the scope of GASB Statement No. 68 are effective for financial statements for fiscal years beginning after June 15, 2016, and the requirements of this statement that address financial reporting for assets accumulated for purposes of providing those pensions are effective for fiscal years beginning after June 15, 2015. The requirements of this statement for pension plans that are within the scope of GASB Statement No. 67 or for pensions that are within the scope of GASB Statement No. 68 are effective for fiscal years beginning after June 15, 2015. Earlier application is encouraged.

GASB STATEMENT NO. 74, *FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFIT PLANS OTHER THAN PENSION PLANS*

The objective of this statement is to improve the usefulness of information about post-employment benefits other than pensions (other post-employment benefits [OPEB]). This statement replaces GASB Statement Nos. 43 and 57. It also includes requirements for defined contribution OPEB plans that replace the requirements for those OPEB plans in GASB Statement Nos. 25, 43, and 50. GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, establishes new accounting and financial reporting requirements for governments whose employees are provided with OPEB, as well as for certain nonemployer governments that have a legal obligation to provide financial support for OPEB provided to the employees of other entities.

This statement will improve financial reporting primarily through enhanced note disclosures and schedules of RSI that will be presented by OPEB plans administered through trusts meeting the specified criteria. The new information will enhance the decision-usefulness of the financial reports of those OPEB plans, their value for assessing accountability, and their transparency by providing information about measures of net OPEB liabilities and explanations of how and why those liabilities changed from year to year. The net OPEB liability information, including ratios, will offer an up-to-date indication of the extent to which the total OPEB liability is covered by the fiduciary net position of the OPEB plan. The comparability of the reported information for similar types of OPEB plans will be improved by the changes related to the attribution method used to determine the total OPEB liability. The contribution schedule will provide measures to evaluate decisions related to the assessment of contribution rates in comparison with actuarially determined rates, if such rates are determined. In addition, new information about rates of return on OPEB plan investments will inform financial report users about the effects of market conditions on the OPEB plan's assets over time and provide information for users to assess the relative success of the OPEB plan's investment strategy and the relative contribution that investment earnings provide to the OPEB plan's ability to pay benefits to plan members when they come due.

This statement is effective for financial statements for fiscal years beginning after June 15, 2016. Earlier application is encouraged.

GASB STATEMENT NO. 75, *ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS*

The primary objective of this statement is to improve accounting and financial reporting by state and local governments for post-employment benefits other than pensions (OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This statement replaces the requirements of GASB Statement Nos. 45 and 57. GASB Statement No. 74 establishes new accounting and financial reporting requirements for OPEB plans.

This statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and RSI requirements about defined benefit OPEB also are addressed. This statement is effective for fiscal years beginning after June 15, 2017. Earlier application is encouraged.

Similar to changes implemented for pensions, this statement requires the liability of employers and nonemployer contributing entities to employees for defined benefit OPEB (net OPEB liability) to be measured as the portion of the present value of projected benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service (total OPEB liability), less the amount of the OPEB plan's fiduciary net position.

GASB STATEMENT NO. 77, *TAX ABATEMENT DISCLOSURES*

This statement requires disclosure of tax abatement information about (1) a reporting government's own tax abatement agreements, and (2) those that are entered into by other governments and that reduce the reporting government's tax revenues. Tax abatements are widely used by state and local governments, particularly to encourage economic development. For financial reporting purposes, this statement defines a tax abatement as resulting from an agreement between a government and an individual or entity in which the government promises to forgo tax revenues and the individual or entity promises to subsequently take a specific action that contributes to economic development or otherwise benefits the government or its citizens.

The requirements of this statement improve financial reporting by giving users of financial statements essential information that is not consistently or comprehensively reported to the public at present. Disclosure of information about the nature and magnitude of tax abatements will make these transactions more transparent to financial statement users. As a result, users will be better equipped to understand (1) how tax abatements affect a government's future ability to raise resources and meet its financial obligations, and (2) the impact those abatements have on a government's financial position and economic condition. The requirements of this statement are effective for financial statements for periods beginning after December 15, 2015. Earlier application is encouraged.

GASB STATEMENT NO. 78, *PENSIONS PROVIDED THROUGH CERTAIN MULTIPLE-EMPLOYER DEFINED BENEFIT PENSION PLANS*

The objective of this statement is to address a practice issue regarding the scope and applicability of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27.* This issue is associated with pensions provided through certain multiple-employer defined benefit pension plans and to state or local governmental employers whose employees are provided with such pensions. Prior to the issuance of this statement, the requirements of GASB Statement No. 68 applied to the financial statements of all state and local governmental employers whose employees are provided with pensions through pension plans that are administered through trusts that meet the criteria in paragraph 4 of GASB Statement No. 68.

This statement amends the scope and applicability of GASB Statement No. 68 to exclude pensions provided to employees of state or local governmental employers through a cost-sharing, multiple-employer defined benefit pension plan that (1) is not a state or local governmental pension plan, (2) is used to provide defined benefit pensions both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (3) has no predominant state or local governmental employer (either individually or collectively with other state or local governmental employers that provide pensions through the pension plan). This statement establishes requirements for recognition and measurement of pension expense, expenditures, and liabilities; note disclosures; and RSI for pensions that have the characteristics described above. The requirements of this statement are effective for reporting periods beginning after December 15, 2015. Early application is encouraged.

GASB STATEMENT NO. 79, *CERTAIN EXTERNAL INVESTMENT POOLS AND POOL PARTICIPANTS*

This statement establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in this statement. The specific criteria address (1) how the external investment pool transacts with participants; (2) requirements for portfolio maturity, quality, diversification, and liquidity; and (3) calculation and requirements of a shadow price. Significant noncompliance prevents the external investment pool from measuring all of its investments at amortized cost for financial reporting purposes. If an external investment pool meets the criteria in this statement and measures all of its investments at amortized cost, the pool's participants also should measure their investments in that external investment pool at amortized cost for financial reporting purposes. If an external investment pool does not meet the criteria in this statement, the pool's participants should measure their investments in that pool at fair value.

This statement establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures for both the qualifying external investment pools and their participants include information about any limitations or restrictions on participant withdrawals. The requirements of this statement are effective for reporting periods beginning after June 15, 2015, except for certain provisions on portfolio quality, custodial credit risk, and shadow pricing. Those provisions are effective for reporting periods beginning after December 15, 2015. Earlier application is encouraged.

GASB STATEMENT NO. 80, *BLENDING REQUIREMENTS FOR CERTAIN COMPONENT UNITS—AN AMENDMENT OF GASB STATEMENT NO. 14*

The objective of this statement is to clarify the financial statement presentation requirements for certain component units. This statement amends the blending requirements for the financial statement presentation of component units of all state and local governments. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units—an amendment of GASB Statement No. 14.* The requirements of this statement are effective for reporting periods beginning after June 15, 2016. Earlier application is encouraged.

GASB STATEMENT NO. 82, *PENSION ISSUES—AN AMENDMENT OF GASB STATEMENTS NO. 67, NO. 68, AND NO. 73*

The objective of this statement is to address certain issues that have been raised with respect to Statements No. 67, *Financial Reporting for Pension Plans*, No. 68, *Accounting and Financial Reporting for Pensions*, and No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not Within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. Specifically, this statement addresses issues regarding (1) the presentation of payroll-related measures in RSI, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements.

The requirements of this statement are effective for reporting periods beginning after June 15, 2016, except for the requirements of this statement for the selection of assumptions in a circumstance in which an employer's pension liability is measured as of a date other than the employer's most recent fiscal year-end. In that circumstance, the requirements for the selection of assumptions are effective for that employer in the first reporting period in which the measurement date of the pension liability is on or after June 15, 2017. Earlier application is encouraged.

The requirements of this statement will improve financial reporting by enhancing consistency in the application of financial reporting requirements to certain pension issues.

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AGENDA ITEM:	**Policy 206, Public Participation in Board Meetings**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Dr. Michael Lovett, Superintendent**

BACKGROUND:

School Board Policy 206, Public Participation in Board Meetings, was reviewed by the School Board Policy Committee and Cabinet. The Policy committee and MSBA recommended changes in this policy.

The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: ***November 13, 1995*** *White Bear Lake Area School Board Policy 206*
Revised: *August 25, 2003* *Revised:* *November 8, 2010*
Revised: *January 10, 2005* *Revised:* *October 10, 2011*
Revised: *November 8, 2007* *Revised:* *December 10, 2012*
Revised: *April 13, 2009*

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

A. "Educational data" means data maintained by the school district which relates to a student.

B. “Personnel data” means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, “employee” includes a volunteer, an independent contractor, and a member of an advisory board.

C. ~~1)~~ Personnel data on current and former employees that is “public” includes:

Name; employee identification number, which must not be the employee’s social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in

addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a ~~superintendent~~ buyout agreement as defined in Minn. Stat. §123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

D. ~~2)~~ Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

~~C.~~ E. "Private Data About Applicants" means: Data about applicants for appointments to a public body including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. §15.0597, and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the

final investigative report unless access to the data would jeopardize an active investigation. ~~provided, however,~~ A~~a~~ny electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

~~D~~. F. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);

2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);

3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13.D.05 (Not Public Data).

4. right to private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. §121A.47, Subd. 5 (Student Dismissal Hearing);

2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);

3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363*A* (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the

rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda items

1. ~~Citizens~~ Community members who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), ~~and~~ the subject to be covered or the issue to be addressed.

~~2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.~~

2. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

~~4.~~3. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

~~5.~~4. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

~~6.~~5. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

~~7.~~8. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

~~8.~~9. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and

restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

The rules for participation in public forum are set forth in Addendum A, attached to this policy and incorporated by reference.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

A. The school district is liable for damages, costs and attorneys~~'~~ fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)

B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)

C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointments)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47**,** Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 121A.33 Subd. 3 (Coaches, Opportunity to Respond)
Minn. Stat. § 122A.40 Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References:
WBLASB Policy 205 (Open Meetings and Closed Meetings)
WBLASB Policy 207 (Public Hearings)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Service Manual Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

PUBLIC FORUM SPEAKER CARD

Independent School District #624

SPEAKER

Name: (Please Print) _____

Address:_____

City: _____

Phone: _____

Item or topic I will address: _____
_____

PUBLIC FORUM GUIDELINES

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those 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.

Revised 12-10-12

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

MEETING DATE: **November 14, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

School Board Policy 525, Violence Prevention, was reviewed by the School Board Policy Committee and Cabinet. The Policy Committee and MSBA recommended changes in this policy.

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.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: November 27, 1995 *White Bear Lake Area School Board Policy #525*
Revised: August 27, 2001

525 VIOLENCE PREVENTION [Applicable to Students and Staff]

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 to strictly enforce its weapons policy (Policy 501).

B. It is the policy of the school district to act promptly in investigating all acts of violence and all~~, or~~ formal ~~or~~ 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.

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 of violence and all formal or ~~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 connection with initiation into an organization or for any other purpose. ~~order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose~~.

F. 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. 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. Students who wear ~~objectionable~~ emblems, signs, words, objects, or pictures on clothing that communicates~~ing~~ 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. 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, denote gang affiliation, advocate harassment or violence against others, are 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.

A. Establish clear school rules that prevent and deter violence.

B. Require all visitors to check in at the main office upon their arrival and state their business at the school. A visitor badge will be issued for easy identification that the visitor is authorized to be present in the school building.

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 about ~~as to~~ school district and building rules related to ~~regarding~~ weapons and violence.

D. Students will be informed of resources for violence prevention and procedures for proper reporting violations of this policy.

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 but not limited to malicious shouting, ridicule, ~~and/or~~ threats and ~~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.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.57 (Crisis Management Policy)~~
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)
WBLASB Policy 529 (Staff Notification of Violent Behavior By Students)
~~MSBA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion)~~

AGENDA ITEM:	**Policy 701, Establish and Adoption of Budget**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations**

BACKGROUND:

School Board Policy 701, Establish and Adoption of Budget, was reviewed by the School Board Policy Committee and Cabinet. MSBA and Policy Committee recommended changes in Section II, Requirement.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 28, 1997 *White Bear Lake Area School Board Policy 701*
Revised: August 27, 2001 *Revised: December 10, 2012*
Revised: September 11, 2006
Revised: November 8, 2007

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

A. The superintendent or appointed designee shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for the preliminary budgets ~~them~~ to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the district's education program while maintaining a fund balance that is in line with the district's stated fund balance guidelines. ~~within the revenues projected.~~

B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.

C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

D. Each year**,** the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures and fund balances for the prior year, and the projected fund balances for the current year in the form

prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat §123B.10.

E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property
taxes payable in the following calendar year

F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or appointed designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the superintendent or appointed designee. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat §123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat §126C.23 (Allocation of General Education Revenue)

Cross References: WBLASB Policy 701.1 (Modification of School District Budget)
WBLASB Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM:	**Policy 701.1, Modification of School District Budget**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations**

BACKGROUND:

School Board Policy 701.1, Modification of School District Budget was reviewed by the Policy Committee and Cabinet. The Policy Committee recommended minor changes to this policy.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 10, 2012
*Revised:*_____

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

~~II. GENERAL STATEMENT OF POLICY~~

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

~~III.~~ II. REQUIREMENT

A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.

B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed. ~~so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.~~

C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues ~~available for that purpose~~ in ~~that~~ the corresponding fund.

D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

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

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

AGENDA ITEM: **Policy 702, Accounting**

MEETING DATE: **November 14, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 702, Accounting, was reviewed by the School Board Policy Committee and Cabinet. The Policy Committee recommended one change in III, Maintenance of Books and Accounts.

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2016 School Board meeting agenda or a subsequent meeting for action.

702 ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education, and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year**,** the school district shall also provide for the publication of the financial information specified in Minn. Stat. § 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing Deficits)

Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: WBLASB Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM:	**Policy 805, Waste Reduction and Recycling**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Dr. Wayne Kazmierczak, 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. Policy Committee and MSBA recommended changes to this policy.

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 surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2016 School Board meeting agenda or a subsequent meeting for action.

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 surplus property, 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 school district 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)

B. "Mixed 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. (Minn. Stat. § 115A.03, Subd. 21)

C. "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)

~~D. "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)

F. "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))

G. "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. "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. "Resource conservation" means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)

J. "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. "Source-separated compostable materials" means mixed solid waste that:

1. 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;

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~~ PCA's class I or class II, or equivalent, compost standards and where process ~~residues~~ rejects do not exceed 15 percent (as measured by weight) of the total material delivered to the facility; and

5. may be delivered to a transfer station, missed municipal solid waste processing facility, or recycling facility only for he purposes of

composting or transfer to a composition facility, unless the Commissioner determines that no othe person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32 a)~~(c)~~)

L. "Waste 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. 36~~a~~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 at least three of the following~~ shall collect at least three 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 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~~ county 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)

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. solid waste or solid waste management facilities 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 waste water 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.916)

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.

(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 that was purchased for use or used by the school district. 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). 805-6 (Minn. Stat. § 115A.931)

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

1. in solid waste;

2. in a disposal facility; or

4. 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~~ 10 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,~~ 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~~ 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;~~

~~6.~~5. use reusable binding materials or staples and bind documents by methods that do not use glue;

~~7.~~6. use soy-based inks;

~~8.~~7. produce reports, publications and periodicals that are readily recyclable;

8. purchase paper which has been made on a paper machine located in Minnesota, and

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.~~

(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 nexavalent 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)~~

~~G.~~ E. 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~~, 16C.073Subd. 3(b))

~~H.~~ F. 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~~ 16C.073, Subd. 3(b))

VI. OTHER

~~It is t~~The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References:
Minn. Stat. § 16C.073 ~~16B.122~~ (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)

Cross References:

E. OPERATIONAL ITEMS

Agenda Item E-1
November 14, 2016
School Board Meeting

AGENDA ITEM:	**Action on Fiscal Year 2016 Audit Report**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Dr. Wayne A. Kazmierczak, Assistant Superintendent for Finance and Operations**

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), presented the results of the fiscal year 2016 audit report earlier on the agenda.

Recommendation: Move to accept the audit report for fiscal year 2016 as presented by Mr. Jim Eichten from MMKR, the District's independent auditor.

AGENDA ITEM: **Action on Health Insurance Rates Effective January 1, 2017**

MEETING DATE: **November 14, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Assistant Superintendent for Finance & Operations and Linda Goers, Director of Human Resources**

BACKGROUND:

The District converted from a fully insured health benefit plan to a self-insured health benefit plan as of January 1, 2015. Prior to this date, District administration and its insurance agent (National Insurance Services) would negotiate with the District's insurance provider to establish renewal rates. Now, as a self-insured group, the School Board considers and ultimately takes action on a recommendation that is made by District administration in consultation with the District's insurance agent and the District's Insurance Advisory Committee (IAC) to establish renewal rates.

The District's IAC, which includes representatives from each employee bargaining unit and serves in an advisory capacity to the administration and School Board, regularly reviews the District's aggregate claims data. After considerable discussion, the IAC fully supported a recommendation to increase insurance rates by an aggregate amount of 9.3% effective January 1, 2017. Additionally, at its work-study session on October 24, 2016, the School Board reviewed data that support the recommendation and had the opportunity to discuss this topic in depth with the District's insurance representative. The IAC's rate increase recommendation includes a recommendation to enter into an agreement with Grand Rounds, a service provider that assists employees and dependents navigate the health care system to achieve better results, often at a lower cost. Mr. Tyler McIntosh from Grand Rounds will be at the November 14, 2016 School Board meeting to assist with any questions.

Attached please find a copy of the 2017 insurance renewal summary that was provided at the October 24, 2016 IAC meeting and the October 24, 2016 School Board meeting. A framework and roster of the IAC are also included.

The recommended monthly premium structure effective January 1, 2017 is as follows:

Plan	Single	Family
$25 Copay	$750	$1,950
$2000/$4000 HRA	$630	$1,638
$500 Deductible	$662	$1,721

Recommendation: Move to approve the District's health insurance premium rates effective January 1, 2017 as presented.

White Bear Lake Schools
2017 Renewal

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Agenda

- Review renewal work-up
- Review rate display
  - All figures are through September
  - Figures from the last meeting have been updated

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Renewal Analysis

- Claims are $1,600,000 higher for the most recent time period
- Claim history for last 4 time periods
  - 2013*: **$13,560,203**
  - 2014*: **$13,276,164**
  - 2015: **$10,750,175**
  - 2016: **$12,186,238**
- The most recent time period's higher claims are being driven by higher pharmacy costs and high claimants
- *2013 and 2014 data is HealthPartners fully insured data through August

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Renewal Analysis

- Claim history for last 2 time periods used for renewal
  - Without high claims removed
    - 2015: **$10,750,175 – period 2**
    - 2016: **$12,186,238 – period 1**
  - With high claims removed ($617,436 each year)
    - 2015: **$10,132,738 – period 2**
    - 2016: **$11,568,802 – period 1**
  - Trend used for the renewal is 5% compounded from September to through renewal period
    - Resulting trend for renewal 6.02% for 2016 and 10.69% for 2015
  - Claims multiplied by trend, renewal claims
    - 2015: **$11,215,687**
    - 2016: **$12,264,710**

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Renewal Analysis

- Renewal Claims Projection
  - Member Months
    - The number of members each month added together for the 12 month time period
    - 2015: 28,224
    - 2016: 27,685
  - Per Member Per Month Rate – PMPM
    - Divide the renewal claims for each period by the number of member months and arrive on a per member per month rate
    - 2015: $397.38
    - 2016: $443.01

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Renewal Analysis

- Renewal Claims Projection
  - Weight – assigned value for each time period
    - 2015: 29%
    - 2016: 71%
  - Weighted claims
    - Multiply the PMPM rate by the weight value of each time period
    - 2015: $115.24
    - 2016: $314.54
  - Manual Factor: 0.5% claims reduction for Grand Rounds
    - Cumulative total, Add the two PMPM values together
    - Total: $429.78 – without Grand Rounds claims factor
    - Total: $427.63 – with Grand Rounds claims factor

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Renewal Analysis

- Renewal Claims Projection with Grand Rounds factor
  - Current members – current total members on the plan
    - 2,363
  - Experience projection
    - PMPM rate, $427.63, multiplied by current members, 2,363
    - $1,010,485.43 – Monthly
    - **$12,125,825.11 – Annually**
  - $12,125,825 is the claims figure our renewal rates need to cover
  - Fixed charges: Admin, Stop-loss, Fees, Taxes, Grand Rounds
    - $1,940,713
      - Fixed Fee for Grand Rounds $120,000
      - Total Grand Rounds Fee is $180,000 with Guaranteed ROI 1:1 with $60K at risk

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Renewal Analysis

- Renewal Claims Projection without Grand Rounds factor
  - Current members – current total members on the plan
    - 2,363
  - Experience projection
    - PMPM rate, $429.78, multiplied by current members, 2,363
    - $1,015,563.24 – Monthly
    - **$12,186,759 – Annually**
  - $12,186,759 is the claims figure our renewal rates need to cover
  - Fixed charges: Admin, Stop-loss, Fees, Taxes, No Grand Rounds
    - $1,824,470

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Renewal Analysis

- Renewal Projection
  - Fixed charges: Admin, Stop-loss, Fees, Taxes, Grand Rounds
    - $1,940,713 with Grand rounds
    - $1,824,470 without Grand rounds
  - Claims projection
    - $12,125,825 with Grand rounds
    - $12,186,759 without Grand rounds

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Renewal Analysis

- Renewal Projection
  - Total Renewal Cost
    - $14,066,538 with Grand rounds
    - $14,011,228 without Grand rounds
  - Current Revenue
    - $12,868,325
  - Formula increase 9.3% with Grand Rounds
  - Formula increase 8.9% without Grand Rounds

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Renewal Analysis

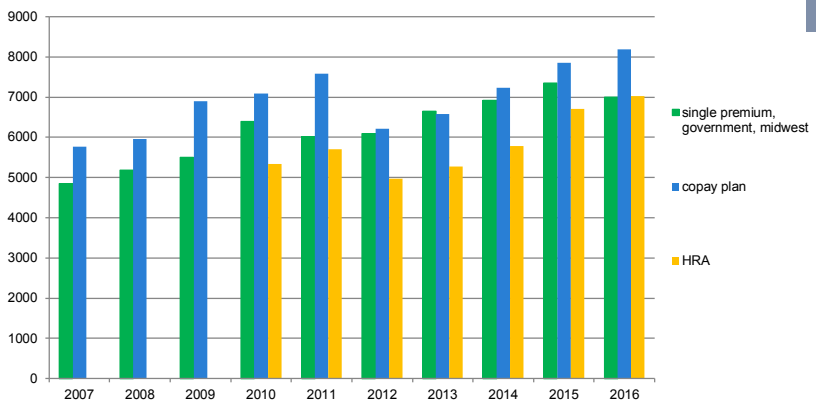
- Perspective Analysis
  - HealthPartners Fully Insured Costs from 2014 RFP
    - 2015: $14,305,121
    - 2016: $15,592,595 (9% increase)
  - Self Insured Formula Renewal
    - 2017: $14,066,538 / $14,011,228

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Single Premium Analysis



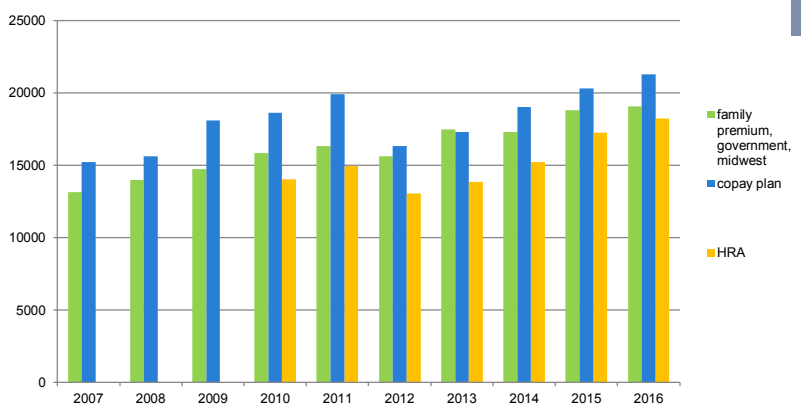
Source: Kaiser Family Foundation

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Family Premium Analysis



Source: Kaiser Family Foundation

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Rate Analysis

- Revenue Targets and Rate Samples
  - Targets are displayed in 5 Scenarios: Current, Expected Rate, Renewal with Grand Rounds, Renewal without Grand Rounds, and Trend
  - Each scenario provides an annual revenue target in the first darker blue line
  - Important things to consider
    - The base plan has switched from the Copay plan to the VEBA plan
    - The increases are based on the VEBA plan
    - The copay plan and the $500 deductible plan are indexed according to their value compared to the VEBA plan
    - In each scenario, the VEBA plan receives the lowest increase of the three

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Rate Analysis

- Revenue Targets and Rate Samples
  - Targets are displayed in 5 Scenarios: Current, Expected Rate, Renewal with Grand Rounds, Renewal without Grand Rounds, and Trend
  - Beneath the gray bar is the Variance from Revenue: Claims Fund data
  - To arrive at the claims fund, subtract the annual revenue from fixed cost in the box on the left side of the sheet
  - “Expected Claim Rate” from HP: $13,908,806 revenue, $11,968,094 claims fund
  - “Renewal with Grand Rounds”: $14,068,897 revenue, $12,128,185 claims fund
  - “Renewal without Grand Rounds”: $14,011,316 revenue, $12,186,847 claims fund
  - “Trend Renewal”: $13,382,176 revenue, $11,891,464 claims fund

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Rate Analysis

- Revenue Targets and Rate Samples
  - Enrollment assumes a 25% shift in contracts into the VEBA plan
  - The claims displacement / revenue displacement allows us to quantify how much revenue is lost with the enrollment shift

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Renewal Incurred Claims

Month & Year	CLAIMS * Monthly	YTD	members
OCT-2015	1,128,875.93	1,128,875.93	2,301
NOV-2015	956,586.41	2,085,462.34	2,293
DEC-2015	1,170,224.08	3,255,686.42	2,288
JAN-2016	765,646.44	4,021,332.86	2,317
FEB-2016	983,251.02	5,004,583.88	2,320
MAR-2016	1,088,086.24	6,092,670.12	2,319
APR-2016	1,071,899.43	7,164,569.55	2,305
MAY-2016	825,232.28	7,989,801.83	2,298
JUN-2016	1,027,116.89	9,016,918.72	2,294
JUL-2016	1,146,482.75	10,163,401.47	2,305
AUG-2016	1,077,947.18	11,241,348.65	2,300
SEP-2016	429,644.87	11,670,993.52	2,345
			27,685

Month & Year	CLAIMS * Monthly	YTD	members
Oct 2014	$982,201	982,200.98	2,447
Nov 2014	$1,114,663	2,096,863.57	2,437
Dec 2014	$1,417,702	3,514,565.32	2,420
JAN-2015	785,256.74	4,299,822.06	2,345
FEB-2015	750,799.23	5,050,621.29	2,335
MAR-2015	876,600.76	5,927,222.05	2,334
APR-2015	746,572.81	6,673,794.86	2,336
MAY-2015	830,750.09	7,504,544.95	2,337
JUN-2015	865,999.26	8,370,544.21	2,326
JUL-2015	904,956.64	9,275,500.85	2,303
AUG-2015	1,150,230.56	10,425,731.41	2,299
SEP-2015	957,475.63	11,383,207.04	2,305
			28,224

Renewal Paid Claims (from monthly billing)

Month & Year	CLAIMS * Monthly	YTD	
OCT-2015	906,698.12	906,698.12	2,301
NOV-2015	1,050,022.69	1,956,720.81	2,293
DEC-2015	1,301,139.15	3,257,859.96	2,288
JAN-2016	1,026,571.89	4,284,431.85	2,317
FEB-2016	786,545.15	5,070,977.00	2,320
MAR-2016	589,941.86	5,660,918.86	2,319
APR-2016	1,227,607.61	6,888,526.47	2,305
MAY-2016	1,221,304.18	8,109,830.65	2,298
JUN-2016	745,144.63	8,854,975.28	2,294
JUL-2016	1,372,917.59	10,227,892.87	2,305
AUG-2016	1,154,237.76	11,382,130.63	2,300
SEP-2016	804,107.29	12,186,237.92	2,345
			27,685

Month & Year	CLAIMS * Monthly	YTD	
Oct 2014	$982,201	982,200.98	2,447
Nov 2014	$1,114,663	2,096,863.57	2,437
Dec 2014	$1,417,702	3,514,565.32	2,420
JAN-2015	$512,430.95	4,026,996.27	2,345
FEB-2015	$644,148.23	4,671,144.50	2,335
MAR-2015	$732,773.39	5,403,917.89	2,334
APR-2015	$950,775.59	6,354,693.48	2,336
MAY-2015	$740,490.22	7,095,183.70	2,337
JUN-2015	$801,102.22	7,896,285.92	2,326
JUL-2015	$705,260.25	8,601,546.17	2,303
AUG-2015	$1,187,336.04	9,788,882.21	2,299
SEP-2015	$961,292.32	10,750,174.53	2,305
			28,224

White Bear Lake Schools 2016 Rate Display - Employee Cost: 8.9% Increase without Grand Rounds

Teacher with Family Election	$25 Copay	$2000 HRA	$500 Ded Plan
Monthly Premium	$1,942	$1,631	$1,714
District Contribution	$1,082	$1,115	$1,082
Monthly Employee Cost	$860	$516	$632
Annual Premium	$10,316	$6,195	$7,581
Out-of-pocket max	$2,000	$4,000	$6,000
HRA from District	$0	$3,000	$0
Minimum Cost - premium only	$10,316	$6,195	$7,581
Maximum Cost - premium+out-of-pocket-HRA	$12,316	$7,195	$13,581

Employee with single election	$25 Copay	$2000 HRA	$500 Ded Plan
Monthly Premium	$746	$627	$659
District Contribution	$470	$475	$470
Monthly Employee Cost	$276	$152	$189
Annual Premium	$3,317	$1,825	$2,266
Out-of-pocket max	$1,000	$2,000	$3,000
HRA from District	$0	$1,500	$0
Minimum Cost - premium only	$3,317	$1,825	$2,266
Maximum Cost - premium+out-of-pocket-HRA	$4,317	$2,325	$5,266

Non-Teacher with Family Election	$25 Copay	$2000 HRA	$500 Ded Plan
Monthly Premium	$1,942	$1,631	$1,714
District Contribution	$1,182	$1,115	$1,182
Monthly Employee Cost	$760	$516	$532
Annual Premium	$9,116	$6,195	$6,381
Out-of-pocket max	$2,000	$4,000	$6,000
HRA from District	$0	$3,000	$0
Minimum Cost - premium only	$9,116	$6,195	$6,381
Maximum Cost - premium+out-of-pocket-HRA	$11,116	$7,195	$12,381

White Bear Lake Schools 2016 Rate Display - Employee Cost: 9.3% Increase With Grand Rounds

Teacher with Family Election	$25 Copay	$2000 HRA	$500 Ded Plan
Monthly Premium	$1,950	$1,638	$1,721
District Contribution	$1,082	$1,115	$1,082
Monthly Employee Cost	$868	$523	$639
Annual Employee Cost	$10,412	$6,276	$7,665
Out-of-pocket max	$2,000	$4,000	$6,000
HRA from District	$0	$3,000	$0
Minimum Cost - premium only	$10,412	$6,276	$7,665
Maximum Cost - premium+out-of-pocket-HRA	$12,412	$7,276	$13,665

Employee with single election	$25 Copay	$2000 HRA	$500 Ded Plan
Monthly Premium	$750	$630	$662
District Contribution	$470	$475	$470
Monthly Employee Cost	$280	$155	$192
Annual Employee Cost	$3,354	$1,856	$2,298
Out-of-pocket max	$1,000	$2,000	$3,000
HRA from District	$0	$1,500	$0
Minimum Cost - premium only	$3,354	$1,856	$2,298
Maximum Cost - premium+out-of-pocket-HRA	$4,354	$2,356	$5,298

Non-Teacher with Family Elect	$25 Copay	$2000 HRA	$500 Ded Plan
Monthly Premium	$1,950	$1,638	$1,721
District Contribution	$1,182	$1,115	$1,182
Monthly Employee Cost	$768	$523	$539
Annual Employee Cost	$9,212	$6,276	$6,465
Out-of-pocket max	$2,000	$4,000	$6,000
HRA from District	$0	$3,000	$0
Minimum Cost - premium only	$9,212	$6,276	$6,465
Maximum Cost - premium+out-of-pocket-HRA	$11,212	$7,276	$12,465

NATIONAL INSURANCE SERVICES

WHITE BEAR LAKE AREA SCHOOLS
INSURANCE ADVISORY COMMITTEE

Role of Committee

The Insurance Advisory Committee serves in an advisory capacity to the administration and School Board on issues related to health insurance and dental insurance. Committee members serve as a communication link between the committee and their respective employee groups.

Committee Structure

School District Representatives

Director of Finance and Operations, Facilitator
Director of Human Resources
Human Resources Coordinator

Employee Representatives

The following groups will be represented on the committee: Administrator, Bus Driver/Bus Aide, Cabinet, Clerical, Confidential, Custodial, Extended Day Program, Non-Affiliated, Nutrition Services, Paraprofessional, Principal, and Teacher employees. Each employee group will select its representative(s) to the Insurance Advisory Committee in accordance with the group's by-laws. The number of committee members from each group shall be determined in the following manner:

- Groups with between 1-50 employees shall have 1 committee member
- Groups with between 51-250 employees shall have 2 committee members
- Groups with over 250 employees may add an additional committee member for every 150 employees beyond 250

Ex-officio members of the committee shall include a representative of the retired teachers association and a representative from the District's Employee Wellness Committee. Union field representatives from each bargaining unit are allowed to participate in the discussions at committee meetings but will not be considered committee members.

Meetings

Insurance Advisory Committee meetings are public meetings and will be held at District Center. The committee will meet in the following months: September, October, November, January, February, March, April and once during July or August. Other meetings may be added on an as-needed basis.

WHITE BEAR LAKE AREA SCHOOLS
INSURANCE ADVISORY COMMITTEE

Committee Members & Meeting Schedule

School District Representatives

Assistant Superintendent of Finance and Operations, Facilitator	Wayne Kazmierczak
Director of Human Resources	Linda Goers
Human Resources Coordinator	Rebecca Edberg

Employee Representatives

- Groups with between 1-50 employees shall have 1 committee member

Administrator	Tara Jebens-Singh
Transportation	Pam Meyers
Cabinet	Kristine Wehrkamp
Confidential	Jody Reber
Extended Day	T.B.D.
Non-Affiliated	Debra Kelley
Principal	Jason Healy

- Groups with between 51-250 employees shall have 2 committee members

Clerical	Carolyn Kay
	NAME OF REP. TBD
Custodial	Paul Engstran
	Scott Peterson
Nutrition Services	Susan Grun
	Barb Lund
Paraprofessional	Debra Currier
	Cheryl Dullum

- Groups with over 250 employees may add an additional committee member for every 150 employees beyond 250

Teacher	Kirk Johnson
	Michael McKenzie
	Amy Johnson
	Jill Petersen

Ex-officio Members

Retired Teachers Association	Peggy Sandstrom
Employee Health and Wellness Committee	Nancy Krocak

Union field representatives from each bargaining unit are allowed to participate in the discussions at committee meetings but will not be considered committee members.

Non-delegate staff are invited to attend the meetings and allowed to participate in the discussion, but will not be considered committee members.

Meetings

Insurance Advisory Committee meetings are public meetings and will be held at District Center. The committee will meet

in the following months: September, October, November, January, February, March, April, May and once during July or August. Other meetings may be added on an as-needed basis.

Meetings have been regularly scheduled for the last Tuesday of the month, 4-5pm at District Center

Reference Documents from meetings:
https://drive.google.com/folderview?id=0B_4Y6DH4AcQhfk5Fb0RMOXBYanB3b1Jyc2ZSdUxNakRFQUJGOGtrU2RLUlFBNUxxY0JDNms&usp=sharing

AGENDA ITEM:	**Action on Secondary Course Proposals for 2017-18**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Sara Paul, Assistant Superintendent for Teaching and Learning** **Jill Pearson, Teaching and Learning Coordinator**

BACKGROUND:

Annually the Teaching and Learning Department works closely with our secondary principals regarding proposed changes to academic programming for the following year. This process involves careful evaluation of our current course offerings and includes proposals for new course offerings; changes to existing courses such as title changes, content re-alignment and expansion of concurrent enrollment opportunities; as well as recommendations regarding courses that should be phased out or eliminated. As we review these changes, we will explain the nature of the change and ramifications through a thorough process.

This evening's new course proposals were reviewed and recommended by secondary principals, teaching and learning, and district administration. They were discussed during the October 24, 2016 School Board Work Study session.

RECOMMENDATION:

Administration recommends that the School Board approve the course proposals, modifications and deletions as presented.

Secondary Course Proposals for 2017-2018

BACKGROUND:

The following are new course proposals and proposed course changes for the 2017-18 school year.

New Courses			
Preliminary groundwork has been laid for consideration of the following course proposals. Action at the November School Board meeting is recommended in order to allow the changes to be reflected in the 2017-18 registration guide.			
Dept.	**Course Title & Grades**	**Rationale**	**Course description**
AVID	AVID 6 Connect	A sixth grade AVID course would extend our AVID offerings to include all secondary grades, 6-12. AVID programming dovetails with the milestones and strategies outlined in the World's Best Workforce, with a focus on closing the achievement gap and preparing all students to be college and career ready. The instructional strategies used in AVID are easily transferable to other courses and considered instrumental in our work toward supporting students and preparing them for rigorous coursework.	Advancement Via Individual Determination (AVID) is a course for students in the academic middle who have the desire and determination to prepare for admission to four-year colleges and universities. The class provides students with the academic and motivational support to succeed in rigorous courses. The AVID curriculum teaches higher-level reading, writing, organizational and study skills.
Language Arts	Social Justice, Change, & Responsibility (semester, 9-10)	Currently, there is no similar course offered for students at White Bear Lake High School. Language Arts teachers work to infuse diverse literature and multiple viewpoints in their courses, but no single course is dedicated to exploring issues of race and the minority experience in more depth.This course addresses each of White Bear Lake Area Schools core values and aligns with strategies 1, 5, and 6 of the Strategic Plan.	In this course, students will use the Language Arts skills of speaking, listening, reading, and writing to explore the ideas of social justice, responsibility and change through the lenses of multiple minority and marginalized groups in the United States including: Native Americans, African Americans, Women, Latino Americans, Asian Americans, LGBTQ Americans, and disabled Americans. As part of this exploration, students will engage in frequent discussions of historical and contemporary perspectives as well as complete exploratory projects (both individual and collaborative). Work for this course will be discussion intensive and project-based.

Science	AP Environmental Sciences (year, 11-12)	This course opens up opportunities for more students to take an Advanced Placement science course, as the current AP science courses (AP Chemistry with Biochemistry and AP Physics) have advanced math prerequisites. In addition, its interdisciplinary nature and use of field work encourage study of human made and natural environmental problems in our own local ecosystem.	The goal of the AP Environmental Science course is to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. Environmental science is interdisciplinary; it embraces a wide variety of topics from different areas of study. Yet there are several major unifying constructs, or themes, that cut across the many topics included in the study of environmental science.
Math; cross-listed with Engineering & IT	AP Computer Science Principles (year, 11-12)	This course will add a capstone opportunity for students in the IT career pathway that was launched in 2016. Yet at the same time, many other students will be eligible to take this course as the only prerequisite is Algebra 2. In President Obama's 2016 State of the Union Address, he asserted that we should offer every student "hands-on computer science and math classes that make them job-ready on day one." According to the Association of Computing Machinery, there are more computing jobs than qualified people to fill them in the United States.	AP Computer Science Principles offers a multidisciplinary approach to teaching the underlying principles of computation. The course will introduce students to the creative aspects of programming, abstractions, algorithms, large data sets, the Internet, cybersecurity concerns, and computing impacts. AP Computer Science Principles will give students the opportunity to use technology to address real-world problems and build relevant solutions. Together, these aspects of the course make up a rigorous and rich curriculum that aims to broaden participation in computer science. The curriculum framework focuses on the innovative aspects of computing as well as the computational thinking practices that help students see how computing is relevant to many of areas of their everyday lives. Topics include computational thinking practices, connecting computing, creating computational artifacts, abstracting, analyzing problems and artifacts. communicating, collaborating, and creativity.
Engineering & IT	Programming Fundamentals (semester, 9-12)	Students in the IT Explorations course this year were surveyed about their interest in IT topics for future courses. Coding / programming was the area of highest interest. Offering this course is contingent upon establishing a concurrent enrollment option with a post-secondary institution in the MNSCU system.	This course introduces the fundamental concepts, structures and techniques of programming. Topics include introduction to algorithms, design and development and the fundamental constructs of programming and data. Students will use a modern integrated development environment to create

			complex, multi-file projects. The course also introduces students to numerical applications,, machine architecture, revision control, and unit testing. Differences between the C and C++ language are presented. This course is pending approval to run as a concurrent enrollment course. If approved, students will have the opportunity to earn college credits.

Name Changes and Content Re-Alignment

Preliminary groundwork has been laid for consideration of the following name changes. Action at the November School Board meeting is requested in order to allow the changes to be reflected in the 2017-18 registration guide.

Department	Current Course Title	Requested Change(s)	Term	Grade	Rationale
Visual Arts	Photo Apps	Name change: Photo-journalism; offer concurrent enrollment with Century	Semester	11-12	This title change better captures the original design of the course and its broader scope while de-emphasizing a focus on social media. In addition, the course aligns well with Century College's Introduction to Digital Photography and the course is pending approval as a concurrent enrollment offering. Our goal is to provide all students with opportunities to attain college credit while taking courses at White Bear Lake Area High School. Offering concurrent enrollment options across a variety of different subjects will help achieve this goal.
Language Arts	Public Speaking	Explore concurrent enrollment with a post-secondary partner for the 2018-2019 school year	Semester	12	Public Speaking has been a popular course that helps fulfill the graduation requirement of one full year or two semesters of language arts courses in students' senior year. Aligning our course with a post-secondary partner for concurrent enrollment would open up opportunities for a broad cross-section of our senior class to earn college credit prior to graduation. We need an additional year to explore this change, particularly as it pertains to the credential requirements for our faculty.
FACS	Education Career Lab	Offer concurrent enrollment	Semester	11-12	We have applied to pilot a CIS University of Minnesota course "Exploring the Teaching Profession I" which aligns with our current course, Education

		opportunity through the University of MN			Career Lab, and is intended to attract more students of color, English Learners, and students receiving Free or Reduced Lunch to the teaching profession. If we are approved for this pilot, students will have the opportunity to earn 2 college credits for this course.
Engineering	Biotechnical Engineering	Name change: Biomedical Engineering Department: Health, Engineering & IT Term: From year to semester	Semester	11-12	Biotechnical Engineering was formerly a Project Lead the Way (PLTW) course but it will no longer be offered through PLTW after 2016-17. The course has had strong enrollment in previous years and there is a curricular framework already in place that can contribute to our future health care pathway. The focus of this course is on exposing students to the diverse field of biomedical engineering.
Social Studies	Geography	Make this course available to grades 11-12 during odd years	Semester	9, 11-12	Geography is a required course for ninth grade students at White Bear Lake Area High School. However, there are enough students in eleventh and twelfth grade at South Campus who have not earned a geography credit needed for graduation to warrant a section every other year.
Language Arts	AP English Language & Composition, AP English Literature & Composition, CIS Introduction to Literature, eCIS Writing Studio	Remove prerequisite that states, "students will complete a satisfactory application" (AP & CIS) or "completed application" (eCIS)	Varies	11-12	As part of our work to close the achievement and opportunity gap, we have focused efforts on removing barriers to rigorous coursework. Some students and counselors have cited the application process required for admittance into one of the AP, CIS, or eCIS language arts class as a reason some students who might benefit from taking one of those courses have not enrolled. The language arts department is also committed to increasing access to advanced courses and is revising a process to help students select the appropriate classes and identify and encourage students to take these classes.
Language Arts, Science,	Intro level courses	Remove "introductory"	Year	9-12	We have analyzed data and gathered feedback from students, parents, and staff regarding our courses designated as "introductory" level. The intent of these courses is to deliver the standard curriculum with supports, such as

Social Studies, Math		level designation			smaller class sizes, additional strategy instruction, and at times, the support of a co-teacher. Including a designator of “introductory” has been found to be misleading since these courses follow the standard curriculum rather than “introduce” the content. Sections with supports will remain in place and we have worked to clarify entrance and exit criteria for students into the supported sections. Removing the “introductory” designator will better communicate that the standard curriculum is being delivered.
Language Arts	Strategies for College and Career Reading	Change course description to grade 10 (from grade 10 and 12),	Semester	10	As we reported in the After Action Report at the September work study meeting, the content of this course has been embedded in the Intro Language Arts 12 course (name change, pending; see above). It allows the opportunity for all students in Intro Language Arts 12 the opportunity to be waived from placement into developmental reading coursework at Century and other Minnesota State Colleges and University (MNSCU) institutions by completing assignments aligned with the Century course and earning a C or better on those assignments and the course, as a whole.

Deletions, Replacements

Enrollment data support the following course deletions and preliminary groundwork has been laid. Action at the November School Board meeting is requested in order to allow the changes to be reflected in the 2017-18 registration guide.

Department	Course Title	Term	Grade(s)	Rationale
Science	Intro to Earth and Space	Semester	11-12	There has been insufficient enrollment to run this course since the change in science graduation requirements no longer necessitates an earth science credit at the high school level.
Language Arts	Theater	Semester	9-10	This elective course has had insufficient enrollment to run for several years, and the department is proposing the course, “Social Justice, Responsibility, and Change” as a new elective.

AGENDA ITEM:	**Action on Accepting the Ryan Grants**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Dr. Michael Lovett, Superintendent**

BACKGROUND:

The White Bear Lake Area Educational Foundation has approved five 2016-17 Ryan Art Grant proposals, with a request that these grants be formally accepted by the School District.

On the following page are the grants, amount received, and recipient.

RECOMMENDATION:

Accept the Ryan Art Grants totaling $3,898 from the White Bear Lake Education Foundation.

2016-2017 RYAN ART GRANT PROPOSALS

Jenn Misgen, Otter Lake Kindergarten; Deb Schmidt, Otter Lake Kindergarten & Jessica Hosmer, Otter Lake Kindergarten – 3 for $500 each = $1,500

These are three separate grants applying for the same program. Each teacher will be bringing the Children's Theatre Company program "Building Bridges" into 3 kindergarten classrooms for a total of 3 classrooms benefiting from the Ryan Family Art Grant. "Building Bridges" provides a professional teaching artist from CTC to work with students for 16 sessions. They use interactive storytelling & dramatic arts to bring out the creativity of each child. Following their own play presentation, students are provided tickets and bussing to the Children's Theatre to see one of their theatre productions

Kelly Humphrey, Lakeaires, 2nd grade - $500

57 second graders participate in a 3 week art unit each year focusing on the lives and works of Vincent Van Gogh and Pablo Picasso. The request is strengthen and give depth to their current 2nd grade art unit by purchasing different painting mediums beyond water color when they introduce the painting portion of the curriculum. This would allow students to use pallets and mix their own colors to produce a wide variety of effects that go beyond using simply water colors. This proposal includes a budget for acrylic paints, canvases, palettes, brushes, watercolors and art paper.

Jessica Ostendorf, Birch Lake, 2nd grade & Katie Anderson, Birch Lake 4th grade – 2 for $474 each = $948

Students will learn to use different mediums and different techniques to paint and create paper using different application methods. Each student in the building will create an individualized cardboard silhouette that will then be painted black. Students will then create colored paper using different mediums such as watercolor, marbling, tissue painting, etc. to decorate their silhouettes. Next students will write a poem about their silhouette. Silhouettes will be displayed in the inner circle of Birch Lake to connect and symbolize the diverse student population of the school. This grant would impact 270 students. The budget includes the purchase of construction paper, tempera paint, cardboard sheets, large paint brushes and black latex paint.

Stacy Brodt, Lakeaires, 5th grade - $450

Pow! Bang! Ka-Boom! 19 5th graders will explore graphic novel beginnings, the components of a graphic novel and then create their own graphic novels. Students will build ideas, work with thumbnail? Sketches, pencil sketches/ dialogue, inking, color, and lettering/speech bubbles as

well as sound effects. The end result will be 10 published graphic novels. A detailed budget for hard cover blank graphic novels, sharpies, colored markers, colored pencils, templates, and copies of "The Incredible Comic Book Studio" are included.

Aimee Pollard, Hugo, Speech-Language Pathologist - $500

Several speech-language students are working on direction-following. Arts and crafts are an excellent way to functionally work on children's receptive as well as expressive language skills. Children will be making sock puppets for their speech-language lessons. Other art materials have been requested to use throughout the rest of the school year. The budget includes a drying rack, roll and store bin organizer, classroom collage box, peel and stick collage frames, felt, dot art painters, easy-clean trays smelly markers, pom poms, craft sticks, pipe stems and 12 pair socks.

TOTAL: $3,898

AGENDA ITEM: **Policy 101, Legal Status of the School District**

MEETING DATE: **November 14, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

School Board Policy 101, Legal Status of the School District, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for action in the same format. MSBA recommended changes in the "cross references" section.

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

RECOMMENDATION:

To approve School Board Policy 101, Legal Status of the School District, as recommended by the Policy Committee and Cabinet.

Adopted: November 13, 1995 *White Bear Lake Area School Board Policy #101*
Revised: January 10, 2005
Revised: October 8, 2012

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.

B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.

C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

A. The school district is a separate legal entity.

B. The school district is coordinate with and not subordinate to the counties in which it is situated.

C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.

3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.

2. The school district shall manage its property in a manner consistent with the educational functions of the district.

3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.

4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.

2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.

3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.

2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References:
Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References:
WBLASB Policy 201 (Legal Status of School Board)
WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 606 (Textbooks and Instructional Materials)
WBLASB Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a fixed Asset Accounting system)
WBLASB Policy 705 (Investments)
WBLASB Policy 706 (Acceptance of Gifts)
WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

AGENDA ITEM: **Policy 406, Public and Private Personnel Data**

MEETING DATE: **November 14, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

School Board Policy 406, Public and Private Personnel Data, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for action in the same format. MSBA recommended very minor changes to this policy.

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

RECOMMENDATION:

To approve School Board Policy 406, Public and Private Personnel Data, as recommended by the Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: October 11, 2010
Revised: December 12, 2011
Revised: April 9, 2012
Annual Review: March 3, 2014
Annual Review: October 13, 2014
Annual Review: November 9, 2015

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. "Confidential" means the data is not available to the subject.

B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

C. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.

D. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory

board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

E. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

F. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the Federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.

G. “Public” means that the data is available to anyone who requests it.

H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;

2. employee identification number, which may not be the employee’s social security number;

3. actual gross salary;

4. salary range;

5. terms and conditions of employment relationship;

6. contract fees;

7. actual gross pension;

8. the value and nature of employer-paid fringe benefits;

9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

10. job title;

11. bargaining unit

12. job description;

13. education and training background;

14. previous work experience;

15. dates of first and last employment;

16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;

20. work telephone number;

21. work email address;

22. badge number;

23. work-related continuing education;

24. honors and awards received; and

25. payroll time sheets or other comparable data that is used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and

B. The following information on applicants for employment is public:

1. veteran status;

2. relevant test scores;

3. rank on eligible list;

4. job history;

5. education and training; and

6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:

a. name;

b. city of residence, except when the appointment has a residency

requirement that requires the entire address to be public;

c. education and training;

d. employment history;

e. volunteer work;

f. awards and honors;

g. prior government service;

h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minn. Stat. § 15.0597; and

i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

a. residential address;

b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;

c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. An individual's checking account number is private when submitted to a government entity.

C. Data pertaining to an employee's dependents is private data on individuals.

D Data created, collected or maintained by the school district to administer employee assistance programs is private.

E Parking space leasing data is private.

F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any

complaint or charge against the employee.

H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that is relevant to the concerns for safety to:

1. The person who may be harmed and to the attorney representing the person when the data is relevant to obtaining a restraining order;

2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or

3. A court, law enforcement agency or prosecuting authority.

I Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or

2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school district shall make any report to the Board of Teaching or the Board of School Administrators as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the

school district's files, any termination or disciplinary proceeding, any settlement or compromise, or any investigative file.

M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation or termination of the subject of the data, or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data released under this paragraph must not include data on the student.

P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.

Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. §123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Minn. Stat. Ch. 13,

or any other state or federal law, the data is private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Director of Human Resources as the authority responsible for personnel data. If you have any questions, contact the Director of Human Resources.

IX. RELEASE FORM

Employee authorization ~~for release~~ form ~~will appear as~~ is included as "~~Attachment~~ Addendum A" to this policy.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts, Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:
WBLASB Policy 206 (Public Participation in School Board Meetings/ Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

AGENDA ITEM:	**Policy 508, Extended School Year for Certain Students with Individualized Education Programs**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Kathleen Daniels, Director of Student Support Services**

BACKGROUND:

School Board Policy 508, Extended School Year for Certain Students with Individualized Education Programs, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for action in the same format. MSBA recommended changes in the "legal references" section and minor changes in general statement of policy.

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE)

RECOMMENDATION:

To approve School Board Policy 508, Extended School Year for Certain Students with Individualized Education Programs, as recommended by the Policy Committee and Cabinet.

AGENDA ITEM:	**Policy 508, Extended School Year for Certain Students with Individualized Education Programs**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Kathleen Daniels, Director of Student Support Services**

BACKGROUND:

School Board Policy 508, Extended School Year for Certain Students with Individualized Education Programs, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for action in the same format. MSBA recommended changes in the "legal references" section and minor changes in general statement of policy.

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE)

RECOMMENDATION:

To approve School Board Policy 508, Extended School Year for Certain Students with Individualized Education Programs, as recommended by the Policy Committee and Cabinet.

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE)

II. GENERAL STATEMENT OF POLICY

A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR

2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR

3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations.
The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;

2. Observation of the student's tendency to regress over extended breaks in instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.

2. The student's degree of impairment.

3. The student's rate of progress.

4. The student's behavioral or physical problems.

5. The availability of alternative resources.

6. The student's ability and need to interact with nondisabled peers.

7. The areas of the student's curriculum which need continuous attention.

8. The student's vocational needs.

E. No Unilateral Decisions. ~~In implementing the requirements of this section~~ In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District. ~~A~~The school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. State § 125.A.14 (Extended School Year)
Minnesota Rule Part 3525.0755
20 U.S.C. § 1400 *et.seq.* (Individuals with Disabilities Education Improvement Act of 2004)
34 C.F.R. Part 300 (IDEA Regulations)

Cross References:

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

MEETING DATE: **November 14, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

School Board Policy 522, Student Sex Nondiscrimination, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for action in the same format. The only recommended change was under general statement of policy in letter B.

The purpose of this policy is to provide equal education opportunity for all students and to prohibit discrimination on the basis of sex.

RECOMMENDATION:

To approve School Board Policy 522, Student Sex Nondiscrimination, as recommended by the Policy Committee and Cabinet.

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

White Bear Lake Area
School Board Policy 522

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. ~~It is the responsibility of every~~ Every school district employee shall be responsible for ~~to~~ complying with this policy.

C. The school board hereby designates Linda Goers, Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, MN 55110, 651-407-7550, linda.goers@isd624.org, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent, guardian, or community member having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. GRIEVANCE REPORTING PROCEDURES

A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal/supervisor of each building or available from the school district office, but oral reports shall be considered

complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

B. Building Level Reporting. The building principal/supervisor is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal/supervisor immediately.

C. Upon receipt of a report or grievance, the principal/supervisor must immediately notify the school district human rights officer, without screening or investigating the report. The responsible person may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the responsible person to the human rights officer. If the report was given verbally, the responsible person shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the responsible person. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. The school board hereby designates Linda Goers, Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, MN 55110, 651-407-7550, linda.goers@isd624.org, as the school district human rights officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves the human rights officer, the complaint shall be filed directly with the superintendent.

E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer, including office ~~mailing~~ address and telephone number.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation

may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding

or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available publicly on the district website.

B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

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

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

AGENDA ITEM:	**Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations**

BACKGROUND:

School Board Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources, was reviewed by the School Board Policy Committee and Cabinet. This is a new policy recommended by Minnesota School Boards Association.

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

RECOMMENDATION:

To approve School Board Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources, as recommended by the Policy Committee and Cabinet.

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

NEW POLICY

I. PURPOSE

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

II. DEFINITIONS

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).

2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

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

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

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or

b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

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

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

E. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally $3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).

2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than $150,000 (periodically adjusted for inflation).

3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.

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

G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).

H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.

I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.

J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.

L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

H. Methods of Procurement. The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified

suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.

2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

3. Procurement by sealed bids (formal advertising).

4. Procurement by competitive proposals. If this method is used, the following requirements apply:

   a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

   b. Proposals must be solicited from an adequate number of qualified sources;

   c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

   d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

   e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

   a. The item is available only from a single source;

   b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or

d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed $25,000.

L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

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

and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

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

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

4. Adequate maintenance procedures must be developed to keep property in good condition.

5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statues, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the

school district and the financial management systems that meet the standards for fund control.

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

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

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

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

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

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

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

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

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes,

regulations, guidance, applications, and approved grant awards.

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

3. "Omni Circular" or "2 C.F.R. Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

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

1. Advisory councils;

2. Audit costs and related services;

3. Bonding costs;

4. Communication costs;

5. Compensation for personal services;

6. Depreciation and use allowances;

7. Employee morale, health, and welfare costs;

8. Equipment and other capital expenditures;

9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;

10. Insurance and indemnification;

11. Maintenance, operations, and repairs;

12. Materials and supplies costs;

13. Meetings and conferences;

14. Memberships, subscriptions, and professional activity costs;

15. Security costs;

16. Professional service costs;

17. Proposal costs;

18. Publication and printing costs;

19. Rearrangement and alteration costs;

20. Rental costs of building and equipment;

21. Training costs; and

22. Travel costs.

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

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;

2. Alcoholic beverages;

3. Bad debts;

4. Contingency provisions (with limited exceptions);

5. Fundraising and investment management costs (with limited exceptions);

6. Donations;

7. Contributions;

8. Entertainment (amusement, diversion, and social activities and any associated costs);

9. Fines and penalties;

10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));

11. Goods or services for personal use;

12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;

13. Religious use;

14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);

15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and

16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.

2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.

3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

   a. Necessary for the proper and efficient performance or administration of the program.

b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.

c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.

d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.

e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

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

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.

2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:

a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.

b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

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

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

H. Approved Plans, Budgets, and Special Conditions

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

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

I. Training

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

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

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

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

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

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

2. Follows an appointment made in accordance with a school district's

written policies and meets the requirements of federal statute, where applicable.

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

B. Compensation – Fringe Benefits

1. During leave.

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

a. They are provided under established written leave policies;

b. The costs are equitably allocated to all related activities, including federal awards; and

c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

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

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

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

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

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;

2. Allowable under the cost principles set forth in the Uniform Grant Guidance;

3. Consistent with the school district's cost accounting practices and school district policy; and

4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

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

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

1. Participation of the individual is necessary to the federal award; and

2. The costs are reasonable and consistent with the school district's established travel policy.

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

1. A direct result of the individual's travel for the federal award;

2. Consistent with the school district's documented travel policy for all school district travel; and

3. Only temporary during the travel period.

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

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)

2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
2 C.F.R. § 200.338 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

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

AGENDA ITEM:	**Policy 807, Health and Safety**
MEETING DATE:	**November 14, 2016**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations**

BACKGROUND:

School Board Policy 807, Health and Safety, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for action in the same format. Changes were recommended by the Policy Committee and Minnesota School Boards Association (MSBA).

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

RECOMMENDATION:

To approve School Board Policy 807, Health and Safety, as recommended by the Policy Committee and Cabinet.

807 HEALTH AND SAFETY

The subdivisions of Minn.Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district ~~will~~ may form a health and safety advisory committee to be appointed by the superintendent or designee. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent or designee may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676

III. PROCEDURES

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Art Safety
2. Asbestos ~~Program~~
3. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools ~~AWAIR (A Workplace Accident and Injury Reduction Program - Safety Committee)~~
4. Bleacher Safety
5. Bloodborne Pathogens/ Infectious Waste
6. Combustible and Hazardous Materials Storage
7. Community Right to Know
8. Compressed Gas Safety
9. Confined Space Standard
10. Control of Hazardous Energy Sources (Lockout/Tagout)
11. Electrical Safety
12. Emergency Lighting
13. Emergency Response Plan (Crisis Action Plan)
14. Employee Right to Know
15. Ergonomics Program
16. Fall Protection ~~– Ladder/Aerial Lifts/Roofs~~

17. Fire and Life Safety
18. First Aid/CPR/AED ~~Program~~
19. Food Service Safety ~~Program/~~Inspections
20. Fork Lift ~~Operations~~ Safety
21. Hazardous Air Emissions Program (Boilers)
22. Hazardous Waste ~~Program~~
23. Hearing Conservation
24. Hoist/Lift/Elevator Safety
25. Indoor Air Quality ~~Program~~
26. Integrated Pest Management ~~Program~~
27. Laboratory Safety Standard/Chemical Hygiene Plan
28. Lead ~~(in Water, Paint) Program~~
29. Machine Guarding
30. Mechanical Ventilation
31. Mercury
32. Mold Cleanup and Abatement
33. National Emission Standards for Hazardous Air Pollutants for School Generators Established by the United States E.P.A.
34. OSHA Inspections, OSHA 300 Logs
35. Personal Protective Equipment ~~Program~~ (PPE)
36. Playground Safety ~~Program~~
37. Radon ~~Program~~
38. Respiratory Protection ~~Program~~
39. ~~Structural Safety~~
40. Technology Education Safety Program
41. Underground/Above Ground Storage Tanks
42. Welding/Cutting/Brazing
43. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.

C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.

F. In the event of an accident or a near miss, the school district shall promptly conduct an accident investigation in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent or designee shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or designee, shall annually prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary to ensure clear understanding of the preliminary budget by the school board and public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References:

Minn. Stat. §123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. §123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. §182.676 (Safety Committee)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Park 5208.0070 (Alternative Forms of Committee)

Cross References:

WBLASD #624 Policy 407 - Employee Right to Know – Exposure to Hazardous Substances)
WBLASD #624 Policy 701 – Establishment and Adoption of School District Budget
~~WBLASD #624 Policy 803 – Warning Systems and Emergency Plans~~
~~WBLASD #624 Policy 805 – Waste Reduction and Recycling~~