

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

October 14, 2019

# MISSION STATEMENT

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

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

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

To: Members of the School Board

From: Dr. Wayne Kazmierczak  
Superintendent of Schools

Date: October 9, 2019

A meeting of the White Bear Lake Area School Board will be held on **Monday, October 14, 2019** at 7:00 p.m. in 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 (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 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. Superintendent's Report

**D. DISCUSSION ITEMS**

1. 2018-19 World's Best Workforce Annual Report
2. Sustainability Update
3. First Reading of School Board Policies
  - a. Policy 601, School District Curriculum and Instruction Goals
  - b. Policy 603, Curriculum Development
  - c. Policy 613, Graduation Requirements
  - d. Policy 618, Assessment of Student Achievement
  - e. Policy 619, Staff Development for Standards

**E. OPERATIONAL ITEMS**

1. Second Reading of School Board Policies
  - a. Policy 205 – Open Meeting and Closed Meeting
  - b. Policy 402 – Disability Nondiscrimination
  - c. Policy 423 – Employee – Student Relationships
  - d. Policy 523 – Policies Incorporated
  - e. Policy 414 – Mandated Report
  - f. Policy 419 – Tobacco-Free Environment

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **October 14, 2019**  
SUGGESTED DISPOSITION: **Action Items**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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

**Consent Agenda**

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

**RECOMMENDED ACTION:**

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

AGENDA ITEM: **School Board Minutes**  
MEETING DATE: **October 14, 2019**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

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**BACKGROUND:**

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

**RECOMMENDED ACTION:**  
Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, September 9, 2019 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

**A. PROCEDURAL ITEMS**

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster  
Ex-Officio: Dr. Wayne Kazmierczak  
Cabinet: Asper, Gillespie, Maurer, Mons, Ouren, Paul, Vette, Wald  
School Board Student Representative: Carroll
3. Pledge of Allegiance
4. Induction of Madison Carroll and Jennifer Adams as the new 2019-20 student representatives to the White Bear Lake Area School Board.
5. Ellison moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: All ayes. Motion carried.***
6. Chapman moved and Fahey seconded to approve the consent agenda consisting of:
  - Approval of minutes for regular Board meeting of August 12 and work-study minutes of August 26, 2019;
  - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
  - Correspondence
  - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - Approve field trips; and
  - Passage of resolution to approve personnel issues to include:
    - **Resignation/Termination/Non-Renewal– Classified Staff**  
Derek Ambrosen– Pupil Support Assistant, Otter Lake Elementary  
Employed by District 624 since 09/03/2018  
Effective Date: 08/20/2019  
Nicholas Christopherson– Program Assistant Leader, Lincoln Elementary  
Employed by District 624 since 01/14/2019  
Effective Date: 08/09/2019  
Bridget Das– Lunchroom Aide, Matoska Elementary  
Employed by District 624 since 09/06/2017  
Effective Date: 08/26/2019  
Caitlin Keese– Program Assistant Leader, Hugo Elementary  
Employed by District 624 since 09/10/2018  
Effective Date: 06/26/2019  
Rory Kehoe– Part Time Cook, WBLAHS – North Campus  
Employed by District 624 since 12/12/2018  
Effective Date: 08/14/2019  
Joleen George– Admin. Assistant to Cabinet Member, District Office  
Employed by District 624 since 08/25/2016  
Effective Date: 09/13/2019  
Abigayil Olson– Pupil Support Assistant, WBLAHS – North Campus  
Employed by District 624 since 04/01/2006  
Effective Date: 08/22/2019



Jason Salkowicz– Assistant Head Engineer, Central Middle School

Employed by District 624 since 05/05/2014

Effective Date: 09/13/2019

Breanna Zeeb– Program Aide, Lakeaires Elementary

Employed by District 624 since 02/01/2018

Effective Date: 08/16/2019

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

Julie Drews– Special Education Transportation Router, Bus Garage

Employed by District 624 since 07/27/2015

Effective Date: 08/23/2019

John Thomas– Campus Security, ALC

Employed by District 624 since 09/05/2012

Effective Date: 08/12/2019

➤ **Resignation/Termination/Non-Renewal – Certified Staff**

Angela Lundblad– .6 FTE ECFE Teacher, Normandy Park

Employed by District 624 since 08/28/2017

Effective Date: 08/14/2019

Alyssa Malmer– PE/Health/DAPE Teacher, Sunrise Park & WBLAHS – North Campus

Employed by District 624 since 08/20/2018

Effective Date: 08/12/2019

Elizabeth Schreier– .8 FTE FACS Teacher, Sunrise Park Middle School

Employed by District 624 since 08/20/2018

Effective Date: 06/10/2019

➤ **Change In Assignment - Classified**

Suzanne Baker – Satellite Manager, Birch Lake Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

Janine Frogner – Satellite Manager, Lincoln Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

Debra Gefre – Satellite Manager, Otter Lake Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

Annette Haugen – Satellite Manager, Hugo Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

Deborah Joyce – Satellite Manager, Vadnais Heights Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

Tracy Kramlinger – Satellite Manager, Oneka Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

Julie Mattice – Satellite Manager, Lakeaires Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

Rachel Rancour – Satellite Manager, Matoska Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

Rose Roberts – From PT Cook To Regular PT Cook, Central Middle School

\$15.09 per hr., 22.5 hours per week, \$12,222.90

Effective Date: 09/02/2019

Heidi Sicard – Satellite Manager, Willow Elementary

From 5.75 hrs. per day To 6.25 hrs. per day

Effective Date: 09/02/2019

➤ **Change In Assignment - Certified**

Barbara Hunt – Mathematics Teacher, Central and Sunrise Park Middle School

From .85 FTE to 1.0 FTE

Effective Date: 2019-2020 School Year

➤ **Extra Assignment – Certified Staff**

La'sonya Taylor – .1 FTE FACS Teacher, Central Middle School

MA+60, Step 9, \$6,863.90

Effective Date: 2019-2020 School Year

➤ **Full Time Leave Request – Certified Staff**

Rachel Zitzow– .6 FTE EL Teacher, Lakeaires Elementary

Employed by District 624 since 08/24/2011

Effective Date: 2019-2020 School Year

➤ **New Personnel – Classified Staff**

Alissa Acker– Custodian, Normandy Park and Sunrise Park Middle School

\$18.35 per hr. plus \$.30 per hr. shift diff., 40 hours per week, \$31,928.78

Effective Date: 09/03/2019

Bridget Ajayo– Program Assistant Leader, Lakeaires Elementary

\$13.98 per hr., 28.75 hours per week, \$17,684.70

Effective Date: 08/26/2019

Dodi Anderson – Pupil Support Assistant, Otter Lake Elementary

\$19.59 per hr., 32.5 hours per week, \$22,792.96

Effective Date: 09/02/2019

Tonya Boyd – Part-Time Cook, Sunrise Park Middle School

\$15.09 per hr., 17.5 hours per week, \$9,506.70

Effective Date: 09/02/2019

Kara Cardenas – Pupil Support Assistant, Vadnais Heights Elementary

\$18.77 per hr., 31.25 hours per week, \$20,998.93

Effective Date: 09/02/2019

Lindsay Collins – Pupil Support Assistant, Central Middle School

\$18.77 per hr., 32.5 hours per week, \$21,838.89

Effective Date: 09/02/2019

Dalton Bernier– Custodian, Lakeaires Elementary

\$18.35 per hr. plus \$.30 per hr. shift diff., 40 hours per week, \$31,928.78

Effective Date: 09/03/2019

Patricia Ferrell – Pupil Support Assistant, WBLAHS – South Campus

\$18.77 per hr., 32.5 hours per week, \$21,838.89

Effective Date: 09/02/2019

Lakeea Johnson – Building Assistant, Matoska Elementary

\$17.63 per hr., 20 hours per week, \$12,482.04

Effective Date: 09/04/2019

Megan Johnson – Pupil Support Assistant, WBLAHS – South Campus

\$18.77 per hr., 32.5 hours per week, \$21,838.89

Effective Date: 09/02/2019

Jessica Lillie – Pupil Support Assistant, Sunrise Park Middle School

\$18.77 per hr., 32.5 hours per week, \$21,838.89

Effective Date: 09/02/2019

Kristen Middleton – Part-Time Cook, Sunrise Park Middle School

\$15.09 per hr., 17.5 hours per week, \$9,506.70

Effective Date: 09/02/2019

Mack Phillips – Student Supervisor, WBLAHS – South Campus

\$18.77 per hr., 30.0 hours per week, \$20,271.60

Effective Date: 09/02/2019

Sandra Rodriguez – Part-Time Cook, Central Middle School

\$15.09 per hr., 18.75 hours per week, \$10,185.75dobbi

Effective Date: 09/02/2019

Melissa Steussy – Pupil Support Assistant, WBLAHS – South Campus

\$18.77 per hr., 32.5 hours per week, \$21,838.89

Effective Date: 09/02/2019

Pang Vang – Part-Time Cook, Sunrise Park Middle School

\$15.09 per hr., 17.5 hours per week, \$9,506.70

Effective Date: 09/02/2019

Seng Vang – Pupil Support Assistant, WBLAHS – South Campus

\$18.77 per hr., 32.5 hours per week, \$21,838.89

Effective Date: 09/02/2019

Dion Wilson – Student Supervisor, Area Learning Center

\$18.77 per hr., 37.5 hours per week, \$25,198.72

Effective Date: 09/02/2019

Fue Xiong – Student Supervisor, Area Learning Center

\$19.59 per hr., 30 hours per week, \$21,149.64

Effective Date: 09/02/2019

➤ **New Personnel – Non-Affiliated**

Angela Cosgrove – Naturalist, Tamarack Nature Center

\$9,048.00

Effective Date: 2019-2020 School Year (1 Year Assignment)

Sara Florin – Assistant Director of Technology and Innovation, District Center

\$77,201.92 (Pro-rated on annual salary of \$92,500.00)

Effective Date: 08/29/2019

Angela Lundblad – .75 FTE Early Childhood Specialist, Normandy Park

\$40,334.18 (Pro-rated on annual salary of \$61,597.00)

Effective Date: 08/15/2019

Katharine Taleen – Preschool Teacher, Normandy Park

\$23,319.00

Effective Date: 2019-2020 School Year

➤ **New Personnel – Certified Staff**

Alexandra Harding – Kindergarten Teacher, Lakeaires Elementary

MA, Step 1, \$48,023.00

Effective Date: 2019-2020 School Year

Marissa Lane – Kindergarten Teacher, Vadnais Heights Elementary

BA, Step 2, \$44,191.00

Effective Date: 2019-2020 School Year

David Melvin – Special Education Teacher, WBLAHS – North Campus

MA+45, Step 13, \$81,459.00

Effective Date: 2019-2020 School Year

Sean Murphy – Social Studies and AVID Teacher, Central and Sunrise Park Middle School

MA, Step 1, \$48,023.00

Effective Date: 2019-2020 School Year

Abigayil Olson – Health, Phy Edu & DAPE Teacher, WBLAHS – North Campus  
& Central

Middle School

BA, Step 1, \$43,310.00

Effective Date: 2019-2020 School Year

Jessica Rehfeld – .7 FTE Early Childhood Family Education Teacher, Normandy  
Park

MA, Step 2, \$34,666.80

Effective Date: 2019-2020 School Year

➤ **Long Term Substitute – Certified Staff**

John Buck – Mathematics Teacher, WBLAHS – North Campus

MA, Step 4, \$6,486.68

Effective Date: 08/26/2019 through 09/26/2019

Kailey Colvard – Special Education Teacher, WBLAHS – North Campus

BA, Step 1, \$5,804.43

Effective Date: 08/26/2019 through 09/30/2019

Michael Lehenbauer – Grade 3 Teacher, Oneka Elementary

MA, Step 1, \$15,027.34

Effective Date: 08/26/2019 through 11/26/2019

Adam Ludwid – Social Studies Teacher, WBLAHS – North Campus

BA+60, Step 4, \$50,905

Effective Date: 2019-2020 School Year

Shana Morrisette – .3 FTE Spanish Teacher, Oneka Elementary

MA, Step 12, \$14,857.20

Effective Date: 2019-2020 School Year

Joshua Steigauf – Social Studies Teacher, WBLAHS – North Campus

MA, Step 4, \$48,023

Effective Date: 2019-2020 School Year

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

B. **PUBLIC FORUM** – No speakers

C. **INFORMATION ITEMS**

1. **Opening School Report** - Assistant Superintendent Sara Paul, Director of Student Activities Brian Peloquin, Assistant Superintendent for Finance and Operations Tim Wald, Nutrition Services Coordinator Bridget Lehn, Operations Coordinator Dan Roeser, Student Support Services Director Lisa Ouren, Technology and Innovation Director Steve Asper, Human Resources Director Matthew Mons, Community Services and Recreation Director Tim Maurer, and Communications and Community Relations Director Marisa Vette provided information on district programs and services work done over the summer. The presentation is available on the district website.
2. **White Bear Lake Area Educational Foundation** - President Andrea Loppnow and Executive Director Dawn Hank provided an update on the work done by the Foundation and the grants distributed last year. The Bear Legacy fundraising event will be held on October 11 at Vadnais Heights Commons.
3. **Superintendent Report** - We enjoyed welcoming students back for the 2019-20 academic year. Elementary and secondary students began last week, and our Early Childhood programs begin this week. We wish all of our students a terrific year! “Like” and “Follow” the district

to stay current. In addition to our weekly e-newsletters and usual information share-outs, we invite you to enjoy two 624-inspired initiatives on our district Facebook and Twitter pages. Every Friday, the District will post a video update of The Week in 62.4 Seconds and every morning we will share district facts on the district's Facebook and Twitter pages. District community members age 65 and older are invited to apply for our Senior Activity Pass, which allows free entry into a variety of activities. Stop by the Community Services Office at District Center or the Senior Program at Normandy Park Education Center to pick up the Activity Pass. Homecoming Week is September 23-28. The Alumni Association All-School Reunion and dedication of the Washington School Bell will take place on the morning of Saturday, Sept. 28 at District Center (the original White Bear Lake High School). Festivities include a free pancake breakfast, an alumni car show, District Center tours, photos with Bear and the Bell, and a book signing with alumni author David Gehrenbeck. Bond Referendum Public Meetings will be held: 8:30 a.m. on Tues, Sept. 17 at the Senior Center, 2482 East County Road F, WBL; 7 p.m. on Tues, Sept. 24 at District Center, 4855 Bloom Ave, WBL; 7 p.m. on Wed, Oct. 2 at Hugo Elementary, 14895 Francesca Ave N, Hugo; 7 p.m. on Thurs, Oct. 3 at Vadnais Heights Elementary, 3645 Centerville Rd, VH. Please attend the meetings to learn about the bond referendum and ask any questions they may have. Find up-to-date information at [www.isd624.org/Bond2019](http://www.isd624.org/Bond2019)

**Student Report** - Welcome back to all students and staff for the 2019-2020 school year. We kicked off the new school year with the start of fall sports. All student-athletes have been training hard and showing white bear pride. Auditions for the fall musical: Aida, started last Tuesday. The Homecoming Parade and will take place at 3 pm on September 27 leading up to the football game at 7 pm where the Bears take on the East Ridge Raptors. Students are invited to the Homecoming dance on Saturday, September 28th. Go Bears!

## **D. DISCUSSION ITEMS**

1. **Strategic Plan Update and Priorities for 2019-2020** - Superintendent Dr. Kazmierczak reviewed the discussion held at the last work study session on the following: the progress made by each site on the eight strategies and how they converge with the district strategic plan; the additional strategy (*Strategy 9 We will imagine new concepts in learning and teaching at White Bear Lake High School*) that emerged when the Strategic Planning Team met in August; and the Bond Referendum.
2. **Opening Enrollment Report** - Assistant Superintendent for Finance and Operations Wald presented the enrollment as of the end of the first week of school. The presentation is on the district website.
3. **Review and Comment Statement** - Superintendent Dr. Kazmierczak and Assistant Superintendent for Finance and Operations Wald provided information on the required review and comment documentation submitted to Commissioner Mary Kathryn Ricker. In a letter dated September 3, 2019 the Commissioner issued the following review and comment statement: *Based on the department's analysis of the school districts required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.* Paul Aplikowski and Sal Bagley from Wold Architects and Engineers were present to answer questions.

4. **Superintendent Evaluation** - The 2018-19 evaluation summary of the superintendent was read.
5. **First Reading of School Board Policies** 205 Open Meeting and Closed Meeting, 402 Disability Nondiscrimination, 419 Tobacco Free Environment, 423 Employee Student Relationships, 523 Policies Incorporated. The Policies will be on the October 14 meeting agenda for action.

**E. OPERATIONAL ITEMS**

1. Wilson moved and Ellison seconded to approve the proposed 2019-2021 Master Agreement with the White Bear Lake Teachers' Association by passing the following resolution.  
WHEREAS, the parties have reached a tentative agreement on the July 1, 2019 - June 30, 2021 Contract; WHEREAS, the Association has ratified the Contract;  
THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2019 – 2021 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board. *Roll call vote: ayes: Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays: none. Motion carried.*

**F. BOARD FORUM** - No reports.

**G. ADJOURNMENT** Wilson moved and Mullin seconded to adjourn the meeting at 8:38 p.m.  
*Voice vote: All ayes. Nays: none.*

Submitted by clerk, Ellen Fahey

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

A special meeting of the White Bear Lake Area School Board was held on **Monday, September 23, 2019** at 5: 30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

1. Call to order - Mullin called the meeting to order at 5:30 p.m.  
Roll Call - Present : Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson  
Ex-officio: Kazmierczak  
Student Representative: Madison Carroll (5:35 p.m.)  
Cabinet: Gillespie, Mons, Paul, Vette, Wald

**B. OPERATIONAL ITEMS**

1. Certification of 2019 Pay 2020 Proposed Property Tax Levy  
Wilson moved and Newmaster seconded to approve the 2019 Pay 2020 proposed property tax levy. ***Roll call vote: ayes: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson. Nays: none. Motion carried.***
2. Action on Resolution To Not Use Eminent Domain  
Chapman moved and Wilson seconded to approve the resolution that, if the District's November 5, 2019 building bond referendum is approved, the White Bear Lake Area School Board will not use eminent domain to acquire neighboring homes to expand White Bear Lake Area High School - North Campus to become the District's single, unified 9-12 high school.. ***Roll call vote: ayes: Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson. Nays: none. Motion carried.***

- C. ADJOURNMENT** - Wilson moved and Mullin seconded to adjourn the meeting at 5:46 p.m.

Submitted by: Ellen Fahey, Clerk

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

A work study session of the White Bear Lake Area School Board was held on **Monday, September 23, 2019** at 5:45 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

Call to order - Mullin called the meeting to order at 5:46 p.m.

Roll Call - Present : Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson

Ex-officio: Kazmierczak

Student Representative: Madison Carroll

Cabinet: Gillespie, Mons, Ouren, Paul, Vette

**B. DISCUSSION ITEMS**

**1. Sustainability Update** - Assistant Superintendent Sara Paul, Operations Coordinator Dan Roeser, teacher Ben Butters, and Middle School students Callie Donoghue and Libby Butters reported how the culture of sustainability in the WBLAS has impacted district operations and community engagement. The report included information on our Waste Reduction and Recycling Program, LED Lighting, Solar Panel installation at six of our schools, and Water Conservation efforts. Also discussed was our partnership with H2O for Life, the work with Ramsey and Anoka County Environmental Resource Specialists, and the use of legislative funding to develop the Race to Reduce standards-based instruction. As part of the Manufacturing Pathway, the opportunity to partner with Trane and Century College to offer a course on Energy Efficient Automation Systems. An opportunity to partner with the City of White Bear Lake and a variety of other partners to participate in a pilot for connected and autonomous vehicles. The report is available on the district website.

**2. World's Best Workforce Annual Report and Achievement and Integration Plan Report** - Cultural Liaisons Jordan Zickermann, Briana Santoscoy, Nirvana Yang and Miles Webb reported on the work done throughout the 2018-19 school year. Assistant Superintendent for Teaching and Learning Sara Paul and Assessment Coordinator Brian Morris presented the 2018-19 World's Best Workforce academic goals and results. The goals and results relate to the following five priorities: All children are ready for kindergarten; All third-graders can read at grade-level; All achievement gaps are closed; All students are ready for career and/or postsecondary education; and All students graduate. Principal Cynthia Mueller joined them for the Achievement and Integration Plan progress report. The presentation is available on the district website.

**C. ADJOURNMENT** - Wilson moved and Mullin seconded to adjourn the meeting at 7:24 p.m.

Submitted by: Ellen Fahey, Clerk



AGENDA ITEM: Monthly Check Registers

MEETING DATE: October 14, 2019

SUGGESTED DISPOSITION: Action Item

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

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**BACKGROUND:**

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

**RECOMMENDED ACTION:**

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

## White Bear Lake Area Schools

### Electronic Transfers - September

		<u>9/13/2019</u>	<u>9/30/2019</u>
Direct Deposit	559759-561117	1,977,763.94	
Direct Deposit	561118-562599		2,138,272.85

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
103088	AARP DRIVER SAFETY PROGRAM	\$ 480.00	9/5/2019	S
103089	AARP DRIVER SAFETY PROGRAM	\$ 470.00	9/5/2019	S
103090	AARP DRIVER SAFETY PROGRAM	\$ 490.00	9/5/2019	S
103091	ACCLAIM SERVICES INC	\$ 4,591.80	9/5/2019	R
103092	ACP DIRECT	\$ 625.82	9/5/2019	R
103093	ALBOUM & ASSOC	\$ 816.50	9/5/2019	R
103094	ALLSTREAM	\$ 3,955.74	9/5/2019	R
103097	AMAZON	\$ 24,272.78	9/5/2019	S
103098	AMERICAN MESSAGING	\$ 45.40	9/5/2019	R
103099	ARAMARK REFRESHMENT SERVICES	\$ 120.03	9/5/2019	R
103100	ARCH LANGUAGE NETWORK	\$ 700.00	9/5/2019	R
103101	ASFOUR, MOHAMED	\$ 75.00	9/5/2019	R
103102	ATC GROUP SERVICES LLC	\$ 10,545.61	9/5/2019	R
103103	AVID CENTER	\$ 21,261.00	9/5/2019	R
103104	BAKER TILLY MUNICIPAL ADVISORS, LLC	\$ 2,800.00	9/5/2019	R
103105	BARNETT WB CHRYSLER JEEP DODGE	\$ 120.69	9/5/2019	R
103106	BEACON ATHLETICS	\$ 359.60	9/5/2019	R
103107	BEAR, ANGELA	\$ 39.70	9/5/2019	R
103108	BERARD, LEAH	\$ 40.00	9/5/2019	R
103109	BIG THRILL FACTORY	\$ 126.00	9/5/2019	R
103110	BLUE CROSS / BLUE SHIELD OF MN	\$ 22,420.00	9/5/2019	R
103111	BLUEBIRD SCREEN PRINT	\$ 3,582.00	9/5/2019	R
103112	BOARDROOM TECHNOLOGIES	\$ 249.00	9/5/2019	R
103113	BPAM	\$ 275.00	9/5/2019	R
103114	BREAKDOWN SPORTS USA	\$ 45.00	9/5/2019	R
103115	BRILLIANT MINDFULNESS, LLC	\$ 500.00	9/5/2019	R
103116	BROWN, BRIGETTE	\$ 3.99	9/5/2019	R
103118	BSN SPORTS	\$ 3,692.23	9/5/2019	R
103119	THE CAMBRIAN GROUP	\$ 19,250.00	9/5/2019	R
103120	CAP ELECTRIC INC	\$ 2,079.00	9/5/2019	R
103121	CARLSON, JEREMY	\$ 40.00	9/5/2019	R
103122	CDW GOVERNMENT INC	\$ 815.11	9/5/2019	R
103123	CENTERVENTION	\$ 20.00	9/5/2019	R
103124	CENTRAL ROOFING CO	\$ 312,400.89	9/5/2019	R
103125	CINTAS CORP #470	\$ 215.15	9/5/2019	R
103126	COMCAST	\$ 293.06	9/5/2019	R
103127	COMMITTEE FOR CHILDREN	\$ 398.00	9/5/2019	R
103128	COMPASS MOBILITY LLC	\$ 110.00	9/5/2019	R
103129	CONNEY SAFETY	\$ 77.50	9/5/2019	R
103130	CONTINENTAL RESEARCH CORP	\$ 2,154.09	9/5/2019	R
103131	COOPS SPORTSWEAR	\$ 204.00	9/5/2019	R
103132	CUB FOODS OF WHITE BEAR TWSHP	\$ 1,929.40	9/5/2019	R

103133	CULLIGAN BOTTLED WATER	\$	197.09	9/5/2019	R
103134	DAKOTA TRUCK UNDERWRITERS	\$	17,900.00	9/5/2019	R
103135	DEMCO, TIM	\$	40.00	9/5/2019	R
103136	DOMINOS PIZZA	\$	91.46	9/5/2019	R
103137	DONATELLI'S	\$	1,171.17	9/5/2019	R
103138	DOOR SERVICE COMPANY	\$	4,871.00	9/5/2019	R
103139	EARL F ANDERSEN INC	\$	262.75	9/5/2019	R
103140	ECKROTH MUSIC	\$	128.01	9/5/2019	R
103141	EDHEADS	\$	30.00	9/5/2019	R
103142	THE FABULOUS PHOTO BOOTH	\$	300.00	9/5/2019	R
103143	FAMILY TREE CLINIC	\$	100.00	9/5/2019	R
103144	FESTIVAL FOODS-KNOWLAN'S	\$	385.81	9/5/2019	R
103145	FILTER RECYCLING SERVICES	\$	120.00	9/5/2019	R
103146	FLAHERTY'S ARDEN BOWL	\$	672.19	9/5/2019	R
103147	FREE SPIRIT PUBLISHING CO	\$	54.46	9/5/2019	R
103148	FULTON PRODUCTIONS	\$	325.00	9/5/2019	R
103149	GABRIELSON, VELDA	\$	16.95	9/5/2019	R
103150	GERMAN AMERICAN PARTNERSHIP PROGRAM	\$	140.00	9/5/2019	R
103151	GLOBAL EQUIPMENT COMPANY INC	\$	332.29	9/5/2019	R
103152	GOLDCOM INC	\$	65.23	9/5/2019	R
103153	GOODSOURCE SOLUTIONS	\$	6,718.32	9/5/2019	R
103154	GOPHER	\$	375.70	9/5/2019	R
103155	GOPHER STAGE LIGHTING	\$	2,790.44	9/5/2019	R
103156	GOPHER STATE ONE CALL	\$	799.25	9/5/2019	R
103157	GRANDMA'S BAKERY INC	\$	439.35	9/5/2019	R
103158	GREAT RIVER OFFICE PRODUCTS	\$	534.00	9/5/2019	R
103159	GREATER WBL COMM FOUNDATION	\$	100.00	9/5/2019	R
103160	GREEN VALUE NURSERY INC	\$	61.25	9/5/2019	R
103161	GROUP MEDICAREBLUE RX	\$	26,040.00	9/5/2019	R
103162	HAAS MUSICAL INSTRUMENT REPAIR	\$	1,304.00	9/5/2019	R
103163	HAMLIN UNIVERSITY ATHLETICS	\$	370.00	9/5/2019	R
103164	HARTWELL, JOSH	\$	150.00	9/5/2019	R
103165	HASTINGS PUBLIC SCHOOLS	\$	4,200.00	9/5/2019	R
103166	HERC-U-LIFT	\$	1,442.12	9/5/2019	R
103167	HILLER COMMERCIAL FLOORS	\$	23,818.00	9/5/2019	R
103168	HISDAHL INC	\$	115.00	9/5/2019	R
103169	HOBART SERVICE	\$	2,000.00	9/5/2019	R
103170	HOME DEPOT CREDIT SERVICES	\$	872.78	9/5/2019	R
103171	HOUSE OF PRINT	\$	9,829.86	9/5/2019	R
103172	IDEAL SERVICE INC	\$	350.00	9/5/2019	R
103175	INNOVATIVE OFFICE SOLUTIONS	\$	15,268.25	9/5/2019	R
103176	ISD #832 MAHTOMEDI SCHOOL DIST	\$	240.00	9/5/2019	R
103177	IXL LEARNING	\$	2,338.00	9/5/2019	R

103178	JOHNSON, ANGELA	\$	104.86	9/5/2019	R
103179	KELLEY, MARK	\$	150.00	9/5/2019	R
103180	KELVIN LP	\$	325.00	9/5/2019	R
103181	KEYSTONE INTERPRETING SOLUTIONS	\$	700.00	9/5/2019	R
103182	KIDCREATE STUDIO	\$	672.00	9/5/2019	R
103183	KIEFER USA	\$	55,990.00	9/5/2019	R
103184	KLEIN, THOMAS	\$	60.00	9/5/2019	R
103185	KOLNIK, JOHN	\$	40.00	9/5/2019	R
103188	KRAFT CONTRACTING & MECHANICAL	\$	269,947.69	9/5/2019	R
103189	KULLY SUPPLY COMPANY	\$	56.18	9/5/2019	R
103190	LAKE LIFE FURNITURE LLC	\$	3,602.66	9/5/2019	R
103191	LAKESHORE LEARNING MATERIALS	\$	653.76	9/5/2019	R
103192	LANGERS	\$	864.78	9/5/2019	R
103193	LARKIN, PETER	\$	40.00	9/5/2019	R
103194	LARSON, JOHN	\$	81.92	9/5/2019	R
103195	LASHOMB, BRIAN	\$	40.00	9/5/2019	R
103196	LINDSTROM, JEFF	\$	40.00	9/5/2019	R
103197	LITERARY RESOURCES INC	\$	171.98	9/5/2019	R
103198	LORINSER, ANTHONY	\$	150.00	9/5/2019	R
103199	M.A. APPAREL & PROMOTIONS	\$	684.00	9/5/2019	R
103200	MADISON NATIONAL LIFE	\$	37,065.43	9/5/2019	R
103201	MAHS/MASC	\$	50.00	9/5/2019	R
103202	MAILFINANCE INC	\$	431.82	9/5/2019	R
103203	MALLOY/MONTAGUE/KARNOWSKI & CO	\$	3,500.00	9/5/2019	R
103204	MARCOTTE, MICHELLE	\$	69.12	9/5/2019	R
103204	MARCOTTE, MICHELLE	\$	(69.12)	9/20/2019	V
103205	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	2,330.00	9/5/2019	R
103206	MAUER COMPANY	\$	4,550.00	9/5/2019	R
103207	MCDONOUGH'S WATERJETTING AND	\$	220.00	9/5/2019	R
103208	METRO ECSU	\$	3,050.00	9/5/2019	R
103209	METRO MEALS ON WHEELS INC	\$	6,139.50	9/5/2019	R
103210	METRO SOUND AND LIGHTING	\$	190.00	9/5/2019	R
103211	MIDWEST TECHNOLOGY PRODUCTS	\$	357.60	9/5/2019	R
103212	MINNEAPOLIS PARK & RECREATION BOARD	\$	250.00	9/5/2019	R
103213	MITCHELL, PATRICIA	\$	400.00	9/5/2019	R
103214	MN ALLIANCE WITH YOUTH	\$	54,250.00	9/5/2019	R
103215	MN JUNIOR HIGH SCHOOL	\$	250.00	9/5/2019	R
103216	MN STATE UNIVERSITY - MANKATO	\$	196.80	9/5/2019	R
103217	MN INTERSCHOLASTIC ATHLETIC ADM ASSOC	\$	120.00	9/5/2019	R
103218	MOBILE RADIO ENGINEERING INC	\$	7,756.00	9/5/2019	R
103219	MOORHEAD MACHINERY & BOILER CO	\$	1,119.00	9/5/2019	R
103220	MOUNDS VIEW HIGH SCHOOL	\$	350.00	9/5/2019	R
103221	MN SCHOOL BOARDS ASSN	\$	400.00	9/5/2019	R

103222	MSP COMMUNICATIONS	\$	1,275.00	9/5/2019	R
103223	MUSIC CONNECTION INC	\$	18,868.00	9/5/2019	R
103224	MUSIC-ADE, LLC	\$	2,800.15	9/5/2019	R
103225	NARDINI FIRE EQUIPMENT CO INC	\$	322.00	9/5/2019	R
103226	NASSEFF MECH CONTRACTORS	\$	840.00	9/5/2019	R
103227	NATL GEOGRAPHIC BEE	\$	90.00	9/5/2019	R
103228	NCPERS MINNESOTA	\$	144.00	9/5/2019	R
103229	NELSON, SARAH	\$	300.00	9/5/2019	R
103230	NORCENTRONIX DISTRIBUTING	\$	2,470.00	9/5/2019	R
103231	NORTH SHORE GYM SALES	\$	10,665.34	9/5/2019	R
103232	NORTHBOUND CREATIVE	\$	551.00	9/5/2019	R
103233	NORTHERN ESCROW	\$	30,942.49	9/5/2019	R
103234	NORTHERN DOOR COMPANY	\$	320.00	9/5/2019	R
103235	NYSTROM PUBLISHING CO INC	\$	8,499.24	9/5/2019	R
103236	O'REILLY AUTOMOTIVE INC	\$	45.18	9/5/2019	R
103237	ON SITE SANITATION INC	\$	54.73	9/5/2019	R
103238	ONENECK IT SOLUTIONS LLC	\$	525.00	9/5/2019	R
103239	ORIGINS	\$	123.45	9/5/2019	R
103240	OUTFRONT MN COMM SERVICES	\$	275.00	9/5/2019	R
103241	OXYGEN SERVICE CO INC	\$	62.00	9/5/2019	R
103242	PELCO CONSTRUCTION LLC	\$	4,280.00	9/5/2019	R
103243	PERNSTEINER CREATIVE GROUP	\$	475.00	9/5/2019	R
103245	PETERSON BROS ROOFING & CONST	\$	57,000.00	9/5/2019	R
103246	PINZ	\$	480.00	9/5/2019	R
103247	POLAR CHEVROLET MAZDA	\$	123.55	9/5/2019	R
103248	PORTA PHONE CO	\$	296.84	9/5/2019	R
103249	PRAIRIE RESTORATIONS	\$	150.00	9/5/2019	R
103250	PROGRESS PUBLICATIONS	\$	759.00	9/5/2019	R
103251	PROJECT LEAD THE WAY	\$	1,265.00	9/5/2019	R
103252	REGENTS OF THE UNIV OF MN	\$	6,000.00	9/5/2019	R
103253	RIXSTINE RECOGNITION	\$	95.50	9/5/2019	R
103254	ROTRAMEL, KARA	\$	16.00	9/5/2019	R
103255	RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$	1,510.42	9/5/2019	R
103256	RYDIN DECAL	\$	307.65	9/5/2019	R
103257	SAFETYFIRST PLAYGROUND SURFACING LLC	\$	110.00	9/5/2019	R
103258	SAINTS NORTH MAPLEWOOD	\$	105.00	9/5/2019	R
103259	SANCHEZ, HUGO	\$	150.00	9/5/2019	R
103260	SAUERS, TODD	\$	75.00	9/5/2019	R
103261	SCHOLASTIC INC	\$	620.79	9/5/2019	R
103262	SCHOOL FIX CATALOG	\$	211.33	9/5/2019	R
103265	SCHOOL HEALTH CORPORATION	\$	9,406.42	9/5/2019	R
103266	SEE, MALA	\$	183.80	9/5/2019	R
103267	SEEVER, GRAY	\$	160.00	9/5/2019	R

103268	SHORT ELLIOTT HENDRICKSON, INC	\$	4,280.00	9/5/2019	R
103269	SIDEKICK THEATRE LLC	\$	567.00	9/5/2019	R
103270	SITEONE LANDSCAPE SUPPLY	\$	460.89	9/5/2019	R
103271	SOUTHERN MN INSPECTION	\$	3,015.35	9/5/2019	R
103272	SPENCER, SHAUNA	\$	75.00	9/5/2019	R
103273	STAPLES ADVANTAGE	\$	409.74	9/5/2019	R
103274	STATE SUPPLY CO	\$	850.70	9/5/2019	R
103275	STEPPINGSTONE THEATRE	\$	81.15	9/5/2019	R
103276	STREAMLINE DESIGN INC	\$	1,465.00	9/5/2019	R
103277	SUMMIT COMPANIES	\$	550.00	9/5/2019	R
103278	SUPERIOR STRIPING INC	\$	1,802.00	9/5/2019	R
103279	SUPREME SCHOOL SUPPLY CO	\$	34.85	9/5/2019	R
103280	TIME FOR KIDS	\$	465.30	9/5/2019	R
103281	TR ENVIRONMENTAL CONSULTING, LLC	\$	924.00	9/5/2019	R
103283	TRADE PRESS INC	\$	2,176.00	9/5/2019	R
103284	TRUSTED EMPLOYEES	\$	180.83	9/5/2019	R
103285	TSA CONSULTING GROUP	\$	940.24	9/5/2019	R
103286	TUSA, COLLEEN	\$	225.00	9/5/2019	R
103287	UHL CO INC	\$	1,310.96	9/5/2019	R
103288	URBAN AIR	\$	479.10	9/5/2019	R
103290	US FOODS CULINARY EQUIP & SUPPLIES	\$	1,973.23	9/5/2019	R
103291	VARSITY SPIRIT FASHIONS	\$	3,616.60	9/5/2019	R
103292	VERIZON WIRELESS	\$	1,313.53	9/5/2019	R
103294	VIKING ELECTRIC SUPPLY	\$	3,375.95	9/5/2019	R
103295	VOYAGER SOPRIS LEARNING	\$	7,346.60	9/5/2019	R
103296	WAYNE, TODD	\$	40.00	9/5/2019	R
103297	WHITE BEAR GLASS INC	\$	890.00	9/5/2019	R
103298	WHITE BEAR RENTAL EQUIPMENT	\$	286.01	9/5/2019	R
103299	WBL PIZZA MAN	\$	332.00	9/5/2019	R
103300	WHITE BEAR LAKE TEACHERS ASSOC	\$	1,068.81	9/5/2019	R
103301	WEBER, CRAIG	\$	75.00	9/5/2019	R
103302	WENGER CORP	\$	39,649.00	9/5/2019	R
103303	WIENS, ANDREW	\$	1,342.50	9/5/2019	R
103305	WILCOX PAPER	\$	47,013.42	9/5/2019	R
103306	WILD MOUNTAIN	\$	2,038.98	9/5/2019	R
103307	THE WORKS	\$	812.50	9/5/2019	R
103308	AMAZON	\$	71.65	9/5/2019	R
103309	GALVIN, RENEE	\$	99.00	9/6/2019	R
103310	MESSERLI & KRAMER PA	\$	2.69	9/6/2019	R
103311	IUOE LOCAL 70	\$	1,111.37	9/6/2019	R
103312	RAUSCH, STURM, ISRAEL,	\$	216.85	9/6/2019	R
103314	SCHOOL SERVICE EMPLOYEES	\$	977.81	9/6/2019	R
103315	US DEPT OF EDUCATION	\$	104.38	9/6/2019	R

103316	MUNDELL, GERALD	\$	549.71	9/6/2019	R
103317	WHITE BEAR AREA YMCA	\$	160.00	9/6/2019	R
103318	YMCA CAMP ICAGHOWAN	\$	6,378.29	9/6/2019	R
103319	SAM'S CLUB/SYNCHRONY BANK	\$	855.61	9/11/2019	S
103320	SAM'S CLUB/SYNCHRONY BANK	\$	96.36	9/11/2019	S
103321	SAM'S CLUB/SYNCHRONY BANK	\$	169.74	9/11/2019	S
103322	SAM'S CLUB/SYNCHRONY BANK	\$	422.36	9/11/2019	S
103323	SAM'S CLUB/SYNCHRONY BANK	\$	1,091.28	9/11/2019	S
103324	1000 PETALS	\$	250.00	9/19/2019	R
103325	2020 BRAND SOLUTIONS	\$	180.00	9/19/2019	R
103326	A+ DRIVING SCHOOL	\$	33,390.00	9/19/2019	R
103327	AARP DRIVER SAFETY PROGRAM	\$	380.00	9/19/2019	R
103328	ABBOTT PAINT & CARPET INC	\$	3,083.79	9/19/2019	R
103329	ABRAKADOODLE	\$	524.40	9/19/2019	R
103330	ACCLAIM SERVICES INC	\$	163.50	9/19/2019	R
103331	ACME TOOLS	\$	2,039.06	9/19/2019	R
103332	ACP DIRECT	\$	163.95	9/19/2019	R
103333	ADRENALINE FUNDRAISING	\$	6,053.50	9/19/2019	R
103334	AFTON APPLE ORCHARD	\$	560.00	9/19/2019	R
103336	AGROPUR INC	\$	2,461.60	9/19/2019	R
103337	ALLSTREAM	\$	4,041.51	9/19/2019	R
103338	AMERICAN FLAGPOLE & FLAG CO	\$	189.00	9/19/2019	R
103339	AMERICAN TIME	\$	456.79	9/19/2019	R
103340	AMERICAN PSYCHOLOGICAL ASSOC	\$	50.00	9/19/2019	R
103341	AMERIPRIDE SERVICES	\$	235.20	9/19/2019	R
103342	ANDERSON, CARLA	\$	115.00	9/19/2019	R
103343	ANDERSON, ERIC	\$	79.00	9/19/2019	R
103344	ANDERSON, PATRICIA	\$	31.45	9/19/2019	R
103345	ARAMARK REFRESHMENT SERVICES	\$	126.00	9/19/2019	R
103346	ASHLAND PRODUCTIONS INC	\$	1,290.00	9/19/2019	R
103347	ASL INTERPRETING SERVICES	\$	1,152.00	9/19/2019	R
103348	ATC GROUP SERVICES LLC	\$	1,582.60	9/19/2019	R
103349	AYINDE, WAHEED	\$	60.00	9/19/2019	R
103350	BARNETT WB CHRYSLER JEEP DODGE	\$	25,577.00	9/19/2019	R
103351	BATTERIES PLUS BULBS	\$	260.16	9/19/2019	R
103352	BELISLE, LAEL	\$	56.00	9/19/2019	R
103353	BENDER, CARMEN	\$	90.00	9/19/2019	R
103354	BEST BUY BUSINESS ADVANTAGE ACCT	\$	1,844.40	9/19/2019	R
103355	BLICK ART MATERIALS	\$	513.06	9/19/2019	R
103356	BLUE CROSS / BLUE SHIELD OF MN	\$	22,790.00	9/19/2019	R
103357	BLUE TARP FINANCIAL INC	\$	48.97	9/19/2019	R
103358	BRAUN INTERTEC CORPORATION	\$	11,782.50	9/19/2019	R
103359	BROWN, BRUCE	\$	102.00	9/19/2019	R



103361	BSN SPORTS	\$	10,717.95	9/19/2019	R
103362	THE BUG COMPANY	\$	31.50	9/19/2019	R
103363	CAMP ST CROIX	\$	450.00	9/19/2019	R
103364	CAP ELECTRIC INC	\$	477.29	9/19/2019	R
103365	CAPTIVATE MEDIA & CONSULTING	\$	7,000.00	9/19/2019	R
103366	CARDINAL, KATHLEEN	\$	21.25	9/19/2019	R
103367	CARLSON, JEREMY	\$	79.00	9/19/2019	R
103368	CARLSON, KEATON	\$	79.00	9/19/2019	R
103369	CAROLINA BIOLOGICAL SUPPLY	\$	751.01	9/19/2019	R
103370	CDW GOVERNMENT INC	\$	155.57	9/19/2019	R
103371	CHRISTENSEN, BERT	\$	79.00	9/19/2019	R
103372	CLARK, CYNTHIA JEAN	\$	25.50	9/19/2019	R
103373	COMBS, DEWAYNE	\$	60.00	9/19/2019	R
103374	COMMERCIAL KITCHEN SERVICES	\$	320.00	9/19/2019	R
103375	COMMITTEE FOR CHILDREN	\$	2,717.00	9/19/2019	R
103376	COMSTOCK & SONS INC	\$	2,448.00	9/19/2019	R
103377	CONNEY SAFETY	\$	251.11	9/19/2019	R
103379	CONTINENTAL RESEARCH CORP	\$	2,771.66	9/19/2019	R
103380	COUNTRY VIDEO BARN	\$	210.00	9/19/2019	R
103381	CRYSTEEL TRUCK EQUIPMENT	\$	16,111.16	9/19/2019	R
103382	CTB INC	\$	2,471.00	9/19/2019	R
103383	CUB FOODS OF WHITE BEAR TWSHP	\$	877.48	9/19/2019	R
103384	CULINEX	\$	21,173.64	9/19/2019	R
103385	CULLIGAN BOTTLED WATER	\$	202.95	9/19/2019	R
103386	CUP AND CONE	\$	50.93	9/19/2019	R
103387	CURRICULUM ASSOCIATES LLC	\$	49.56	9/19/2019	R
103388	DAKOTA TRUCK UNDERWRITERS	\$	49,755.00	9/19/2019	R
103389	DALCO CORPORATION	\$	32,049.54	9/19/2019	R
103390	DANICH, EMILY	\$	150.00	9/19/2019	R
103391	DELL MARKETING LP	\$	1,084.41	9/19/2019	R
103392	DEMCO INC	\$	218.97	9/19/2019	R
103393	DEY DISTRIBUTING	\$	29.28	9/19/2019	R
103394	DISCOUNT SCHOOL SUPPLY	\$	167.99	9/19/2019	R
103395	DIVERSIFIED SNACK DISTRIBUTION	\$	1,370.64	9/19/2019	R
103396	DOMEI,ER, MARILYN	\$	15.30	9/19/2019	R
103397	DOOR SERVICE COMPANY	\$	9,061.00	9/19/2019	R
103398	DORNFELD, MARK	\$	79.00	9/19/2019	R
103399	DEFINITIVE TECHNOLOGY SOLUTIONS	\$	478.37	9/19/2019	R
103400	DEFINITIVE TECHNOLOGY SOLUTION	\$	12,994.00	9/19/2019	R
103401	EARTH WIZARDS	\$	3,525.00	9/19/2019	R
103403	ECKROTH MUSIC	\$	14,849.60	9/19/2019	R
103404	EGAN	\$	12,722.00	9/19/2019	R
103405	ELECTRIC MOTOR REPAIR	\$	456.04	9/19/2019	R

103406	EQUAL OPPORTUNITY SCHOOLS	\$	6,300.00	9/19/2019	R
103407	ETS CONSULTING, LLC	\$	3,533.33	9/19/2019	R
103408	EXPLAIN EVERYTHING SALES, INC	\$	2,100.00	9/19/2019	R
103409	F&N OPERATIONS LLC	\$	1,377.51	9/19/2019	R
103410	FASTSIGNS	\$	396.24	9/19/2019	R
103411	FESTIVAL FOODS-KNOWLAN'S	\$	70.02	9/19/2019	R
103412	FIORAVANTI, MARC	\$	79.00	9/19/2019	R
103413	FIRST STUDENT INC	\$	53,548.84	9/19/2019	R
103414	FLICEK WELDING LLC	\$	13,450.00	9/19/2019	R
103415	FLUENCY MATTERS	\$	66.00	9/19/2019	R
103416	FRA-DOR INC	\$	1,583.98	9/19/2019	R
103417	FRATTALONES HARDWARE STORES	\$	1,609.80	9/19/2019	R
103418	FREE SPIRIT PUBLISHING CO	\$	153.89	9/19/2019	R
103419	GARVEY, PATRICIA	\$	64.60	9/19/2019	R
103420	GENERATIVE LEARNING	\$	6,000.00	9/19/2019	R
103421	GOLDCOM INC	\$	953.57	9/19/2019	R
103422	GOPHER	\$	1,233.40	9/19/2019	R
103423	GOPHER STAGE LIGHTING	\$	1,649.81	9/19/2019	R
103424	GRAINGER	\$	8,937.97	9/19/2019	R
103425	GRAND SLAM SPORTS @ COON RAPIDS	\$	674.25	9/19/2019	R
103426	GRANDMA'S BAKERY INC	\$	69.26	9/19/2019	R
103427	GREATAMERICA FINANCIAL SERVICES	\$	334.85	9/19/2019	R
103428	GREEN VALUE NURSERY INC	\$	501.80	9/19/2019	R
103429	GROTH MUSIC CO	\$	4,621.18	9/19/2019	R
103430	GUTHRIE THEATER	\$	2,730.00	9/19/2019	R
103431	HAAG, LOIS	\$	14.88	9/19/2019	R
103436	HAAS MUSICAL INSTRUMENT REPAIR	\$	1,710.54	9/19/2019	R
103437	HALLBERG ENGINEERING INC	\$	900.00	9/19/2019	R
103438	HAMER, KAREN	\$	18.70	9/19/2019	R
103439	HEALTHPARTNERS	\$	7,883.20	9/19/2019	R
103440	HEGGIES PIZZA	\$	48.86	9/19/2019	R
103442	HEINEMANN	\$	6,102.23	9/19/2019	R
103443	HERITAGE FOOD SERVICE GROUP	\$	767.79	9/19/2019	R
103444	HIAWATHA HOMECARE	\$	882.00	9/19/2019	R
103445	HISDAHL INC	\$	228.00	9/19/2019	R
103446	HOBART SERVICE	\$	428.05	9/19/2019	R
103447	HODGE PRODUCTS INC	\$	2,374.94	9/19/2019	R
103448	HOFFBECK, DENNIS	\$	150.00	9/19/2019	R
103449	HOUGHTON MIFFLIN HARCOURT	\$	2,910.37	9/19/2019	R
103450	HUFFMAN, NATALIE	\$	10.00	9/19/2019	R
103451	IDEAL PRINTERS	\$	661.47	9/19/2019	R
103455	IFD	\$	29,732.90	9/19/2019	R
103456	IGBAVBOA, URULE	\$	120.00	9/19/2019	R

103457	IMAGE BUILDERS	\$	5,308.98	9/19/2019	R
103458	IMMERSIVE ENGINEERING INC	\$	1,750.00	9/19/2019	R
103463	INNOVATIVE OFFICE SOLUTIONS	\$	25,356.66	9/19/2019	R
103464	INSPEC INC	\$	4,000.00	9/19/2019	R
103465	INSTITUTE FOR MULTI SENSORY EDUCATION	\$	2,350.00	9/19/2019	R
103466	INTERMEDIATE DISTRICT 287	\$	20,797.49	9/19/2019	R
103467	INTERMEDIATE SCHOOL DIST 917	\$	11,766.04	9/19/2019	R
103468	ISD #508 ST PETER PUBLIC SCHOOLS	\$	840.24	9/19/2019	R
103469	JANSEN, DARIN	\$	20.00	9/19/2019	R
103472	JAYTECH INC	\$	4,193.04	9/19/2019	R
103473	JIMMY JOHNS #869	\$	91.35	9/19/2019	R
103474	JOES SPORTING GOODS	\$	4,012.50	9/19/2019	R
103475	JOHNSON, SADIE	\$	72.71	9/19/2019	R
103476	JOHNSON, SHARON	\$	492.60	9/19/2019	R
103477	KAMAS-REILAND, BRIDGET	\$	900.00	9/19/2019	R
103478	KARLSBURGER FOODS INC	\$	189.60	9/19/2019	R
103479	KASAY, LAWRENCE	\$	75.00	9/19/2019	R
103480	KEYSTONE INTERPRETING SOLUTIONS	\$	351.75	9/19/2019	R
103481	KIMANI, PAUL	\$	60.00	9/19/2019	R
103482	KNIGHT, MARTIN	\$	75.00	9/19/2019	R
103483	KOCH NATIONALEASE	\$	1,205.86	9/19/2019	R
103484	KOCKELMAN, DEAN	\$	79.00	9/19/2019	R
103485	KONICA MINOLTA PREMIER FINANCE	\$	6,006.59	9/19/2019	R
103486	KOREEN, GLORIA	\$	93.71	9/19/2019	R
103487	KRAFT CONTRACTING & MECHANICAL	\$	19,419.10	9/19/2019	R
103488	KRANOS CORP., DBA SCHUTT RECONDITIONING	\$	894.00	9/19/2019	R
103489	KULLY SUPPLY COMPANY	\$	75.00	9/19/2019	R
103490	LANGERS	\$	12,750.00	9/19/2019	R
103491	LANGUAGE LINE SERVICES	\$	57.86	9/19/2019	R
103492	LARSON, BEVERLEY	\$	31.66	9/19/2019	R
103493	LASCH, ANDREW	\$	75.00	9/19/2019	R
103494	LASHOMB, BRIAN	\$	79.00	9/19/2019	R
103495	LEARNING A-Z	\$	199.95	9/19/2019	R
103496	LIGHT SWITCH	\$	259.42	9/19/2019	R
103497	LINCOLN ELEMENTARY PTA	\$	462.50	9/19/2019	R
103498	LINDSTROM, JEFF	\$	89.00	9/19/2019	R
103499	LITTLEFIELD, MANDAIN	\$	17.60	9/19/2019	R
103500	LORENZ BUS SERVICE INC	\$	5,337.00	9/19/2019	R
103501	LORENZ RECOGNITION CO	\$	1,252.40	9/19/2019	R
103502	LORINSER, ANTHONY	\$	150.00	9/19/2019	R
103503	LUNDGREN, JOANNE	\$	12.75	9/19/2019	R
103504	LUPELOW, CHRISTINA	\$	3.99	9/19/2019	R
103505	M.A. APPAREL & PROMOTIONS	\$	684.00	9/19/2019	R

103506	MAC RUNNEL, MINDY	\$	23.38	9/19/2019	R
103507	MAD HATTER WELLNESS, LLC	\$	26.29	9/19/2019	R
103508	MALLOY/MONTAGUE/KARNOWSKI & CO	\$	17,500.00	9/19/2019	R
103509	MAR, KALEB	\$	79.00	9/19/2019	R
103510	MARCO, INC	\$	4,129.20	9/19/2019	R
103511	MARTINI, JENNIFER	\$	75.00	9/19/2019	R
103512	MN ASSOC OF SCHOOL MAINTENANCE SUPV	\$	330.00	9/19/2019	R
103513	MN ASSOC OF SECRETARIES TO THE PRINCIPALS	\$	40.00	9/19/2019	R
103514	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	1,795.00	9/19/2019	R
103515	MAUER, BRIAN	\$	89.00	9/19/2019	R
103516	MCGRAW-HILL SCH EDUC HOLDINGS	\$	9,326.03	9/19/2019	R
103517	MCPHILLIPS BROS ROOFING CO	\$	800,493.74	9/19/2019	R
103518	MN ELEMENTARY SCH PRIN ASSOC	\$	924.00	9/19/2019	R
103519	METRO MEALS ON WHEELS INC	\$	4,946.00	9/19/2019	R
103520	METRO SOUND AND LIGHTING	\$	11,366.00	9/19/2019	R
103521	MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	883.73	9/19/2019	R
103522	MILLIGAN, THERESA	\$	101.50	9/19/2019	R
103523	MINDESTROM, MOLLY	\$	12.00	9/19/2019	R
103524	MINNESOTA MOLE	\$	900.00	9/19/2019	R
103525	MINVALCO INC	\$	106.04	9/19/2019	R
103526	MITSON, STEPHON	\$	60.00	9/19/2019	R
103527	MN CLAY	\$	733.44	9/19/2019	R
103528	MN COACHES INC	\$	1,437.28	9/19/2019	R
103529	MN DEPT OF LABOR & INDUSTRY	\$	300.00	9/19/2019	R
103530	MN DEPT OF LABOR & INDUSTRY	\$	58.00	9/19/2019	R
103531	MN INDEPENDENT SCHOOL FORUM (MISF)	\$	250.00	9/19/2019	R
103532	MN ULTIMATE	\$	275.00	9/19/2019	R
103533	MUSIC CONNECTION INC	\$	239.00	9/19/2019	R
103534	MUSICMAKERS INSTRUMENTS	\$	3,698.00	9/19/2019	R
103535	MVP & ASSOC	\$	3,300.00	9/19/2019	R
103536	MN YOUTH READING AWARDS	\$	15.00	9/19/2019	R
103537	NARDINI FIRE EQUIPMENT CO INC	\$	86.96	9/19/2019	R
103538	NASSEFF MECH CONTRACTORS	\$	2,579.00	9/19/2019	R
103539	NATL GEOGRAPHIC EXPLORER	\$	109.73	9/19/2019	R
103540	NELSON, SHAWN	\$	120.00	9/19/2019	R
103541	NICOL, BARBARA	\$	3,000.00	9/19/2019	R
103542	NIMBLE IMPRESSIONS	\$	223.48	9/19/2019	R
103543	NOBLE CONSERVATION SOLUTIONS	\$	7,624.95	9/19/2019	R
103544	NORCENTRONIX DISTRIBUTING	\$	1,330.00	9/19/2019	R
103545	NORTH STAR BANK	\$	7,650.00	9/19/2019	R
103546	NORTHBOUND CREATIVE	\$	1,572.50	9/19/2019	R
103547	NORTHERN FOREST PRODUCTS LLC	\$	376.04	9/19/2019	R
103548	NORTHERN LANDSCAPE & IRRIGATION INC	\$	22,738.00	9/19/2019	R

103549	NORTHWEST EVALUATION ASSOC	\$	28,350.00	9/19/2019	R
103550	NYSTROM PUBLISHING CO INC	\$	652.39	9/19/2019	R
103551	O'NEILL ELECTRIC	\$	1,750.00	9/19/2019	R
103552	O'NEIL, LOIS	\$	20.83	9/19/2019	R
103553	O'REILLY AUTOMOTIVE INC	\$	30.12	9/19/2019	R
103554	OFFICE DEPOT	\$	58.30	9/19/2019	R
103555	OLSON, SUZANNE	\$	17.00	9/19/2019	R
103556	ON SITE SANITATION INC	\$	1,903.57	9/19/2019	R
103557	ORKIN INC	\$	14,809.05	9/19/2019	R
103558	PANERA LLC	\$	146.28	9/19/2019	R
103559	PARADIGM CART & CAPTIONING	\$	330.00	9/19/2019	R
103560	PAULSON, JULIANNE	\$	315.50	9/19/2019	R
103561	PCS REVENUE CONTROL SYSTEMS INC	\$	395.00	9/19/2019	R
103562	PEI, YWAHIHSO	\$	60.00	9/19/2019	R
103563	PERNSTEINER CREATIVE GROUP	\$	675.00	9/19/2019	R
103564	PETERSON, BOBBIE	\$	21.00	9/19/2019	R
103565	PETERSON BROS ROOFING & CONST	\$	1,337.98	9/19/2019	R
103566	PFEIFER, TROY	\$	79.00	9/19/2019	R
103567	PIONEER MANUFACTURING CO	\$	2,940.00	9/19/2019	R
103568	PLAYBILL INC	\$	5,205.00	9/19/2019	R
103569	PODS COMPLETE CAR CARE	\$	2,722.24	9/19/2019	R
103570	POSTMASTER	\$	1,400.00	9/19/2019	R
103571	PRAXAIR DISTRIBUTION INC	\$	32.35	9/19/2019	R
103572	PRESS PUBLICATIONS	\$	4,445.72	9/19/2019	R
103573	PROFESSIONAL WIRELESS COMM	\$	307.00	9/19/2019	R
103574	PROJECT LEAD THE WAY	\$	7,654.00	9/19/2019	R
103575	RAPID PRESS PRINTING & COPY CENTER	\$	56.00	9/19/2019	R
103576	REALLY GOOD STUFF INC	\$	184.79	9/19/2019	R
103577	REILAND, KAREN	\$	53.94	9/19/2019	R
103578	REPUBLIC SERVICES #899	\$	8,484.87	9/19/2019	R
103579	REYES, GERARDO	\$	120.00	9/19/2019	R
103580	RICE, CALYSTA	\$	60.00	9/19/2019	R
103581	RICK, CHRISTOPHER	\$	79.00	9/19/2019	R
103582	ROETTGER, DORIS	\$	56.50	9/19/2019	R
103583	ROOF SPEC INC	\$	24,300.00	9/19/2019	R
103584	RYDIN DECAL	\$	2,199.14	9/19/2019	R
103585	SAGDALEN, REBEKAH	\$	60.00	9/19/2019	R
103586	SAINTS NORTH MAPLEWOOD	\$	1,841.00	9/19/2019	R
103587	SANDVEN, LEROY	\$	20.00	9/19/2019	R
103588	SARFF, MARIJO	\$	25.50	9/19/2019	R
103589	SARGENT-WELCH	\$	315.37	9/19/2019	R
103590	SCHMITT MUSIC COMPANY	\$	15,428.85	9/19/2019	R
103591	SCHOLASTIC INC	\$	23.25	9/19/2019	R

103592	SCHOLASTIC INC	\$	308.70	9/19/2019	R
103593	SCHOLASTIC LIBRARY PUBLISHING	\$	589.00	9/19/2019	R
103594	SCHOLASTIC READING CLUB	\$	383.51	9/19/2019	R
103595	SCHOOL CHECK IN	\$	6,098.50	9/19/2019	R
103596	SCHOOL FIX CATALOG	\$	696.70	9/19/2019	R
103597	SCHOOL HEALTH CORPORATION	\$	2,546.69	9/19/2019	R
103598	SCHOOL SPECIALTY	\$	2,292.48	9/19/2019	R
103599	SCHOUVIELLER, LORI	\$	825.00	9/19/2019	R
103600	SENROR WOOLY	\$	695.25	9/19/2019	R
103601	SERWE, JOSHUA	\$	75.00	9/19/2019	R
103602	SHAR PRODUCTS CO.	\$	872.45	9/19/2019	R
103603	SHEA, JEFFREY	\$	50.00	9/19/2019	R
103604	SHRED-IT USA - MINNEAPOLIS	\$	570.98	9/19/2019	R
103605	SITEONE LANDSCAPE SUPPLY	\$	642.35	9/19/2019	R
103606	SCHOOL NUTRITION DIRECTORS OF MN	\$	100.00	9/19/2019	R
103607	SOCIAL THINKING PUBLISHING	\$	114.45	9/19/2019	R
103608	ST PAUL RIVER CENTRE	\$	3,175.00	9/19/2019	R
103609	ST PAUL PARKS AND RECREATION	\$	1,309.00	9/19/2019	R
103610	ST PAUL UTILITIES & EXCAVATING, INC.	\$	43,700.00	9/19/2019	R
103622	STAPLES ADVANTAGE	\$	6,779.21	9/19/2019	R
103624	STATE SUPPLY CO	\$	424.38	9/19/2019	R
103625	STEINER, EILEEN	\$	34.85	9/19/2019	R
103626	SUMMIT COMPANIES	\$	770.00	9/19/2019	R
103627	SUPERIOR STRIPING INC	\$	325.00	9/19/2019	R
103628	TA SCHIFSKY & SONS INC	\$	236,996.28	9/19/2019	R
103629	TAMARACK NATURE CENTER	\$	2,109.80	9/19/2019	R
103630	TEACHER INNOVATIONS INC	\$	121.50	9/19/2019	R
103631	TEACHER SYNERGY LLC	\$	7.34	9/19/2019	R
103632	TEACHERS DISCOVERY	\$	190.39	9/19/2019	R
103634	TEACHERS COLLEGE READING AND WRITING PROJECT	\$	6,800.00	9/19/2019	R
103635	TENNIS WAREHOUSE	\$	581.16	9/19/2019	R
103636	THARALDSON, RYAN	\$	79.00	9/19/2019	R
103637	THE ANTON GROUP, LLC	\$	165.00	9/19/2019	R
103638	THOR, PANHIA	\$	5.50	9/19/2019	R
103639	TIMM, RACHELLE	\$	75.00	9/19/2019	R
103640	TRADE PRESS INC	\$	2,229.89	9/19/2019	R
103641	TRIO SUPPLY COMPANY	\$	2,829.33	9/19/2019	R
103642	TURFWERKS INC	\$	180.08	9/19/2019	R
103643	TWIN CITY HARDWARE	\$	1,330.23	9/19/2019	R
103644	TWIN CITY JANITOR SUPPLY CO	\$	2,456.00	9/19/2019	R
103645	TWIN CITY TRANSPORTATION INC	\$	27,405.48	9/19/2019	R
103647	US FOODS CULINARY EQUIP & SUPPLIES	\$	1,199.43	9/19/2019	R
103648	VANG, TOUA	\$	75.00	9/19/2019	R

103649	VISUALZ	\$	108.50	9/19/2019	R
103650	WHITE BEAR GLASS INC	\$	1,140.00	9/19/2019	R
103651	WHITE BEAR LOCKSMITH INC	\$	180.50	9/19/2019	R
103652	WHITE BEAR LAKE (CITY OF)	\$	213.24	9/19/2019	S
103653	WHITE BEAR LAKE (CITY OF)	\$	1,627.09	9/19/2019	S
103654	WHITE BEAR LAKE (CITY OF)	\$	9,498.44	9/19/2019	S
103655	WEBER, CRAIG	\$	75.00	9/19/2019	R
103656	WEBER, MARK	\$	75.00	9/19/2019	R
103660	WILCOX PAPER	\$	46,513.92	9/19/2019	R
103661	WILDING, HEATHER	\$	8.95	9/19/2019	R
103662	WINDSTREAM	\$	3,783.18	9/19/2019	R
103663	WL HALL COMPANY	\$	1,939.94	9/19/2019	R
103664	WOLD ARCHITECTS AND ENGINEERS	\$	2,688.32	9/19/2019	R
103665	WORTHINGTON DIRECT INC	\$	771.95	9/19/2019	R
103666	XCEL ENERGY	\$	88,643.52	9/19/2019	S
103667	XCEL ENERGY	\$	2,877.53	9/19/2019	S
103668	XTREME	\$	1,645.35	9/19/2019	R
103669	XU, HUI	\$	83.23	9/19/2019	R
103670	YMCA OF THE GREATER TWIN CITIES	\$	95,552.93	9/19/2019	R
103671	YOUNG MATHEW	\$	239.00	9/19/2019	R
103672	GURSTEL CHARGO ATTORNEYS AT LAW	\$	195.06	9/20/2019	R
103673	MESSERLI & KRAMER PA	\$	2.31	9/20/2019	R
103674	IUOE LOCAL 70	\$	1,135.62	9/20/2019	R
103675	RAUSCH, STURM, ISRAEL,	\$	10.86	9/20/2019	R
103677	SCHOOL SERVICE EMPLOYEES	\$	5,085.10	9/20/2019	R
103678	US DEPT OF EDUCATION	\$	174.56	9/20/2019	R
103679	NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$	47,712.22	9/20/2019	R
103680	BREMER BANK	\$	4,700.00	9/24/2019	R
103681	CITY OF HUGO	\$	3,110.00	9/26/2019	R
103682	PADELFORD RIVERBOATS	\$	995.40	9/27/2019	R
103683	WHITE BEAR LAKE LICENSE BUREAU	\$	1,694.71	9/27/2019	R
192000060	ANDERSON, JON	\$	65.00	9/5/2019	A
192000061	BABIASH, JENNIFER	\$	728.19	9/5/2019	A
192000062	BOOTH, KARLA	\$	60.70	9/5/2019	A
192000063	COOK, TRACY	\$	429.33	9/5/2019	A
192000064	DANIELSON, MATTHEW	\$	100.43	9/5/2019	A
192000065	DERY, JOSHUA	\$	289.09	9/5/2019	A
192000066	DRANGE, ANGELA	\$	113.95	9/5/2019	A
192000067	EDWARDS, JESSICA	\$	207.00	9/5/2019	A
192000068	FISCHER, ELIZABETH	\$	30.16	9/5/2019	A
192000069	FRAME, BREANNA	\$	98.63	9/5/2019	A
192000070	GEDNALSKE, KIRK	\$	152.30	9/5/2019	A
192000071	GEORGE, JOLEEN	\$	25.00	9/5/2019	A

192000072	GRAVLEY, STEPHEN	\$	39.99	9/5/2019	A
192000073	GUTHRIE, ASHLEY	\$	172.84	9/5/2019	A
192000074	HAGESTUEN, FAITH	\$	13.92	9/5/2019	A
192000075	HENNESSEY, ALEXANDER	\$	195.00	9/5/2019	A
192000076	HENRY, STEVEN	\$	201.16	9/5/2019	A
192000077	HIGGINS, SHEILA	\$	195.00	9/5/2019	A
192000078	HUBBARD, MICHELLE	\$	110.55	9/5/2019	A
192000079	JAGIELLA, ERIKA	\$	8.35	9/5/2019	A
192000080	KIRKHAM, JENNIFER	\$	81.70	9/5/2019	A
192000081	LUNDBLAD, ANGELA	\$	73.80	9/5/2019	A
192000082	MONTGOMERY, JACOB	\$	525.00	9/5/2019	A
192000083	MOSSER, LORI	\$	146.16	9/5/2019	A
192000084	MUNDELL, KARLA	\$	142.39	9/5/2019	A
192000085	OGNE, TAYLOR	\$	204.16	9/5/2019	A
192000086	PAUL, SARA	\$	117.39	9/5/2019	A
192000087	PERCIVAL, PATRICIA	\$	123.92	9/5/2019	A
192000088	PHETTEPLACE, WANDA	\$	292.44	9/5/2019	A
192000089	PIERRE, CHRISTINA	\$	2,209.35	9/5/2019	A
192000090	RANCOUR, RACHEL	\$	49.99	9/5/2019	A
192000091	RIEBOW, MITCHELL	\$	320.23	9/5/2019	A
192000092	ROLOFF, STEPHANIE	\$	39.91	9/5/2019	A
192000093	SNYDER, ABIGAIL	\$	163.66	9/5/2019	A
192000094	STAFKI, RACHAEL	\$	10.00	9/5/2019	A
192000095	STEWART, SCOTT	\$	46.40	9/5/2019	A
192000096	STOFFEL, JAMES	\$	26.37	9/5/2019	A
192000097	TOUSSAINT, JANEL	\$	100.68	9/5/2019	A
192000098	ZICKERMANN, JORDAN	\$	483.52	9/5/2019	A
192000099	ABRAHAMSON, KRISTINE	\$	71.87	9/19/2019	A
192000100	BECKERS, TERI	\$	119.35	9/19/2019	A
192000101	BEDELL, KYLEEN	\$	69.99	9/19/2019	A
192000102	BOEKE, ALISON	\$	37.41	9/19/2019	A
192000103	BRUEMMER, SARAH	\$	273.01	9/19/2019	A
192000104	CAMERON, COLLEEN	\$	289.99	9/19/2019	A
192000105	CLARK, MAGGIE	\$	42.95	9/19/2019	A
192000106	CLARK, RYAN	\$	206.14	9/19/2019	A
192000107	COOROUGH, KELLY	\$	37.00	9/19/2019	A
192000108	DAHL, MELISA	\$	653.25	9/19/2019	A
192000109	DARGAY, ANGELA	\$	141.75	9/19/2019	A
192000110	DAVIES, ALISON	\$	116.60	9/19/2019	A
192000111	DEFOREST, TIANA	\$	10.00	9/19/2019	A
192000112	DERBY, SARA	\$	112.45	9/19/2019	A
192000113	DRANGE, ANGELA	\$	111.52	9/19/2019	A
192000114	EASTEP, STACEY	\$	33.94	9/19/2019	A



192000115	FRAME, BREANNA	\$	113.90	9/19/2019	A
192000116	FREEMAN, CHRISTINA	\$	127.74	9/19/2019	A
192000117	GANSKE, BAILEY	\$	10.00	9/19/2019	A
192000118	GEORGE, JOLEEN	\$	28.30	9/19/2019	A
192000119	GILLESPIE, ALISON	\$	208.35	9/19/2019	A
192000120	GRAMBUSH, TINA	\$	155.00	9/19/2019	A
192000121	GREEN, ALAN	\$	40.96	9/19/2019	A
192000122	GREENE, VICTORIA	\$	240.82	9/19/2019	A
192000123	GRIEBENOW, BRIAN	\$	273.93	9/19/2019	A
192000124	HICKS, SUSAN	\$	115.63	9/19/2019	A
192000125	HIGGINS, SHEILA	\$	282.46	9/19/2019	A
192000126	HOEG, SCOTT	\$	10.00	9/19/2019	A
192000127	HOGEN, KARIN	\$	704.86	9/19/2019	A
192000128	KENTFIELD, KELLY	\$	40.94	9/19/2019	A
192000129	LAMWERS, LINDSAY	\$	1,636.34	9/19/2019	A
192000130	LANGER, CARLY	\$	17.08	9/19/2019	A
192000131	LARSON, BRITA	\$	125.00	9/19/2019	A
192000132	LEHN, BRIDGET	\$	501.47	9/19/2019	A
192000133	LEMIEUX, TAMARA	\$	70.76	9/19/2019	A
192000134	LUNDBLAD, ANGELA	\$	90.77	9/19/2019	A
192000135	LYDON, CASSANDRA	\$	59.98	9/19/2019	A
192000136	MARIER, JAMES	\$	936.61	9/19/2019	A
192000137	MARTINSON, KARA	\$	70.20	9/19/2019	A
192000138	MARTIN, VICTORIA	\$	303.00	9/19/2019	A
192000139	MENCKE, LAURIE	\$	114.95	9/19/2019	A
192000140	MICHEL, ROCHELLE	\$	85.86	9/19/2019	A
192000141	MOORE, JENNIFER	\$	261.70	9/19/2019	A
192000142	MOSENG, AMANDA	\$	275.50	9/19/2019	A
192000143	MOSSER, LORI	\$	130.00	9/19/2019	A
192000144	MUNDELL, KARLA	\$	58.95	9/19/2019	A
192000145	NASVIK, CRAIG	\$	65.00	9/19/2019	A
192000146	NASVIK, JULIE	\$	23.07	9/19/2019	A
192000147	NODGAARD, TRUDY	\$	301.05	9/19/2019	A
192000148	O'LEARY, CHADRICK	\$	308.71	9/19/2019	A
192000149	OKLOBZIJA, MOLLY	\$	560.12	9/19/2019	A
192000150	OLSON, DAVID	\$	50.00	9/19/2019	A
192000151	OPITZ, LAURIE	\$	876.00	9/19/2019	A
192000152	OUREN, LISA	\$	130.00	9/19/2019	A
192000153	PAUL, SARA	\$	353.57	9/19/2019	A
192000154	PERRY, MEGAN	\$	433.63	9/19/2019	A
192000155	REISDORFER, CARRIE	\$	243.52	9/19/2019	A
192000156	ROBINSON, EMMA	\$	10.00	9/19/2019	A
192000157	RUSTAND, AMBER	\$	282.29	9/19/2019	A

192000158	SCHULTE, DARRELL	\$	6.99	9/19/2019	A
192000159	SKILDUM, JULIE	\$	10.00	9/19/2019	A
192000160	SKURDALSVOLD, ABIGAIL	\$	34.00	9/19/2019	A
192000161	STEDMAN, JULIA	\$	99.70	9/19/2019	A
192000162	STEFFENS, CORINNE	\$	200.00	9/19/2019	A
192000163	STOFFEL, JAMES	\$	98.97	9/19/2019	A
192000164	SWANSON, SAMANTHA	\$	10.00	9/19/2019	A
192000165	TALEEN, KATHARINE	\$	118.67	9/19/2019	A
192000166	TARNOWSKI, ERIN	\$	313.38	9/19/2019	A
192000167	TATRO, KRISTEN	\$	15.95	9/19/2019	A
192000168	THUN, GRETA	\$	10.00	9/19/2019	A
192000169	TROSKE, CARRIE	\$	227.95	9/19/2019	A
192000170	VANG, SANDRA	\$	484.89	9/19/2019	A
192000171	VOLKMANN, CHRISTINE	\$	10.00	9/19/2019	A
			\$3,707,033.31		

**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: **October 14, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

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Donation	Donor	Recipient
\$50 for Technology Subscription	Peter and Claudia Medin	Oneka Elementary School
\$1,000 for Boys Track Program	WBL Lions Club	WBLAHS – South Campus
\$300 for Girls Tennis Program	WBL Lions Club	WBLAHS – South Campus
\$200	Stacy Baecker	Oneka Elementary School
\$177 to Wolf Ridge Trip (5 <sup>th</sup> grade camp)	Lucinda Ethen	Birch Lake Elementary
\$20 to Wolf Ridge Trip (5 <sup>th</sup> grade camp)	Wendy and Jonathon Hendrickson	Birch Lake Elementary
\$50 to Wolf Ridge Trip (5 <sup>th</sup> grade camp)	Adam and Maria Schultz	Birch Lake Elementary
20 to Wolf Ridge Trip (5 <sup>th</sup> grade camp)	R & D Schultz	Birch Lake Elementary
\$500	Christ the King Lutheran Church	Birch Lake Elementary
\$500 for 5 <sup>th</sup> grade camp – Wolf Ridge	The Meet Market	Birch Lake Elementary
\$500 for Adaptive Soccer Team	VFW WBL Keep Zimmer Post 1782	WBLAHS – South Campus
\$400 for volunteering at Taste of White Bear Lake	WBL Rotary Foundation	WBLAHS – South Campus

**RECOMMENDED ACTION:** Accept donations.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Consent Agenda**

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

**Background:**

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Lincoln Elementary 5 <sup>th</sup> Grade Classes  October 2 – 4, 2019  Deep Portage	Mr. Maloy Mrsa. Sletten Mrs. Thom Mr. Cauley	5 <sup>th</sup> Grade Classes	3	95	\$160 per student  Source of revenue: Fundraising, Lincoln PTA, and parents.	Busses	Environmental issues dealing with recycling/reusing/reducing. Instructional guidance on how to respect the environment by methods of conservation.
Birch Lake Elementary  10/9-11/19  Wolf Ridge Environmental Camp	Jonathan Luknic	5 <sup>th</sup> Grade Classes	3	40	\$208 per student  Source of revenue: Fundraising by students, PTA, donation from Meet Market, parents.	Coach Bus	Covers our science standards.
MAAP Stars Fall Leadership Conference  October 9 – 10, 2019  Camp Lake Beauty, Long Prairie, MN	Ann Myers	ALC	2	5 students	Cost to student \$20. Total cost per student is \$70. \$50 of cost being paid by Student Activity fund.	District Van	A conference to develop student leaders. This conference focuses on team building and teaching students how to motivate others and get others involved.

Vadnais Heights Elementary  October 14 – 15, 2019  Camp St. Croix, Hudson, WI	Angie Rider		2	74 students	Cost to students: \$20 Total cost of trip: \$5,600 Source of revenue: PTO grant, candy bar sales, science outreach program.	Two buses	Environmental field trip that will connect with earth, science, physical and life science standards.
WBLAHS Girls' Hockey Team  November 29 – December 1, 2019  Grand Rapids, MN	Elsa Shorey, Mark Domschot, Colleen Cameron, Katie Letourneau, and Randy Kieger	Girls' Hockey Team	0	35 students	Cost to student: 0  Source of Revenue 1- Booster Club	Coach bus	We will play two varsity and JV games. This trip is extremely special to the girls as it is a chance for bonding and culture building with a program that is 8-12 graders.
Wrestling  December 13-14, 2019  Brainerd, MN	Craig Nasvik	Wrestling Team	1	20 students	\$30 per night for hotel. \$30 per day for food  Source of Revenue: Fundraiser and parents	District Van and parents	To compete in the Brainerd Lumber Jack Invite.
Wrestling  December 26 – 28, 2019  Fargo, North Dakota	Craig Nasvik	Wrestling Team	0	45 students	Cost per student: 0 Cost of the trip: \$119 for hotels, \$30 day for food  Source of Revenue – Fundraiser and parents	Two District Vans and parents	Compete in the Rumble on the Red Tournament.
Boys' Hockey  February 7-8, 2020  Grand Rapids & Cloquet	Tim Sager	Boys Hockey Tournament	1	37 students	Total Cost per Student: \$0 Total Cost: \$6,000-\$8,000 approx.  Source of Revenue: Blueline Club	Parents	This is a great opportunity for our program to play 2 non-conference games and to bond as a team.
Band and Orchestra  April 23-26, 2020  Chisago, IL	Jeremy Rockford Katie Manley	North Campus Band & Orchestra	2	200 students	Total Cost per Student: \$680 Total Cost: \$136,000 approx.  Source of Revenue: fundraising and donations	Coach buses	Students will perform exchange concerts with other high school students in Wisconsin and Illinois. Students will also receive a clinic with college professors from

							Vandercook College in Chicago. Students will experience music making in a culturally rich environment.
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**Recommendation:** The administration recommends the School Board approve these field trips.

**RESOLUTION FOR HUMAN RESOURCES ITEMS**

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

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

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



**INDEPENDENT SCHOOL DISTRICT NO.624**  
**Department of Human Resources**

<b>RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF</b>
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**JESSICA EBERT**– Pupil Support Assistant, Otter Lake Elementary  
Employed by District 624 since 02/11/2019  
Effective Date: 08/19/2019

**REBECCA HANSON**– Pupil Support Assistant, Willow Lane Elementary  
Employed by District 624 since 11/27/2017  
Effective Date: 08/19/2019

**CLIFFORD LUTZ**– Custodian, Vadnais Heights Elementary  
Employed by District 624 since 08/19/2019  
Effective Date: 09/20/2019

**MEGAN THOMPSON**– Pupil Support Assistant, Willow Lane Elementary  
Employed by District 624 since 02/11/2019  
Effective Date: 08/16/2019

**BRITTNEY TRUEN**– Program Assistant Leader, Hugo Elementary  
Employed by District 624 since 08/27/2012  
Effective Date: 09/18/2019

<b>FULL TIME LEAVE OF ABSENCE – CLASSIFIED STAFF</b>
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**MARK PLASTER**– Custodial, Area Learning Center  
Employed by District 624 since 08/23/1988  
Effective Date: 07/09/2019 for up to 1 Year

<b>FULL TIME LEAVE OF ABSENCE – CERTIFIED STAFF</b>
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**ALLISON BERGLIN**– Special Education Teacher, WBLAHS – North Campus  
Employed by District 624 since 08/22/2016  
Effective Date: 08/26/2019 through 10/07/2019

**BROOKE BERGMANN**– Special Education Teacher, Sunrise Park Middle School  
Employed by District 624 since 08/21/2013  
Effective Date: 08/26/2019 through 10/25/2019

**MAGGIE CLARK**– Grade 5 Teacher, Oneka Elementary  
Employed by District 624 since 03/30/2015  
Effective Date: 09/09/2019 through 12/19/2019

**JILLIAN FAGERNESS**– Special Education Teacher, Sunrise Park Middle School  
Employed by District 624 since 08/19/2019  
Effective Date: 09/03/2019 through 11/08/2019

**JOHN FORESTELL**– Language Arts Teacher, Area Learning Center  
Employed by District 624 since 08/21/2008  
Effective Date: 09/17/2019 through 10/25/2019

**SARAH FORESTELL**– Spanish Teacher, WBLAHS – North Campus  
Employed by District 624 since 08/27/2009  
Effective Date: 09/17/2019 through 12/06/2019

**NORMALYN HALEY**– Grade 4 Teacher, Vadnais Heights Elementary  
Employed by District 624 since 08/21/2013  
Effective Date: 08/26/2019 through 11/01/2019

**LINDSEY HEMPSTEAD**– Grade 3 Teacher, Oneka Elementary  
Employed by District 624 since 09/14/2015  
Effective Date: 08/26/2019 through 11/29/2019

**KRISTI HOLMAN**– Spanish and AVID Teacher, Central Middle School  
Employed by District 624 since 08/20/2014  
Effective Date: 08/26/2019 through 10/21/2019

**ANGELA PETERSON**– Mathematics Teacher, WBLAHS – North Campus  
Employed by District 624 since 08/21/2017  
Effective Date: 08/26/2019 through 09/25/2019

<b>CHANGE IN ASSIGNMENT - CLASSIFIED</b>
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**ELIZABETH FISCHER** – From Program Assistant Leader, Birch Lake Elementary  
To Pupil Support Assistant, Lakeaires Elementary  
\$18.77 per hr., 32.5 hrs., per week, \$20,862.85  
Effective Date: 09/12/2019

**TERA KUNZE-MOORE** – From Behavior Management Asst., Matoska Elementary  
To Pupil Support Assistant, Matoska Elementary  
\$18.77 per hr., 32.5 hrs., per week, \$21,838.89  
Effective Date: 09/02/2019

**DIANE SMITH** – From Program Aide, 28.75 hrs., per week, Willow Elementary  
To Program Assistant Leader, 30.0 hrs., per week, \$14.55 per hr, \$17,896.50  
Effective Date: 09/16/2019

**REFUGIO LEON ZAMUDIO** – Instructional Assistant, Vadnais Elementary Elementary  
From 28.0 hrs., per week to 35.0 hrs., per week  
\$18.33 per hr., \$20,016.36  
Effective Date: 09/02/2019

<b>EXTRA ASSIGNMENT – CERTIFIED STAFF</b>
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**JOSHUA LANE** – .1 FTE Language Arts Teacher, WBLAHS – South Campus  
MA+60, Step 8, \$6,793.00  
Effective Date: 2019-2020 School Year

**AMBER RUSTAND** – .1 FTE American History Teacher, Central Middle School  
MA, Step 11, \$7,703.80  
Effective Date: 2019-2020 School Year

<b>FULL TIME LEAVE REQUEST – CERTIFIED STAFF</b>
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**PAUL SEEBA**– Social Studies Teacher, WBLAHS – North Campus  
Employed by District 624 since 08/30/1999  
Effective Date: 2019-2020 School Year

<b>NEW PERSONNEL – CLASSIFIED STAFF</b>
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**STACY BERTELSEN**– Program Assistant & Lunch/Playground Super., Otter Lake Elementary  
\$13.98 per hr., 22.5 hours per week & \$17.63 per hr., 10 hours per week, \$19,051.83  
Effective Date: 09/12/2019

**DEBRA CAMPANARO**– BEAR Fun Assist. & Program Assistant, Lincoln & Hugo Elementary  
\$13.98 per hr., 23.75 hours per week, \$14,144.26  
Effective Date: 09/03/2019

**DOUGLAS COLLIER**– Custodian, WBLAHS – South Campus  
\$18.35 per hr. plus \$.30 Shift Differential, 40.0 hours per week, \$28,347.99  
Effective Date: 10/07/2019

**MARNIE DENN**– Part-Time Float Cook, District Wide  
\$15.09 per hr., 18.75 hours per week, \$8,771.06  
Effective Date: 10/08/2019

**JANN EDBERG**– Program Assistant, Hugo Elementary  
\$13.98 per hr., 12.5 hours per week, \$7,698.00  
Effective Date: 08/26/2019

**DELANIE FICEK**– Program Assistant, Vadnais Heights Elementary  
\$14.55 per hr., 22.5 hours per week, \$13,422.37  
Effective Date: 09/04/2019

**MICHAEL FINK**– Assist. Head Custodial Engineer, “A” Building, Central Middle School  
\$22.25 per hr. plus \$.30 Shift Differential, 40.0 hours per week, \$34,275.99  
Effective Date: 10/07/2019

**ANTHONY KROMVIG**– Custodian, Vadnais Heights Elementary & WBLAHS – South Campus  
\$18.35 per hr. plus \$.30 Shift Differential, 40.0 hours per week, \$28,347.99  
Effective Date: 10/07/2019

**CHRISTINE LA PEAN**– Instructional Assistant (ADSIS), Matoska Elementary  
\$18.33 per hr., 25 hours per week, \$16,405.35  
Effective Date: 09/13/2019

**ASHEANNA LEE**– Program Assistant, Hugo Elementary  
\$13.98 per hr., 13.5 hours per week, \$7,586.94  
Effective Date: 09/20/2019

**ALICIA LEWIS**– Pupil Support Assistant, Vadnais Heights Elementary  
\$18.77 per hr., 32.5 hours per week, \$20,862.85  
Effective Date: 09/12/2019

**HEATHER OSWALD**– Pupil Support Assistant, Willow Lane Elementary  
\$18.77 per hr., 32.5 hours per week, \$21,106.86  
Effective Date: 09/10/2019

**TIANDRA SHRESTHA**– Program Assistant, Birch and Otter Lake Elementary  
\$13.98 per hr., 18.0 hours per week, \$10,065.60  
Effective Date: 09/23/2019

**SHANNON SIMPKINS**– Part-Time Cook, WBLAHS – North Campus  
\$15.09 per hr., 18.75 hours per week, \$9,619.87  
Effective Date: 09/23/2019

<b>NEW PERSONNEL – NON-AFFILIATED</b>
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**LORI GRADY** – Preschool Teacher, Hugo Elementary  
7 hrs., per week, \$7,580.16  
Effective Date: 2019-2020 School Year

<b>NEW PERSONNEL – CERTIFIED STAFF</b>
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**MOLLY LEE** – .75 FTE Elementary Media Coordinator, District Wide  
BA, Step 2, \$33,356.87  
Effective Date: 09/23/2019

<b>LONG TERM SUBSTITUTE – CERTIFIED STAFF</b>
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**ANGELA HAASCH** – .6 FTE EL Teacher, Lakeaires and Lincoln Elementary  
MA, Step 12, \$50,633.00  
Effective Date: 10/02/2019 through 06/08/2020

**MARY HELLMARK** – Spanish Teacher, WBLAHS – North Campus  
BA, Step 4, \$15,462.69  
Effective Date: 09/16/2019 through 12/09/2019

**MICHELLE JOHNSON** – .5 FTE Kindergarten Teacher, Birch Lake Elementary  
BA, Step 6, \$21,483.17  
Effective Date: 10/04/2019 through 06/08/2020

**NANCY KIRSCH-HIGGS** – Special Education Teacher, Oneka Elementary  
\$330.00 per day, 54 days  
Effective Date: 08/26/2019 through 11/12/2019

**HANNAH KRANZ** – 5<sup>th</sup> Grade Teacher, Oneka Elementary  
BA, Step 2, \$17,130.18  
Effective Date: 09/09/2019 through 12/20/2019

**MAXWELL SCHMETTERER** – Language Arts Teacher, Area Learning Center  
\$260.64 per day, 31 days  
Effective Date: 09/19/2019 through 10/31/2019

**KAY ZWIERS** – .4 FTE Special Education Teacher, WBLAHS – North Campus  
BA, Step 2, \$16,836.70  
Effective Date: 2019-2020 School Year

# **B. PUBLIC FORUM**

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

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

# **C. INFORMATION ITEMS**

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **October 14, 2019**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

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



## **D. DISCUSSION ITEMS**

AGENDA ITEM: **2018-19 World's Best Workforce Summary**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

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### **Background:**

At the work-study meeting on September 23, Sara Paul and Brian Morris discussed the 2018-19 World's Best Workforce academic goals and results. The data will be included in the Combined World's Best Workforce / Achievement and Integration Progress Report that will be submitted to the Minnesota Department of Education.

In accordance with Minnesota Statutes, section 120B.11, the school board must publish an annual report on the previous year's plan and hold an annual public meeting to review goals, outcomes and strategies. The World's Best Workforce / Achievement and Integration Progress Report will be presented at tonight's School Board meeting.

## 2017-18 World's Best Workforce Report Discussion:

### Goals, Results and Trend Analysis

#### All Students Ready for School

Goal	Results	Trends and Future Actions
In 2017-18, the number of children age 3 – 5 participating in early childhood screening will increase by at least 3% over the number of children screened in 2016-17.	In 2017-18, 625 children between the ages of 3 - 5 participated in early childhood screening. This is a 9 percentage point decrease from the 667 students who participated in screening in 2016-17.	While there was a one-year dip in screening rates, the trend has been an increase from 596 in 2015 to 625 in 2018, an increase of 4.9% over three years. Early childhood screening happens through multiple providers, not just our school district. We want all children to participate in early childhood screening whether through the district or elsewhere. This year we will be introducing new t-shirts as part of an awareness building strategy of the importance of early childhood screening.

## All Students in Third Grade Achieving Grade-Level Literacy

Goal	Results	Trends and Future Actions																		
The percentage of grade 3 students proficient on the MCA-III Reading assessment will increase by at least 3 percentage points, from 64.6% in 2017 to above 66.5% in 2018.	<table><tr><td>MCA Reading, Gr3</td><td>White Bear</td><td>MN</td></tr><tr><td>2017</td><td>64.6%</td><td>57.0%</td></tr><tr><td>2018</td><td>65.1%</td><td>56.2%</td></tr></table>	MCA Reading, Gr3	White Bear	MN	2017	64.6%	57.0%	2018	65.1%	56.2%	A cohort view of reading proficiency for our 2017 third graders shows that 80% had medium to high growth as fourth grader in 2018, leading to a 3% increase by 4th graders over their 3rd grade proficiency level.									
	MCA Reading, Gr3	White Bear	MN																	
	2017	64.6%	57.0%																	
	2018	65.1%	56.2%																	
	<table><tr><td>Grade 3 MCA Reading Proficiency</td><td>Asian</td><td>Hispanic</td><td>Black</td><td>Two or more races</td><td>White</td></tr><tr><td>2018</td><td>46.7%</td><td>58.0%</td><td>41.4%</td><td>55.0%</td><td>70.7%</td></tr><tr><td>Number of Students</td><td>60</td><td>50</td><td>29</td><td>60</td><td>488</td></tr></table>	Grade 3 MCA Reading Proficiency	Asian	Hispanic	Black	Two or more races	White	2018	46.7%	58.0%	41.4%	55.0%	70.7%	Number of Students	60	50	29	60	488	Phonemic Awareness metrics show that we need to address challenges primary-grade learners are having with Letter Sounds and Decodable Words. Our Kindergarten summer preschool assessments have been refined to include more assessments that measure phonemic awareness.
	Grade 3 MCA Reading Proficiency	Asian	Hispanic	Black	Two or more races	White														
	2018	46.7%	58.0%	41.4%	55.0%	70.7%														
	Number of Students	60	50	29	60	488														
	<table><tr><td>Grade 3 MCA Reading Proficiency</td><td>EL</td><td>SpEd</td><td>FRL</td></tr><tr><td>2018</td><td>17.1%</td><td>50.0%</td><td>45.2%</td></tr><tr><td>Number of Students</td><td>41</td><td>100</td><td>217</td></tr></table>	Grade 3 MCA Reading Proficiency	EL	SpEd	FRL	2018	17.1%	50.0%	45.2%	Number of Students	41	100	217	Interventions are in place to support students to read at proficient levels. 63% of Asian and Hispanic 2018 third grade students that did not reach proficiency will continue to receive additional supports via EL services. All of our students who have not reached proficiency will receive tier 2 and tier 3 reading interventions in addition to core classroom literacy instruction.						
	Grade 3 MCA Reading Proficiency	EL	SpEd	FRL																
2018	17.1%	50.0%	45.2%																	
Number of Students	41	100	217																	
We did not meet our goal of a 3 percentage point increase in grade 3 proficiency for 2018. Across the MCA tested grades, we had a 2.3 percentage point increase in proficiency consisting of a 0.5 point increase in third grade, a 3.8 point increase in 4th grade, and a 2.0 point increase in 5th grade.																				
In 2018/19 we will fully implement our Common Interim Assessments, which provide consistent checkpoints and feedback aligned to state literacy standards																				

## Close the Achievement Gap(s) Among All Groups

Goal	Results	Trends and Future Actions
<p>One of our strategic priorities is to ensure that all rigorous program offerings have participation that mirrors the demographics of the district.</p> <p>Our 2017-18 goal was to increase participation in concurrent enrollment courses for all racial/ethnic and socio-economic groups. Our goal participation rate was raised from 51% in 2016 to 61% in 2018.</p>	<p>Participation increased from 51% in 2016 to 61% in 2018. Participation gaps were effectively narrowed across nine racial/ethnic and economic groups. In 2018, participation equity was achieved by Asian students. Participation increased across all demographic groups</p> <p>77% of our 2018 graduates participated in at least one college level class. 32% of 2018 10th graders have participated in at least one college level class.</p>	<p>Participation equity for other groups is on track to be achieved by 2019.</p> <p>Registration of 11th and 12th graders in college level courses for the 2018-19 school year is at 66%.</p> <p>Participation equity has been reached at the 66% percent rate among students who are Asian, Black or African American, and Multiracial who are from families with Medium or High income.</p> <p>In 2018/19, we will begin our fourth year of applying equitable enrollment strategies which identify students who have not registered but have data indicating readiness for college level coursework. Providing ongoing support for students and professional development for staff has been critical to our success.</p>

## All Students Career- and College-Ready by Graduation

Goal	Results	Trends and Future Actions
By 2018, the percentage of WBLAHS graduates who are enrolled in developmental coursework during their first two years of post-secondary education will decrease from 24% to 15%.	We are making significant progress towards this goal. The most recent class for which we have complete data is the class of 2016. 19% of the class of 2016 enrolled in developmental coursework during the first or second year of college.	<p>The percent of White Bear graduates who have needed developmental coursework in college has steadily decreased from 35% of 2012 graduates to 19% of 2016 graduates. This means that less students need to take non-credit bearing courses when they go to Century.</p> <p>We are on track for reaching our goal of decreasing the number of students needing developmental coursework to 15% for the class of 2018. The class of 2018 developmental coursework data will be available in 2020.</p>
By the 2018 school year, the percentage of WBLAHS and ALC students registered in at least one career pathway course will increase by three percentage points, from 9% in 2017 to 12% in 2018.	We have exceeded the second goal for 2018. 406 students participated in at least one Career Pathways course in 2018.	406 students represents 16% of all White Bear students in grades 9 through 12 in 2018. These 406 students took Career Pathways courses in Manufacturing, Construction, Healthcare, and Information Technology. We expect that participation rate to continue to increase. Courses within career pathways are being offered at all high school campuses and, during the 2018-19 school year, 502 students are registered for at least one pathway course. In addition to the instruction and guidance of classroom teachers, our Career Pathway program is supported by a Career Navigator and a College and Career Counselor.

## All Students Graduate

Goal	Results	Trends and Future Actions
<p>The percentage of students graduating within four years will increase by one percentage point, from 91% in 2015/16 to 92% in 2016/17.</p>	<p>The four-year graduation rate for the class of 2017 was 88.7%. 6.9% of the class of 2017 are still in progress to complete their graduation requirements. 3% dropped out and 1.4% had unknown status.</p> <p>Our 7-year graduation rate, which includes students at our Transition Education Center and students who continued beyond four years at the Area Learning Center, was 94%.</p>	<p>Over the past five years, the range of 4-year graduation rate was 88% to 92%. Official school district graduation rates for 2018 will be released by Minnesota Department of Education in February, 2019.</p> <p>The White Bear ALC was recognized for having a 7-year graduation rate among the top 5% of ALCs in the state.</p>

## **2017-18 World's Best Workforce Committee Members**

### **WBWF Committee Member**

### **Role in District**

James Barnett	Support Staff
Christy Barlett	Parent
Deb Beloyed	Community Resident/Parent
Jan Chamberlin	Parent
Kim Chapman	Community Resident/Parent
Marisol Chiclana-Ayala	Parent
Lyn Haselmann	Parent
Angie Jones	Parent
Victoria Leoni	Parent
Dr. Wayne Kazmierczak	Superintendent
Ann Malwitz	Teaching and Learning Coordinator
Myron Medcalf	Parent
Brian Morris	Assessment Coordinator
Don Mullin	Community Resident/Parent
Sara Paul	Assistant Superintendent
Jill Pearson	Teaching & Learning Coordinator
Jan Peterson	Parent
Cami Raeburn	Parent
Briana Santoscoy	Support Staff
Dan Schmidt	Principal
Tim Schochenmaier	Principal
Leslie Sieleni	Parent
Nancy Thom	Teacher/Parent
Malia Yang-Xiong	Support Staff
Jordan Zickerman	Support Staff
Ashley Rensted	Student
Elias Marquez Guterrez	Student
Makena Pratt	Student





# Measures of Academic Success, 2018/19

World's Best Workforce / Achievement and Integration Summary Report  
Sara Paul- Assistant Superintendent for Teaching and Learning  
Brian Morris- Assessment Coordinator

School Board Meeting  
October 14, 2019



## Striving for the World's Best Workforce

1. All children are ready to start kindergarten
2. All third-graders can read at grade level.
3. All achievement gaps between students are closed
4. All student are ready for career and/or postsecondary education
5. All students graduate from high school.

## 1. All Children are ready to start kindergarten.

- Kindergarten Screening
- Pre-K participation



## 2. All 3rd graders can read at grade level.

- MCA Reading, grade 3



### 3. All Achievement gaps between students are closed.

- Equitable access and participation in college level coursework.



### 4. All students are ready for career and/or post-secondary education.

- Remedial coursework beyond high school.
- Career Pathway participation.

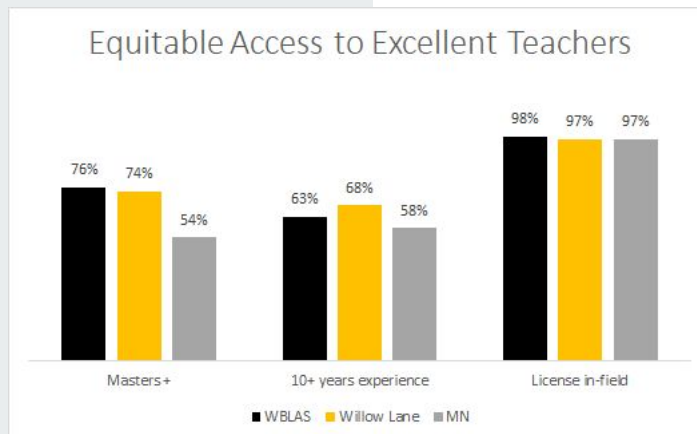


## 5. All students graduate from high school.

- Class of 2018 4-year graduation rate.
- Students continuing to successful graduation.



## Equitable Access to Excellent Teachers





## **Achievement and Integration Goals**

**Goal 1:** Increase graduation rate to 96% by 2020.

**Goal 2:** Close achievement gaps in reading and math by 15 percentage points.

**Goal 3:** Increase the participation rate in rigorous coursework of traditionally underserved students who are college and career ready.

**Goal 4:** Increase reading proficiency at Willow Lane, as measured by MCA, to 70.8% proficient by 2020.

AGENDA ITEM: Sustainability Update

MEETING DATE: October 14, 2019

SUGGESTED DISPOSITION: Discussion Item

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

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**Background:**

At the work-study meeting on September 23 Sara Paul was joined by Operations Coordinator Dan Roeser, students, and educators to discuss how the culture of sustainability in the White Bear Lake Area Schools has impacted district operational excellence and community engagement.

At tonight's meeting Sara Paul and Dan Roeser will provide an update.

# White Bear Lake Area Schools Sustainability Update

Sara Paul- Assistant Superintendent for  
Teaching and Learning  
Dan Roeser- Operations Coordinator  
Madison Carroll- School Board Student Liaison  
October 14, 2019

## Sustainability Practices are Part of the WBLAS Culture



- We are stewards of the earth.
- Learning enriches one's quality of life.
- Challenge leads to innovation and growth.
- Communities with shared goals have unlimited potential.

## LED Lighting

- All secondary gyms
- Larger parking lots
- Other quick payback areas-maximizing rebates being offered.



## Solar Panels

- Installations completed Oneka, Willow, Birch, Lakeaires, Matoska. Sunrise starting soon.
- Access to Data for Learning
- Partnership Opportunities





## Waste Reduction and Recycling Program

- Recognized as Model Program by Ramsey and Washington Counties
- All Schools have Standardized Food to Hogs Program and Milk Carton Recycling
- Food donations to local NonProfits
- Students Play a Large Role In Success

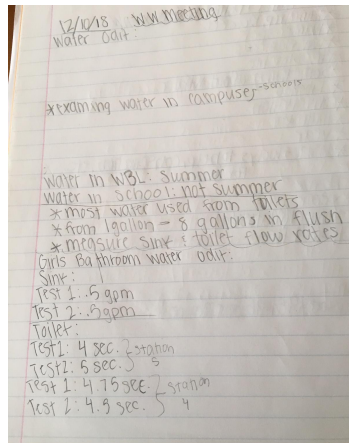


## Water Conservation

- Benchmarked our water usage to identify and correct problems
- Automated irrigation systems
- Piloted a new technology at Willow, then expanded to Lincoln, Central and DC.
- Groundwater Conservation Assessments at Vadnais and Matoska

# Matoska Water Warriors

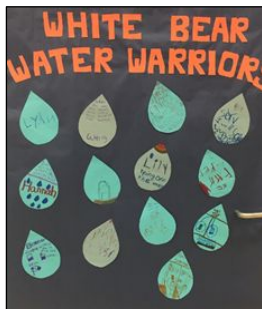
Students worked with Environmental Resource Specialists from Ramsey and Anoka County to measure water usage throughout the school



Legislative Funding  
Used to Develop  
Standards-Based  
Instruction



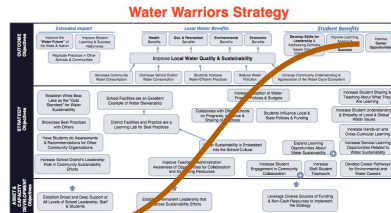
Partnership  
with  
H2O for Life



# Jumping Curves



Engaging students in R2R standards based curriculum.



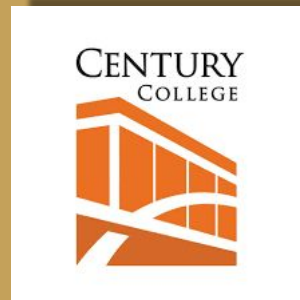
2019-20  
Statewide  
Student  
Summit

From the Classroom to Collective Impact|

## Energy Efficiency- Automation Systems

### Manufacturing Processing and Production Course

- Part of Manufacturing Pathway
- Dual Enrollment with Century College
- Partnership with Trane



## Energy Efficiency- Learning through Collaboration



## White Bear Lake AV Shuttle Partners

- City of White Bear Lake
- White Bear Lake Area Chamber
- Newtrax
- White Bear Lake School District
- White Bear Area Senior Program
- Century College
- University of MN Humphrey School
- University of MN Center for Transportation Studies
- Phoenix Alternatives, Inc.
- YMCA
- Ramsey County
- Community Foundation
- Northeast Contemporary Services, Inc. (NCSI)
- AECOM





## Potential Value

- Targets mobility for elderly and disabled
- Promotes better health / quality of life
- Establishes AV education program for students
- Addresses workforce development
- Establishes partnerships and sharing of lessons learned
- Meets priorities in Governor's CAV Executive report
- Becomes framework for future replication throughout Minnesota



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GO  
BEARS!

AGENDA ITEM: **Policy 601, School District Curriculum and Instruction Goals**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 601, School District Curriculum and Instruction Goals, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. Changes were made to the following sections: Purpose; General Statement of Policy; Definitions; and Long-Term Strategic Plan.

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and federal law and are in alignment with the District mission statement and to support the World's Best Workforce.

**RECOMMENDED ACTION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 11 School Board meeting agenda or a subsequent meeting for action.

*Adopted: May 26, 1998*  
*Revised: June 11, 2001*  
*Revised: October 11, 2010*  
*Revised: June 13, 2016*

*White Bear Lake Area*  
*School District #624 Policy 601*

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. ~~PURPOSE AND GENERAL STATEMENT OF POLICY~~**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and federal law and are the Federal Every Student Succeeds Act (ESSA) in alignment in alignment with the District mission statement and to support the World's Best Workforce, ~~in which all learning in the school district should be directed and for which all school district learners should be held accountable.~~

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to deliver on our mission and support the "World's Best Workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill(s) that a student must master to complete part or all of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to the expected knowledge, and skills, and career and college readiness. ~~necessary to be successful in college and career.~~
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district, school site, and student progress in striving to create the world's best workforce and must include at least the following:
  - 1. Student performance on the National Assessment of Educational Progress where applicable;
  - 2. The size of the academic achievement gap and rigorous course taking the ~~percentage of students taking rigorous and~~, including college-level advanced placement, ~~international baccalaureate~~, postsecondary enrollment options including concurrent enrollment, other statutorily recognized courses of study or industry certification courses or programs and enrichment experiences by student subgroup;

3. Student performance on the Minnesota Comprehensive Assessments;
  4. High school graduation rates; and
  5. Career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s Best Workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### IV. LONG-TERM STRATEGIC PLAN

- A. The School Board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. Clearly defined school district and school site goals and benchmarks for instruction and student achievement for all ~~nine~~ student categories identified in state and federal law; ~~under the Every Student Succeeds Act (ESSA) and student gender categories of male and female;~~
  2. ~~Process for assessing and evaluating each student’s progress toward meeting state and local academic standards for identifying the strengths and weaknesses of instruction in pursuit of student and school success, for identifying curriculum affecting students’ progress and growth toward career and college readiness in alignment with the world’s best workforce;~~  
  
A process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to underrepresented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
  3. ~~A process to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;~~  
  
A system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student



outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

4. Strategies for improving instruction, curriculum, and student achievement, the academic achievement of English Learners, and where practicable, the native language development and the academic achievement of English learners;
  5. A process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
  6. Education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
  7. An annual budget for continuing to implement the school district plan.
- B. School district site and school site goals shall include the following: ~~strategies that will demonstrate progress towards the broad goals of “world’s best workforce” legislation.~~
1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:  
[\*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]
    - a. reading, writing, speaking, listening, and viewing in the English language;
    - b. mathematical and scientific concepts;
    - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
    - d. creative and critical thinking, decision making, and study skills;
    - e. work readiness skills;
    - f. global and cultural understanding.
  2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
    - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
    - b. bring many perspectives, including historical, to contemporary issues;
    - c. develop an appreciation and respect for democratic institutions;
    - d. communicate and relate effectively in languages and with cultures other than the student’s own;
    - e. practice stewardship of the land, natural resources, and environment;
    - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.

3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
  - a. establishing and achieving personal and career goals;
  - b. adapting to change;
  - c. leading a healthy and fulfilling life, both physically and mentally;
  - d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner; 601-5
  - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
  - a. appreciate, understand, and accept human diversity and interdependence;
  - b. address human problems through team effort;
  - c. resolve conflicts with and among others;
  - d. function constructively within a family unit;
  - e. promote a multicultural, gender-fair, disability-sensitive society.

C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district shall identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year and shall identify students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment.
2. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
  - a. the student's reading proficiency as measured by a locally adopted assessment;
  - b. reading-related services currently being provided to the student and the

student's progress; and

c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages. This provision may not be used to deny a student's right to a special education evaluation.

3. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.
4. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.011 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act – ESSA, formerly No Child Left Behind Act)

**Cross References:** WBLASB Policy 104 (School District Mission Statement)  
WBLASB Policy 613 (Graduation Requirements)  
WBLASB Policy 614 (School District Testing Plan and Procedure)

WBLASB Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Plan and LEP Students)

WBLASB Policy 616 (School District System Accountability)

WBLASP Policy 618 (Assessment of Student Achievement)

AGENDA ITEM: **Policy 603, Curriculum Development**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 603, Curriculum Development, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. Changes were made in section III. Responsibility and Legal References.

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

**RECOMMENDED ACTION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 11 School Board meeting agenda or a subsequent meeting for action.

*Adopted: October 27, 1997*  
*Revised: June 11, 2001*  
*Revised: December 14, 2009*  
*Revised: January 10, 2011*  
*Revised: February 13, 2012*  
*Revised: March 11, 2013*  
*Revised: February 10, 2014*

## **603 CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### **II. GENERAL STATEMENT OF POLICY**

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall have parent/guardian, teacher, support staff, student, community resident, and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from Kindergarten through grade twelve.
  - 2. Identify objectives for each course and at each elementary grade level.
  - 3. Provide for continuing evaluation of programs for the purpose of attaining the school district mission.

4. Provide a program for ongoing monitoring of student achievement and progress.
  5. Provide for specific, particular, and special needs of all members of the student community.
  6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with statute.
  7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
  8. Meet all requirements of the Minnesota Department of Education and ~~the No Child Left Behind Act~~ federal law.
- D. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- D.E. The superintendent shall be responsible for keeping the School Board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and for periodically presenting recommended modifications for School Board review and approval.
- E.F. The superintendent shall have discretionary authority to develop guidelines and directives to implement School Board policy relating to curriculum development.

***Legal References:***

Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)  
Minn. Rule 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics) 603-3  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science) Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development) Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies) Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education) 20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

***Cross References:***

WBLASB Policy 604 (Instructional Curriculum)  
WBLASB Policy 605 (Alternative Programs)  
WBLASB Policy 613 (Graduation Requirements)  
WBLASB Policy 614 (School District Testing Plan and Procedure)  
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs,  
Section 504 Plan, and LEP Students)  
WBLASB Policy 616 (School District System Accountability)  
WBLASB Policy 618 (Assessment of Student Achievement)  
WBLASB Policy 619 (Staff Development for Standards)  
WBLASB Policy 620 (Credit for Learning)



AGENDA ITEM: **Policy 613, Graduation Requirements**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 613, Graduation Requirements, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. Changes were made in section III. General Statement of Policy; III. Definitions; IV. District Assessment Coordinator; V. Graduation Requirements; VI. Graduation Credit Requirements; VII. Graduation Standards Requirements; VIII. Early Graduation; and Legal References.

The purpose of this policy is to set forth requirements for graduation from the school district.

**RECOMMENDED ACTION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 11 School Board meeting agenda or a subsequent meeting for action.

*Adopted: September 8, 1997*  
*Revised: June 11, 2002*  
*Revised: July 18, 2005*  
*Revised: November 8, 2007*  
*Revised: December 14, 2009*  
*Revised: April 11, 2011*  
*Revised: February 13, 2012*

*White Bear Lake Area  
School District #624 Policy 613*

## **613 GRADUATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. GENERAL STATEMENT OF POLICY**

~~The policy of the school district is that all students must satisfactorily complete, as determined by the school district, all course credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate.~~

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later; must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### **III. DEFINITIONS**

- A. ~~“Course credit” is equivalent to a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.~~
- B. ~~“English Language Learners” or “ELL” students means individuals whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.~~
- C. ~~“GRAD” means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.~~
- D. ~~“Individualized Education Plan,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.~~
- E. ~~“Section 504 Accommodation” means the defined appropriate accommodations or~~

modifications that must be made in the school environment to address the needs of an individual student with disabilities.

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted 613-2 by lack of English language proficiency.
- D. “GRAD” means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.
- E. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- F. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

#### **IV. ~~TEST ADMINISTRATOR~~ DISTRICT ASSESSMENT COORDINATOR**

The superintendent or designee shall be named the school district test coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

#### **V. GRADUATION REQUIREMENTS**

- A. ~~All students must pass the Minnesota State assessments in reading, mathematics, and written composition as per Minnesota State requirements in order to graduate. Students who have not successfully passed a basic skills test by the end of the 2011-2012 school year must pass the GRAD as set forth in Section V.B. and V.C.~~
- B. ~~For students enrolled in grade 8 in the 2005-2006 school year and later, only the following options shall fulfill students’ state graduation test requirements:~~
  - ~~1. for reading and mathematics:~~

- a. ~~obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;~~
- b. ~~achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;~~
- e. ~~achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan;~~
- d. ~~obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or~~
- e. ~~achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and~~

2. ~~for writing:~~

- a. ~~achieving a passing score on the GRAD;~~
- b. ~~achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;~~
- e. ~~achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or~~
- d. ~~achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.~~

C. For students enrolled in grade 8 in any school year from the 2005-2006 school year to the 2009-2010 school year who do not pass the mathematics GRAD under Section

~~V.B.1., above, are eligible to receive a high school diploma with a passing state notation if they:~~

- ~~1. complete with a passing score or grade all state and local coursework and credits required for graduation by the school board granting the students their diploma;~~
- ~~2. participate in district-prescribed academic remediation in mathematics; and~~
- ~~3. fully participate in at least two retests of the mathematics GRAD test or until they pass the mathematics GRAD test, whichever comes first.~~

~~*[Note: Section V.C. applies to the 2009-2010 through 2013-2014 school years only.]*~~

- ~~D. All students must satisfactorily complete an appropriate number of credits as approved by the School Board and identified in the White Bear Lake Area Schools Registration Guide or have met the requirements of an IEP or 504 plan.~~

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

A. encouragement to participate on a nationally normed college entrance exam in grade 11 or grade 12;

B. achievement and career and college readiness tests in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:

1. monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and

2. based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
- C. consistent with this paragraph and Minn. Stat. § 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- D. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- E. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- F. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## **VI. STUDENTS IN UNIQUE SITUATIONS**

~~In order to graduate from the school district, all students must fulfill the graduation test requirements in reading, mathematics, and writing established by Minn. Stat. §§ 120B.02 and 120B.30 as set forth in Sections V.A., V.B., and V.C., above, with the following exceptions:~~

- A. ~~ELL students are required to pass the GRAD only if they have been enrolled in any Minnesota school for at least four consecutive years. An ELL student who first enrolls in a Minnesota school in grade 9 or above and who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD;~~

- B. ~~Shared-time students are not required to pass the GRAD unless they intend to graduate from the school district.~~
- C. ~~Students who have transferred from another state will not be required to pass the GRAD if they passed graduation examinations in other states with examinations acceptable to MDE.~~
- D. ~~Students with IEPs or 504 accommodation plans will be tested and required to pass the GRAD as specified in the students' IEPs or 504 accommodation plans.~~

## VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
- C. Students in the graduation class of 2015 and beyond must complete an algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits.
- H. Credit equivalencies
  - 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under

Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must demonstrate their understanding of the following academic standards:
  1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):



1. Minnesota Academic Standards, English Language Arts K-12;
2. Minnesota Academic Standards, Mathematics K-12;
3. Minnesota Academic Standards, Science K-12;
4. Minnesota Academic Standards, Social Studies K-12; and
5. Minnesota Academic Standards, Physical Education K-12.

D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.

E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

## **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minnesota Statutes, Section 120B.07 upon meeting the following conditions:

- A. All course, standards, and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

## **VIII. NOTICE**

~~Within 30 working days of a student's entry into grade 9 or transfer into the district during or after grade 9, the school district will notify students and their parents of the school district's graduation requirements and the grade in which the student will have the first opportunity to take a GRAD. The school district also will provide written notice of the GRAD results to parents and the student no later than 60 days after the school district receives the results and will provide written notice of the basic requirements test results no later than 90 days after the school district receives the results. The school district also will provide notice of remediation and/or additional testing opportunities and/or accommodations.~~

***Legal References:***

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

***Cross References:***

WBLASB Policy 104 (School District Mission Statement)  
WBLASB Policy 601 (School District Curriculum and Instruction Goals)  
WBLASB Policy 614 (School District Testing Plan and Procedure)  
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
WBLASB Policy 616 (School District System Accountability)  
White Bear Lake Area High School Registration Guide

AGENDA ITEM: **Policy 618, Assessment of Student Achievement**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 618, Assessment of Student Achievement, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. Changes were made in section I Purpose; II General Statement of Policy; III Definitions; IV Establishment of Criteria for Assessment; V Standards for Minnesota Academic Standards Performance Assessment; VII Career Exploration Assessment and Legal Reference.

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

**RECOMMENDED ACTION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 11 School Board meeting agenda or a subsequent meeting for action.

*Adopted: May 26, 1998*  
*Revised: August 27, 2001*  
*Revised: July 18, 2005*  
*Revised: January 11, 2010*  
*Revised: December 12, 2011*  
*Revised: March 14, 2016*

*White Bear Lake  
School District #624 Policy 618*

## **618 ASSESSMENT OF STUDENT ACHIEVEMENT**

### **I. PURPOSE**

The purpose of this policy is to institute a process for the establishment and revision of assessments to ~~be used to determine how well students have achieved the Minnesota Academic Standards.~~ measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

### **II. GENERAL STATEMENT OF POLICY**

The school district has established a procedure by which students shall complete ~~the Minnesota K-12 Academic Standards~~ Graduation Requirements. This procedure includes the adoption of assessment methods to be used in measuring student ~~learning~~ performance. The school district ~~continually~~ strives to continually enhance student achievement of ~~the Minnesota K-12 Academic Standards~~ Graduation Requirements.

### **III. DEFINITIONS**

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. ~~with content represented in state academic standards above the grade level of the student taking the assessment.~~ Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. ~~content represented in state academic standards below the student’s current grade level.~~ Notwithstanding the

student's grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.

- D. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- E. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. "Computer-adaptive assessments" means fully adaptive assessments. ~~computer-based tests that adapt, during the test administration, to the examinee's ability level.~~
- G. "Cultural competence," for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and ~~whose primary language is different than one's own, and/or who are from different socioeconomic backgrounds.~~
- H. "Elective standards" means a locally adopted expectation for student learning in career and technical education and world languages.
- I. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. "Fully adaptive assessments" ~~feature~~ include on-grade level test items and items that may be above or below a student's grade level.
- K. "On-grade level" test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. "Required standard" means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

#### IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The Assessment Coordinator shall establish criteria by which student performance of ~~the Minnesota K-12 Academic Standards~~ local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the School Board for approval. Upon approval by the School Board, the criteria shall be deemed part of this policy.
- B. The Superintendent shall ensure that students and parents or guardians are provided with notice of the process or processes by which ~~the Minnesota K-12 Academic Standards~~ academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the assessments under the Minnesota ~~K-12~~ Academic Standards.

#### V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

##### A. Benchmarks

The school district will offer, and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. ~~academic knowledge and skills to allow students to satisfactorily complete a state standard by the use of grade-level or high school level benchmarks.~~ These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

##### B. Statewide Academic Standards Testing

- 1. The school district will utilize state constructed tests developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards
- 2. The school district will administer annually, in accordance with the process determined by the MDE Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
  - a. ~~annual reading language arts and mathematics assessments in grades three through eight and at the high school level;~~

- b. ~~annual science assessments in one grade in the grades three through five span, the grades six through eight span, and a life science assessment in the grades nine through twelve span.~~
  - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
  - b. high school reading in grade 10, and mathematics in grade 11, and a high school writing test, when it becomes available; and
  - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
- 3. The school district will develop and administer locally constructed assessments in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
- 4. ~~Students for whom the statewide or locally constructed tests are inappropriate, as determined by the student's individualized education program team, or students with limited English proficiency, shall be exempt from the tests or provided appropriate, technically sound accommodations or alternate assessments for statewide and local testing with the approval of the student's parent or guardian.~~
- 54. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
- 65. For students in grade eight in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. ~~For other students, this record of progress must be made as soon as practicable.~~ In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established School Board criteria, demonstrate exemplary academic achievement during high school.

6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Commissioner of Education must create and publish a form for parents and guardians that:
  - a. explains the need for state academic standards;
  - b. identifies the state assessments that are aligned with state standards;
  - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
  - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
  - e. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and
  - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

~~D~~-VI Rigorous Course of Study Waiver

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the School Board determines that the student:
  1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;



2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and
  3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.
- B. The School Board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a postsecondary enrollment options course or program or an Advanced Placement or College in the Schools course is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

## **VII. CAREER EXPLORATION ASSESSMENT**

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use career exploration assessments, beginning no later than grade nine, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. ~~Though not a high school graduation requirement,~~ All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally recognized college entrance exam. ~~With funding provided by the state, the district shall pay the cost, one time, for an interested student in grade~~ in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay

~~to take a nationally recognized college entrance exam before graduating. A student must be able to take the exam under this paragraph at the student's high school during the school day or at any site available to students in the district. A student who demonstrates attainment of required state academic standards, which include career and college readiness benchmarks, on high school assessments under subdivision 1a is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.~~

- € D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- Đ. E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

**Legal Reference:** Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies) Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education) 20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

***Cross References:*** WBLASB Policy 104 (School District Mission Statement)  
WBLASB Policy 601 (School District Curriculum and Instruction Goals)  
WBLASB Policy 613 (Graduation Requirements)  
WBLASB Policy 614 (School District Testing Plan and Procedure)  
WBLASB Policy 615 (Testing Accommodations, Modifications, And Exemptions for IEPs, Section 504 Plans and LEP Students)  
WBLASB Policy 616 (School District System Accountability)

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

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 618, Assessment of Student Achievement, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. Changes were made in section I Purpose; II General Statement of Policy; III Standards for Staff Development; IV Training and Professional Development; and Legal References.

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

**RECOMMENDED ACTION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 11 School Board meeting agenda or a subsequent meeting for action.

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

*White Bear Lake  
School District #624 Policy 619*

## **619 STAFF DEVELOPMENT FOR STANDARDS**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. STANDARDS FOR STAFF DEVELOPMENT**

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

#### IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

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

B. Teacher/Administrators

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

***Legal References:***

- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
- Minn. Stat. § 122A.16 (Qualified Teacher Defined)
- Minn. Stat. § 122A.60 (Staff Development Program)
- Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
- Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
- Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
- Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
- Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
- Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (~~No Child Left Behind Act~~ Every Student Succeeds Act)

***Cross References:***

WBLASB Policy 601 (School District Curriculum and Instruction Goals)

WBLASB Policy 613 (Graduation Requirements)

WBLASB Policy 616 (School District System Accountability)

# **E. OPERATIONAL ITEMS**



AGENDA ITEM: **Policy 205, Open Meeting and Closed Meetings**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 205, Open Meeting and Closed Meetings, has been reviewed by the School Board Policy Committee and Cabinet, had a first reading in September and is recommended for a second reading. The changes reflect updates to the legal section.

The purpose of this policy is to provide guidelines to assure the rights of the public to be present at School Board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

**RECOMMENDED ACTION:**

Approve Policy 205, Open Meeting and Closed Meetings, as recommended by the White Bear Lake Area School Board Policy Committee and Cabinet.

## ***White Bear Lake Area School Board Policy 205***

*Adopted: November 13, 1995*

*Revised: August 25, 2003*

*Revised: May 9, 2005*

*Revised: December 14, 2009*

*Revised: November 8, 2010*

*Revised: December 10, 2012*

*Revised: November 11, 2013*

***Revised: October 8, 2018***

### **205 OPEN MEETINGS AND CLOSED MEETINGS**

#### **I. PURPOSE**

- A. The School Board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The School Board shall conduct its business under a presumption of openness. At the same time, the School Board recognizes and respects the privacy rights of individuals as provided by law. The School Board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the School Board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at School Board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

#### **II. GENERAL STATEMENT OF POLICY**

- A. Except as otherwise expressly provided by statute, all meetings of the School Board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

#### **III. DEFINITION**

“Meeting” means a gathering of at least a quorum or more members of the School Board, or quorum of a committee or subcommittee of School Board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the School Board. The term does not include a chance or social gathering.

#### **IV. PROCEDURES**

- A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the School Board shall be kept on file at its primary offices. If the School Board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the School Board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the School Board's usual meeting room if there is no principal bulletin board, and on the school district website. The School Board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be physically posted, and posted on the school district website, and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the School Board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the School Board is required to send notice to that person only concerning those particular subjects.
- e. The School Board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the School Board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the School Board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The School Board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by electronic means or any other method used to notify the members of the School Board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the School Board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the School Board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. State. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of School Board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the School Board or its employees and distributed to or available to all School Board members shall be available in the meeting room for inspection by the public while the School Board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the School Board's authority and is reasonably necessary to conduct the business or agenda item before the School Board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The School Board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of School Board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public in accord with state law.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the School Board and its employees or their respective representatives are public meetings except when closed by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods are prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The School Board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the School Board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The School Board may close a meeting to evaluate the performance of an individual who is subject to its authority. The School Board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the School Board shall summarize its conclusions regarding the

evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the School Board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the School Board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the School Board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the School Board must give the coach the reasons in writing within 10 days of receiving the request.

- c. On the request of the coach, the School Board must provide the coach with a reasonable opportunity to respond to the reasons at a School Board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data, or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The School Board may close a meeting:
  - (1) to determine the asking price of real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and



- (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the School Board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the School Board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of School Board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the School Board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data

10. Security Matters

- a. The School Board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the School Board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four (4) years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The School Board shall provide notice of a closed meeting just as for an open meeting. A School Board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the School Board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 13D (Open Meeting Law)

Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)

Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Minn. Rules CH.5510 (Bureau of Mediation Services)

*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)

*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)

*The Free Press v. County of Blue Earth*, 677 N.W. 2d 471 (Minn. App. 2004)

*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)

*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993).

*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988).

*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983).

*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)

Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)

Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)

Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)

Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)

Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-00 (September 8, 2009)

Dept. of Admin. Advisory Op. No.08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:***

WBLASB Policy 204 (School Board Meeting Minutes)

WBLASB Policy 206 (Public Participation in School Board Meetings/ Complaints about Persons at School Board Meetings and Data Privacy Considerations)

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)

AGENDA ITEM: **Policy 402, Disability Nondiscrimination Policy**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 402, Disability Nondiscrimination Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in September, and is being recommended for a second reading. The changes are: 1) II.D – add a “s” to coordinator; and 2) addition to the legal references.

The purpose of this policy is to ensure disability nondiscrimination in employment as provided in state and federal law.

**RECOMMENDED ACTION:**

Approve Policy 402, Disability Nondiscrimination Policy, as recommended by the White Bear Lake Area School Board Policy Committee and Cabinet.

*Adopted: April 29, 1996*  
*Revised: May 9, 2005*  
*Revised: July 10, 2017*

*White Bear Lake Area  
School District #624*

## **402 DISABILITY NONDISCRIMINATION POLICY**

### **I. PURPOSE**

The purpose of this policy is to ensure disability nondiscrimination in employment as provided in state and federal law.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall not discriminate against qualified individuals with disabilities, because of the disabilities, with regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions or privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known disability of an otherwise qualified individual who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, MN 55110, 651-407-7550. This individual serves as one of the school district's appointed ADA/Section 504 coordinators.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. 794 *et seq.* Rehabilitation Act of 1973, §504 )  
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
29 C.F.R. Part 32  
**34 C.F.R. Part 35**  
34 C.F.R. Part 104

**Cross References:** WBLASB Policy 521 (Student Disability Nondiscrimination)

AGENDA ITEM: **Policy 419, Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 419, Tobacco-Free Environment, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in September, and is being recommended for a second reading. The changes are in the title, section II A, B, C, D; section III A, B, D; Section IV A and B; and Legal References.

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

**RECOMMENDED ACTION:**

Approve Policy 205, Open Meeting and Closed Meetings, as recommended by the White Bear Lake Area School Board Policy Committee and Cabinet.

*Adopted: April 29, 1996*  
*Revised: August 27, 2001*  
*Revised: December 14, 2009*  
*Revised: November 14, 2011*

*White Bear Lake Area  
School District #624 Policy 419*

#### **419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES**

##### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

##### **II. GENERAL STATEMENT OF POLICY**

- A. ~~It shall be~~ A violation of this policy occurs when ~~for~~ any student, teacher, administrator, other school personnel, or visitor to the school district ~~or person to~~ smokes s or uses tobacco, tobacco-related devices, or carries or uses an activated electronic cigarette delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for ~~work~~ school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. ~~It shall be a violation of this policy for any enrolled student to possess any type of tobacco, tobacco-related device, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.~~ A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic cigarette delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or visitor ~~person~~ who is found to have violated this policy.

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic cigarettes delivery devices. The school district will not promote or allow promotion of tobacco products or e-cigarettes electronic delivery devices on school property or at school-sponsored events.
- E. ~~Instruction to discourage the use of tobacco shall be included in the education provided for all students. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.~~

### III. DEFINITIONS TOBACCO AND TOBACCO-RELATED DEVICES DEFEND

- A. “Electronic delivery device” ~~Cigarette~~ means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor. means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Smoking” means inhaling, ~~or exhaling, smoke from~~ burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted ~~or heated tobacco or plant product~~ containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking also includes carrying or using an activated electronic delivery device. ~~a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device~~
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other



chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components to tobacco-related devices which may be marketed or sold separately.

#### IV. EXCEPTION

- A. ~~It shall not be~~ A violation of this policy does not occur when for an Indian adult to ~~lights~~ tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

#### V. ENFORCEMENT

- A. All individuals including visitors on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. The school district will develop a method of discussing this policy with students and employees.
- B. This policy shall appear in the student and staff handbook.
- C. Appropriate signage shall be posted throughout the district and building entrances and other highly visible locations.
- D. The school or district shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

***Legal References:***    ~~Minn. Stat. § 144.413, Subd. 1b and 4 (Definitions)~~  
                              ~~Minn. Stat. § 144.416 (Responsibilities of Proprietors)~~  
                              ~~Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)~~  
                              ~~Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)~~  
                              Minn. Stat. § 144.411-144.417 (Minnesota Clean Indoor Air Act)  
                              Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
                              2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

***Cross References:***    WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
                              WBLASB Policy 506 (Student Discipline)  
                              MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

AGENDA ITEM: **Policy 423, Employee – Student Relationships**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 423, Employee – Student Relationships, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in September, and is being recommended for a second reading. The recommended change is in the legal references.

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

**RECOMMENDED ACTION:**

Approve Policy 205, Open Meeting and Closed Meetings, as recommended by the White Bear Lake Area School Board Policy Committee and Cabinet.

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

### **II. GENERAL STATEMENT OF POLICY**

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to disciplinary action and criminal and/or civil liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having an interaction/activity of a sexual nature with a student.

3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
  4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with WBLASB Policy 103 (Complaints-Students, Employees, Parents, and Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

### **IV. SCHOOL DISTRICT ACTION**

Upon 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. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. 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.

## V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators)  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)  
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part ~~8700.7500~~ **8710-2100** (Code of Ethics for Minnesota Teachers)

**Cross Reference:** WBLASB Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Members, Employee or Student)  
WBLASB Policy 306 (Administrator Code of Ethics)  
WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
WBLASB Policy 413 (Harassment and Violence)  
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
WBLASB Policy 415 (Mandated Report of Maltreatment of Vulnerable Adults)  
WBLASB Policy 421 (Gifts to Employees)  
WBLASB Policy 507 (Corporal Punishment)

AGENDA ITEM: **Policy 523, Policies Incorporated**

MEETING DATE: **October 14, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 523, Policies Incorporated, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in September, and is being recommended for a second reading. There was only one change to the list of policies.

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice that the following policies apply to district employees as well as district students and school partners.

**RECOMMENDED ACTION:**

Approve Policy 523, Policies Incorporated, as recommended by the White Bear Lake Area School Board Policy Committee and Cabinet.

## 523 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice that the following policies apply to district employees as well as district students and school partners (as defined in Policy 900):

WBLASB Policy 102	Equal Educational Opportunity
WBLASB Policy 103	Complaints-Students, Employees, Parents, Other Persons
WBLASB Policy 206	Public Participation in School Board Meetings; complaints About Persons at School Board Meetings and Data Privacy Considerations
WBLASB Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
WBLASB Policy 305	Policy Implementation
WBLASB Policy 413	Harassment and Violence
WBLASB Policy 417	Chemical Use/Abuse
WBLASB Policy 418	Drug-Free Workplace/Drug-Free School
WBLASB Policy 419	Tobacco-Free Environment; <b>Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices</b>
WBLASB Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
WBLASB Policy 511	Student Fundraising
WBLASB Policy 524	Internet Acceptable Use and Safety Policy
WBLASB Policy 525	Violence Prevention
WBLASB Policy 610	Field Trips
WBLASB Policy 613	Graduation Requirements
WBLASB Policy 614	School District Testing Plan and Procedure
WBLASB Policy 615	Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students
WBLASB Policy 616	School District System Accountability
WBLASB Policy 707	Transportation of Public School Students
WBLASB Policy 708	Transportation of Nonpublic School Students
WBLASB Policy 709	Student Transportation Safety Policy
WBLASB Policy 710	Extracurricular Transportation
WBLASB Policy 711	Videotaping on School Buses
WBLASB Policy 712	Video Surveillance Other than on Buses
WBLASB Policy 801	Equal Access to Facilities of Secondary Schools

Please note that other district policies have specific provisions applicable to students. Students are charged with notice that the above cited policies are also applicable to students; in addition students are also on notice that the provisions of other policies speak for themselves and may be applicable although not specifically listed above.

**Legal References:** None

**Cross Reference:** None