

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

December 9, 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: December 3, 2019

A student recognition will be held on **Monday, December 9, 2019** at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 9, 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. Recognition of Retiring School Board Members
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation and Public Hearing Related to the Proposed 2019 Payable 2020 Property Tax Levy
2. Presentation of Audit Report
3. First Reading of School Board Policies
 - a. Policy 532, Use of Peace Officers and Crisis Teams to Remove Students from School Grounds
 - b. Policy 611, Homeschooling
 - c. Policy 616, School District System Accountability

E. OPERATIONAL ITEMS

1. Action on 2018-19 Audit Report
2. Action on Certification of 2019 Payable 2020 Property Tax Levy
3. Action on Updated Strategic Plan and Mission Statement
4. Action on Middle School Schedule Change Proposal
5. Action on Secondary Course proposals
6. Approval of 2020-21 and 2021-22 School Year Calendars
7. Action on Accepting Greater White Bear Lake Community Foundation Grant
8. Action on Second Reading of School Board Policies
 - a. Policy 410, Family and Medical Leave Policy
 - b. Policy 516, Student Medication
 - c. Policy 528, Student Parental, Family and Martial Status Nondiscrimination
9. Action on 2019-21 Fiscal Year White Bear Lake Administrators' Association

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Consent Agenda
MEETING DATE: December 9, 2019
SUGGESTED DISPOSITION: Action Items
CONTACT PERSON(S): Dr. Wayne Kazmierczak, Superintendent

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

Consent Agenda

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

RECOMMENDED ACTION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **December 9, 2019**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDED ACTION:
Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Tuesday, November 12, 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: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed
Ex-Officio: Dr. Wayne Kazmierczak
Cabinet: Asper, Gillespie, Mons, Ouren, Vette, Wald
School Board Student Representative: Adams
3. Pledge of Allegiance
4. Ellison moved and Newmaster seconded to approve the agenda as presented. *Voice vote: All ayes. Motion carried.*
5. Fahey moved and Beloyed seconded to approve the consent agenda consisting of:
 - Approval of minutes for regular Board meeting of October 14, and work-study minutes of October 28;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips; and
 - Passage of resolution to approve personnel issues to include:
 - **Resignation/Termination/Non-Renewal– Classified Staff**
 - Susan Belhuemer– Bus Driver, Bus Garage
Employed by District 624 since 12/01/2017
Effective Date: 04/25/2019
 - Jann Edberg– Program Assistant, Hugo Elementary
Employed by District 624 since 08/26/2019
Effective Date: 10/10/2019
 - Stacey Hunt– Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/05/2013
Effective Date: 10/16/2019
 - Kristen Middleton – Regular Part-Time Cook, Otter Lake Elementary
Employed by District 624 since 09/02/2019
Effective Date: 11/01/2019
 - Joanne Rogney– Part-Time Cook, Oneka Elementary
Employed by District 624 since 10/12/2015
Effective Date: 09/01/2019
 - Rosemarie Rossbach– Part-Time Cook, Lincoln Elementary
Employed by District 624 since 04/09/2019
Effective Date: 10/04/2019
 - Shannon Sipmkins– Part-Time Cook, WBLAHS– North Campus
Employed by District 624 since 09/23/2019
Effective Date: 10/11/2019
 - Melanie Solei– Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/02/2019
Effective Date: 10/25/2019

- Kao Yang– Pupil Support Assistant, Sunrise Park Middle School
Employed by District 624 since 09/06/2016
Effective Date: 10/09/2019
- **RESIGNATION/TERMINATION/NON-RENEWAL– PROFESSIONAL**
Jason Healy– Elementary Principal, Hugo Elementary
Employed by District 624 since 08/21/1997
Effective Date: 01/31/2020
- **RETIREMENT– CLASSIFIED STAFF**
Matthew Keese– Head Engineer, Oneka and Hugo Elementary, TEC
Employed by District 624 since 01/30/2006
Effective Date: 10/31/2019
- **RETIREMENT– NON-AFFILIATED**
Jean Rasmussen– Business Applications and State Reporting Specialist, District Center
Employed by District 624 since 09/26/1994
Effective Date: 12/31/2019
- **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**
Ashley Clark – From Program Assistant, Oneka and Otter Lake Elementary
To Program Assistant and BEAR Fundamentals Assistant, Otter Lake Elementary
\$15.11 per hr., 37.5 hrs., per week
Effective Date: 09/12/2019
Delanie Ficek – From Program Assistant, Vadnais Heights Elementary
To Activity Leader, Birch Lake and Vadnais Heights Elementary
\$16.49 per hr., 40.0 hrs., per week
Effective Date: 11/04/2019
Megan Frost – From Administrative Assistant - Principal, Central Middle School
To Administrative Assistant – Asst. Superintendent of T & L, District Center
\$24.27 per hr., 40.0 hrs., per week
Effective Date: 11/04/2019
Nelda Henderson - Pupil Support Assistant and Child Study Secretary, Area Learning Center
Increase of hours from 30 hrs. per week to 35 hrs. per week
Effective Date: 09/02/201
- Tara Wilcox – From Asst. Head Cook, Central Middle School
To Regular Part-Time Cook, Lincoln Elementary
\$16.18 per hr. plus \$.70 Cert II per hr., 22.5 hrs., per week
Effective Date: 10/21/2019
- **CHANGE IN ASSIGNMENT – CERTIFIED STAFF**
Heather Berry – Intervention Specialist, Lakeaires Elementary
From 1.0 FTE to .7 FTE
Effective Date: 2019-2020 School Year
Hannah Kaefer – Social Worker, Lakeaires & Lincoln Elementary
From .8 FTE to 1.0 FTE
Effective Date: 2019-2020 School Year
- **TEMPORARY CHANGE IN ASSIGNMENT – CERTIFIED STAFF**
Clare Kazmierczak – EL Teacher, Hugo and Willow Elementary
From .5 FTE to .8 FTE
Effective Date: 10/14/2019

- **NEW PERSONNEL – CLASSIFIED STAFF**
 - Joseph Hedin– Program Assistant, Oneka and Willow Elementary
\$13.98 per hr., 23.0 hours per week, \$12,078.72
Effective Date: 10/29/2019
 - Steven Henry– Pupil Support Assistant, Sunrise Park Middle School
\$18.77 per hr., 32.5 hours per week, \$16,714.68
Effective Date: 11/04/2019
 - Ariyana Holyfield– Program Assistant Leader, Lincoln Elementary
\$13.98 per hr., 12.5 hours per week, \$7,689.00
Effective Date: 08/26/2019
 - Lexie Leick– Program Assistant Leader, Hugo and Matoska Elementary
\$13.98 per hr., 25.5 hours per week, \$13,475.32
Effective Date: 10/08/2019
 - Matthew Moylan – MS Assistant Head Cook, Central Middle School
\$17.46 per hr, 28.75 hrs. per week, \$14,356.48
Effective Date: 10/28/2019
 - Jocelyn Sweet– Program Assistant Leader, Hugo Elementary
\$13.98 per hr., 13.75 hours per week, \$6,920.10
Effective Date: 10/22/2019
- **NEW PERSONNEL – NON-AFFILIATED**
 - Seth Mader – Accounting Coordinator, District Center
\$63,269.23 (Pro-rated on \$94,000.00)
Effective Date: 10/28/2019
 - Alexis Roe – Transportation Specialist, Bus Garage
\$41,249.99 (Pro-rated on \$65,000.00)
Effective Date: 11/11/2019
- **LONG TERM SUBSTITUTE – CLASSIFIED STAFF**
 - Brenda Bedell – Part-Time Cook, Sunrise Park Middle School
\$15.09 per hr, 17.5 hrs. per week
Effective Date: 10/21/2019
 - Sandra Evangelist – Part-Time Cook, WBLAHS – South Campus
\$15.09 per hr, 15.0 hrs. per week
Effective Date: 10/28/2019 through 02/03/2020
 - Karen Filipek – Part-Time Cook, WBLAHS – North Campus
\$15.09 per hr, 18.75 hrs. per week
Effective Date: 10/24/2019
- **LONG TERM SUBSTITUTE – CERTIFIED STAFF**
 - Teresa Ampe – Guidance Counselor, WBLAHS – South Campus
MA, Step 13, \$15,128.48
Effective Date: 10/31/2019 through 12/20/2019
 - Amy Canniff – .2 FTE Work Experience Teacher, Area Learning Center
MA, Step 13, \$2,133.69
Effective Date: 10/16/2019 through 11/20/2019
 - Kristin Carlson – .2 FTE Speech Language Pathologist, Lincoln Elementary
MA, Step 13, \$11,651.83
Effective Date: 11/08/2019 through 06/08/2020
 - Molly Happe – Grade 6 Mathematics, Sunrise Park Middle School
BA, Step 11, \$4,840.82
Effective Date: 11/21/2019 through 12/20/2019

Leigh Mills – Grade 5 Teacher, Lakeaires Elementary

BA, Step 13, \$19,009.35

Effective Date: 09/30/2019 through 12/19/2019

Molly O’rourke – Grade 3 Teacher, Lincoln Elementary

BA, Step 1, \$14,594.51

Effective Date: 10/14/2019 through 01/21/2020

Kaitlyn Wolff – Grade 2 Teacher, Otter Lake Elementary

BA, Step 1, \$7,679.04

Effective Date: 11/06/2019 through 12/20/2019

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

B. PUBLIC FORUM - Ryan Pothan and Jordan Fry both spoke in support of the recent passage of the bond referendum and thanked those involved on behalf of their children.

C. INFORMATION ITEMS

1. District Equity and Achievement Committee Update - Dr. Alison Gillespie provided an update on the work of the Equity and Achievement Committee and presented the District’s Equity Commitment Statement and the Equity Decision Making protocol.
2. Superintendent’s Report - Before tonight’s meeting, we recognized students who received the following state honors: members of our Girls’ Cross Country Team who qualified for State; the entire Boys’ Cross Country Team which qualified for State; the Adapted Soccer Team which qualified for State; and Unified Flag Football which won State. Thank you to the community. Voters approved our referendum request with 57.4% yes votes. We are incredibly grateful for this vote of confidence and support in our schools, our staff and our students. Now we can begin planning to Build Our Future! You will hear from us very soon on what the process will be for moving forward. Schools and programs throughout the district honored veterans yesterday in various ways, from ceremonies to classroom visits, and multi-generational events to heartfelt notes and signs. The Fall Musical, “AIDA,” starts this week, and tickets are currently on sale for the public at the district website. Shows will be performed Nov. 15-16 and Nov. 21-23, with matinees on the 16th & 23rd. The Nov. 16 matinee will have an American Sign Language Interpreter and will be free for senior citizens, who should reserve tickets through the regular ticket process. November recognitions include: Geography Awareness Week; Veterans Day; School Psychology Awareness Week; American Education Week; Education Support Professionals Day; National Parental Involvement Day; and Thanksgiving Day. It is important to remember the emergency school closing information in case there is a need for it. If winter weather is so severe that schools need to close, parents will also be alerted in three ways as soon as a decision is made: A SchoolMessenger phone message and email will be sent to all parents. Those who have opted in to receive text messages will be alerted in that way as well. A message will be posted on the district’s homepage (www.isd624.org). Messages will be posted on the District’s Facebook and Twitter pages. Always assume schools are open and in session, unless you hear or see differently from an official district source.

Student Liaison Report - Happy November and a special thank you to all military veterans. Students are excited that the referendum has passed, even if they are a little jealous of the new high school. The fall musical Aida opens this weekend and tickets are sold on the district website. Good luck to all the performers. Winter sports teams will be completing tryouts and the girls’ hockey team started the season with a 4-3 win against Mahtomedi.

D, DISCUSSION ITEMS

1. First Reading of School Board Policies
 - a. Policy 410, Family and Medical Leave Policy
 - b. Policy 516, Student Medication
 - c. Policy 528, Student Parental, Family and Marital Status NondiscriminationThese policies will be on the December 9 School Board agenda as an operational item.

E. OPERATIONAL ITEMS

1. Newmaster moved and Wilson seconded to approve the Resolution Canvassing Returns of Votes of School District General (School Board Members). **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
2. Chapman moved and Fahey seconded to approve the Resolution Canvassing Returns of Votes of School District Special Election (Bond Referendum). **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
3. Ellison moved and Wilson seconded to approve Resolution Authorizing Issuance of Certificates of Election and directing the School District to perform other related elections duties. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
4. Newmaster moved and Ellison seconded to approve the polling locations for the 2020 State Primary and General Elections. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
5. Wilson moved and Ellison seconded to approve the District's health and dental insurance premium rates effective January 1, 2020 as presented. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
6. Ellison moved and Wilson seconded to accept the Ryan Art Grants totaling \$5,519.76 from the White Bear Lake Area Educational Foundation. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
7. Wilson moved and Beloyed seconded to accept the Brosious Grants from the White Bear Lake Area Educational Foundation in the amount of \$19,447.33. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
8. Chapman moved and Wilson seconded to accept the 2019-21 Contract SEIU Local Unit #284 Paraeducators agreement. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
9. Ellison moved and Fahey seconded to accept the 2019-21 Contract SEIU Local Unit #284 - Secretarial and Clerical Employees agreement. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
10. Beloyed moved and Wilson seconded accept the contract for 2019-21 with

Non-Affiliated and Administrative Employees. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**

11. Ellison moved and Wilson seconded to accept the contract for 2019-21 with White Bear Principals' Association. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Nays: none. Motion carried.**
12. Chapman moved and Fahey seconded the approval 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**Voice vote: All ayes. Motion carried.**
13. Wilson moved and Chapman seconded to approve the agreement AIA Document B132 with Wold Architects and Engineers as presented. **Roll call vote: ayes: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed Nays: none. Motion carried.**
14. Ellison moved and Wilson second to go into closed session at 7:49 p.m. pursuant to Minn.Stat. 13D.05, subd. 3(c) to consider an offer to purchase property described as PID #3003121410016, located in the City of Hugo, County of Washington, State of Minnesota and PID #143022120014, located in the City of White Bear Lake, County of Ramsey, State of Minnesota. **Voice vote: All ayes. Motion carried.**

Chair Mullin reconvened the meeting at 7:55 p.m. Board members present: Chapman, Ellison, Fahey, Mullin, Newmaster, Wilson, Beloyed. Administrators: Mons, Wald, Superintendent Kazmierczak

Closed session adjourned at 8:09 p.m. and Chair Mullin reopened the meeting at 8:11 p.m.

Wilson moved and Ellison seconded approve the property purchase agreements for the property described as PID #3003121410016, located in the City of Hugo, County of Washington, State of Minnesota and PID #143022120014, located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent, Assistant Superintendent for Finance and Operations, or superintendent's designee to sign all documents as necessary to acquire said properties.

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

- F. **BOARD FORUM** - Newmaster thanked Jean Rasmussen for her service to the district. Wilson congratulated Scott Arcand, Margaret Newmaster, and Angela Thompson on their election to the board.
- G. **ADJOURNMENT** - Wilson moved and Mullin seconded to adjourn at 8:17 p.m. **Voice vote: All ayes. Motion carried.**

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

A work study meeting of the White Bear Lake Area School Board was held on **November 25, 2019** at **5:30 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 5:30 p.m.

Roll Call - Present: Beloyed, Chapman, Ellison (5:34 pm), Fahey, Mullin, Newmaster, Wilson

Ex-officio: Kazmierczak

Student Liaison: Jennifer Adams, Madison Carroll

Cabinet: Asper, Gillespie, Maurer, Mons, Ouren, Paul, Vette, Wald

B. OPERATIONAL ITEM

1. Wilson moved and Chapman seconded to approve the adjustment of the LTFM levy down to \$700,000. ***Roll call vote: all ayes. Nays: none. Motion carried.***

C. DISCUSSION ITEMS

1. **Revised Strategic Plan** - Dr. Alison Gillespie provided an update on revisions to the Strategic Plan which include: changes in the Mission Statement; the addition of action steps to the Action Plans for Strategy 4 *We will build organizational capacity*; the addition of an Action Plan to Strategy 8 *We will ensure the social and emotional learning of each student*; and information on Strategy 9 *We will imagine new concepts in learning and teaching at WBLAHS*. Principal Christina Pierre and Student Support Services Supervisor Jill Tessman were available to answer questions. The presentation is available on the website.
2. **Middle School Schedule Change Proposal** - Principals Peterson and Pierre, and Assistant Principals Brewer and Menier presented recommendations for change to the middle school schedule that align with our strategic plan and address essential learning needs of our students. The presentation is available on the website.
3. **Secondary Course Proposals** - Secondary Teaching and Learning Coordinator Jen Babiash presented the secondary course proposals for the 2020-21 school year. The presentation is available on the website.
4. **Proposed 2020-21 and 2021-22 School Year Calendars** - Assistant Superintendent Sara Paul presented the 2020-21 and 2021-22 calendars which will be on the agenda

at the December 9, 2019 meeting for approval. Until construction timelines are established the 2021-22 calendar has confirmed dates for Labor Day, Thanksgiving break, winter break, New Year's Day, Martin Luther King Jr. day, Presidents' Day, spring break and Memorial Day.

5. School Board Professional Development Session - Gail Gilman from the Minnesota School Boards Association facilitated a School Board Self Evaluation In-service for all board members and Dr. Kazmierczak.

C. ADJOURNMENT - Wilson moved and Mullin seconded to adjourn at 8:55 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDED ACTION:

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

**White Bear Lake Area Schools
Electronic Transfers - November**

		<u>11/15/2019</u>	<u>11/27/2019</u>
Direct Deposit	565660-567206	2,053,161.94	
Direct Deposit	567207-568759		2,024,793.13

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
104679	1000 PETALS	\$ 250.00	11/14/2019	R
104680	A+ DRIVING SCHOOL	\$ 3,730.00	11/14/2019	R
104681	AARP DRIVER SAFETY PROGRAM	\$ 550.00	11/14/2019	S
104682	AARP DRIVER SAFETY PROGRAM	\$ 505.00	11/14/2019	S
104683	AARP DRIVER SAFETY PROGRAM	\$ 515.00	11/14/2019	S
104684	ACCLAIM SERVICES INC	\$ 1,399.10	11/14/2019	R
104685	ACT INC	\$ 415.75	11/14/2019	R
104687	ST PAUL BEVERAGE SOLUTIONS	\$ 21,502.23	11/14/2019	R
104688	ALIVE SCHOOLS, LLC	\$ 2,500.00	11/14/2019	R
104689	ALLSTREAM	\$ 4,046.75	11/14/2019	R
104690	ALTEC PARTS	\$ 51.08	11/14/2019	R
104704	AMAZON CAPITAL SERVICES	\$ 6,345.17	11/14/2019	R
104705	AMERICAN FLAGPOLE & FLAG CO	\$ 3,292.25	11/14/2019	R
104706	AMERICAN MESSAGING	\$ 15.16	11/14/2019	R
104707	AMERICAN PRINTING HOUSE FOR THE BLIND INC	\$ 90.00	11/14/2019	R
104708	AMERICAN TIME	\$ 462.70	11/14/2019	R
104709	AMERIPRIDE SERVICES	\$ 1,059.68	11/14/2019	R
104710	ANDERSON'S	\$ 530.28	11/14/2019	R
104711	APEX LEARNING	\$ 14,875.00	11/14/2019	R
104712	ARCH LANGUAGE NETWORK	\$ 1,025.00	11/14/2019	R
104713	ASCD	\$ 89.00	11/14/2019	R
104714	ASL INTERPRETING SERVICES	\$ 384.00	11/14/2019	R
104715	ATC GROUP SERVICES LLC	\$ 7,967.89	11/14/2019	R
104716	ATLAS PEN & PENCIL LLC	\$ 174.75	11/14/2019	R
104717	AUDUBON CENTER OF THE NORTH WOODS	\$ 3,040.00	11/14/2019	R
104718	AVID CENTER	\$ 6,120.00	11/14/2019	R
104719	BARNETT WB CHRYSLER JEEP DODGE	\$ 261.20	11/14/2019	R
104720	BATTERIES PLUS BULBS	\$ 95.98	11/14/2019	R
104721	BEACON ATHLETICS	\$ 162.40	11/14/2019	R
104722	BENCHMARK EDUCATION COMPANY	\$ 37.00	11/14/2019	R
104723	BIYANI, VIVEKA	\$ 44.60	11/14/2019	R
104724	BLICK ART MATERIALS	\$ 1,015.11	11/14/2019	R
104725	BLUE CROSS / BLUE SHIELD OF MN	\$ 1,207.50	11/14/2019	R
104726	BLUE TARP FINANCIAL INC	\$ 501.83	11/14/2019	R
104727	BLUEBIRD SCREEN PRINT	\$ 693.36	11/14/2019	R
104728	BRAINPOP LLC	\$ 175.00	11/14/2019	R
104729	BRILLIANT MINDFULNESS, LLC	\$ 500.00	11/14/2019	R
104730	BSN SPORTS	\$ 1,458.05	11/14/2019	R
104731	THE BUG COMPANY	\$ 56.00	11/14/2019	R
104732	CARLSON WAGONLIT TRAVEL	\$ 11,200.00	11/14/2019	R
104733	CARMENS ENTERPRISE LLC	\$ 167.00	11/14/2019	R
104734	CAROLINA BIOLOGICAL SUPPLY	\$ 264.40	11/14/2019	R
104735	CDW GOVERNMENT INC	\$ 157.26	11/14/2019	R
104736	CENGAGE LEARNING	\$ 375.10	11/14/2019	R
104737	CENTRAL ROOFING CO	\$ 10,422.76	11/14/2019	R

104738	CERTIFIED LABORATORIES	\$	1,084.63	11/14/2019	R
104739	CERTIFIED APPRAISAL SERV INC	\$	450.00	11/14/2019	R
104740	CHETS SHOES	\$	276.24	11/14/2019	R
104741	CINTAS CORP #470	\$	268.53	11/14/2019	R
104742	CLOUDCOVER USA/B1 GROUP	\$	200.00	11/14/2019	R
104743	CMRS-FP	\$	5,000.00	11/14/2019	R
104744	COMMITTEE FOR CHILDREN	\$	23,447.80	11/14/2019	R
104745	COMSTOCK & SONS INC	\$	5,915.00	11/14/2019	R
104746	CONTINENTAL CLAY CO	\$	3,787.99	11/14/2019	R
104747	CONTINENTAL RESEARCH CORP	\$	1,933.77	11/14/2019	R
104748	CORNERSTONE OCCUPATIONAL	\$	210.00	11/14/2019	R
104749	DALCO CORPORATION	\$	36,582.11	11/14/2019	R
104750	DAVID DOODLE, LLC	\$	125.00	11/14/2019	R
104751	DELEGARD TOOL OF TEXAS INC	\$	206.20	11/14/2019	R
104752	DELLWOOD COUNTRY CLUB	\$	1,429.67	11/14/2019	R
104753	DEMCO INC	\$	317.11	11/14/2019	R
104754	DISCOUNT SCHOOL SUPPLY	\$	953.34	11/14/2019	R
104755	DIVERSIFIED SNACK DISTRIBUTION	\$	6,107.32	11/14/2019	R
104756	DOMAIN LISTINGS	\$	228.00	11/14/2019	R
104758	DOMINOS PIZZA	\$	5,890.95	11/14/2019	R
104759	DOOR SERVICE COMPANY	\$	1,161.00	11/14/2019	R
104760	DOUGLAS, SANDRA	\$	175.00	11/14/2019	R
104762	DEFINITIVE TECHNOLOGY SOLUTIONS	\$	19,651.55	11/14/2019	R
104764	ECKROTH MUSIC	\$	5,639.25	11/14/2019	R
104765	EDMENTUM	\$	1,977.50	11/14/2019	R
104766	ESTR PUBLICATIONS	\$	46.00	11/14/2019	R
104767	ETS CONSULTING, LLC	\$	3,533.33	11/14/2019	R
104768	F&N OPERATIONS LLC	\$	2,795.70	11/14/2019	R
104769	FAIRVIEW	\$	150.00	11/14/2019	R
104770	FASTENAL COMPANY	\$	234.77	11/14/2019	R
104771	FIRST STUDENT INC	\$	316,687.97	11/14/2019	R
104772	FLINN SCIENTIFIC INC	\$	1,431.20	11/14/2019	R
104773	FRATTALONES HARDWARE STORES	\$	1,467.10	11/14/2019	R
104774	FUN EXPRESS LLC	\$	131.61	11/14/2019	R
104775	GALLAGHERS NORTHWESTERN TIRE CO INC	\$	80.25	11/14/2019	R
104776	GARDEN OF HOPE MONTESSORI	\$	150.00	11/14/2019	R
104777	GEMINI ATHLETIC WEAR INC	\$	4,950.00	11/14/2019	R
104778	THE GOOD ACRE	\$	648.56	11/14/2019	R
104779	GOOD NEWS TOUR & TRAVEL	\$	13,000.00	11/14/2019	R
104781	GOPHER	\$	3,226.26	11/14/2019	R
104786	GRAINGER	\$	5,282.47	11/14/2019	R
104787	GRANDMA'S BAKERY INC	\$	112.68	11/14/2019	R
104788	GROTH MUSIC CO	\$	3,037.60	11/14/2019	R
104789	H & B SPECIALIZED PRODUCTS	\$	170.00	11/14/2019	R
104790	HAAS MUSICAL INSTRUMENT REPAIR	\$	131.54	11/14/2019	R
104791	HACH COMPANY	\$	158.52	11/14/2019	R
104792	HALAMA, ANDREA	\$	90.00	11/14/2019	R

104793 HALO TRANSPORTATION	\$	44,630.75	11/14/2019 R
104794 HEINEMANN	\$	4,387.35	11/14/2019 R
104795 HERDER, JIM	\$	62.00	11/14/2019 R
104796 HERITAGE FOOD SERVICE GROUP	\$	432.87	11/14/2019 R
104797 HIAWATHA HOMECARE	\$	4,060.00	11/14/2019 R
104798 HISDAHL INC	\$	1,086.35	11/14/2019 R
104799 HITECH AIR SOLUTIONS	\$	5,745.50	11/14/2019 R
104800 HOENIGSCHMIDT, KAYLEA	\$	82.00	11/14/2019 R
104801 HOGLUND BUS AND TRUCK CO	\$	5,097.00	11/14/2019 R
104802 HOPKINS GIRLS BASKETBALL	\$	60.00	11/14/2019 R
104803 IDENTITYSTORES	\$	1,095.00	11/14/2019 R
104808 IFD	\$	162,585.41	11/14/2019 R
104810 INNOVATIVE OFFICE SOLUTIONS	\$	1,109.80	11/14/2019 R
104811 INSPEC INC	\$	1,000.00	11/14/2019 R
104812 ISD #622 NORTH HIGH SCHOOL	\$	75.00	11/14/2019 R
104813 J.R.'S ADVANCED RECYCLERS	\$	125.00	11/14/2019 R
104814 JAYTECH INC	\$	2,824.04	11/14/2019 R
104815 JOHNSON, STEPHANIE	\$	500.00	11/14/2019 R
104816 JW PEPPER & SON INC	\$	129.92	11/14/2019 R
104817 KARLSBURGER FOODS INC	\$	672.90	11/14/2019 R
104818 KATH FUEL OIL SERVICE CO	\$	563.25	11/14/2019 R
104819 KEYSTONE INTERPRETING SOLUTIONS	\$	592.95	11/14/2019 R
104820 KIMBALL MIDWEST	\$	498.32	11/14/2019 R
104821 KINNI SPORT & POWER	\$	156.04	11/14/2019 R
104823 KRAFT CONTRACTING & MECHANICAL	\$	7,824.57	11/14/2019 R
104824 LAKESHORE LEARNING MATERIALS	\$	236.03	11/14/2019 R
104825 LAKESHORE PLAYERS	\$	150.00	11/14/2019 R
104826 LANGERS	\$	4,250.00	11/14/2019 R
104827 LARSON ENGINEERING INC	\$	2,810.00	11/14/2019 R
104828 LEARNING A-Z	\$	439.80	11/14/2019 R
104829 LIGHT SWITCH	\$	200.00	11/14/2019 R
104830 LONG, MICHAEL	\$	330.00	11/14/2019 R
104831 L T G POWER EQUIPMENT	\$	104.19	11/14/2019 R
104832 M.A. APPAREL & PROMOTIONS	\$	1,989.45	11/14/2019 R
104833 MN ADAPTED ATHLETICS ASSOC	\$	270.00	11/14/2019 R
104834 MAAP STARS	\$	40.00	11/14/2019 R
104835 MACKIN EDUCATIONAL RESOURCES	\$	2,536.13	11/14/2019 R
104836 MACPHAIL CENTER FOR MUSIC	\$	22,029.50	11/14/2019 R
104837 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	595.00	11/14/2019 R
104838 MAUER, TOM	\$	89.00	11/14/2019 R
104839 METRO MEALS ON WHEELS INC	\$	118.00	11/14/2019 R
104840 METRO SOUND AND LIGHTING	\$	375.03	11/14/2019 R
104841 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	1,941.65	11/14/2019 R
104842 MINNETESOL	\$	154.00	11/14/2019 R
104843 MINVALCO INC	\$	2,995.20	11/14/2019 R
104844 MN HISTORICAL SOCIETY	\$	85.00	11/14/2019 R
104845 MN JUNIOR HIGH SCHOOL	\$	150.00	11/14/2019 R

104846 MN ORCHESTRA	\$	362.50	11/14/2019 R
104847 MN SCHOOL COUNSELORS ASSOC	\$	120.00	11/14/2019 R
104848 MN STATE TRUE TEAM TRACK	\$	190.00	11/14/2019 R
104849 MOBILE RADIO ENGINEERING INC	\$	1,845.95	11/14/2019 R
104850 MOORHEAD MACHINERY & BOILER CO	\$	368.00	11/14/2019 R
104851 MOTION PICTURE LICENSING CORP	\$	236.44	11/14/2019 R
104852 MURPHY, LYNNE M	\$	90.00	11/14/2019 R
104853 MUSIC THEATER INTL	\$	6,332.50	11/14/2019 R
104854 N2Y	\$	161.32	11/14/2019 R
104856 NAPA AUTO PARTS	\$	342.62	11/14/2019 R
104857 NARDINI FIRE EQUIPMENT CO INC	\$	46.78	11/14/2019 R
104858 NASCO	\$	193.92	11/14/2019 R
104859 NASSEFF MECH CONTRACTORS	\$	3,551.14	11/14/2019 R
104860 NATL GEOGRAPHIC KIDS	\$	70.00	11/14/2019 R
104861 NCPERS MINNESOTA	\$	144.00	11/14/2019 R
104862 NCS PEARSON INC	\$	368.88	11/14/2019 R
104863 NELCO	\$	1,511.44	11/14/2019 R
104864 NEW WAY HYPNOSIS CLINC INC	\$	484.00	11/14/2019 R
104865 NICOL, BARBARA	\$	2,125.00	11/14/2019 R
104866 NORCENTRONIX DISTRIBUTING	\$	1,319.00	11/14/2019 R
104867 NORTH HIGH SCHOOL STUDENT COUNCIL	\$	480.00	11/14/2019 R
104868 NORTH STAR BANK	\$	7,650.00	11/14/2019 R
104869 NORTHBOUND CREATIVE	\$	200.00	11/14/2019 R
104870 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$	51,305.45	11/14/2019 R
104871 NYSTROM PUBLISHING CO INC	\$	477.60	11/14/2019 R
104872 O'REILLY AUTOMOTIVE INC	\$	7.99	11/14/2019 R
104873 OFFICE DEPOT	\$	192.52	11/14/2019 R
104874 OMAR, ABDURAZAK	\$	60.00	11/14/2019 R
104875 OTTER LAKE PTA	\$	3,825.60	11/14/2019 R
104876 PAI	\$	394.40	11/14/2019 R
104877 PANERA LLC	\$	202.12	11/14/2019 R
104878 PBBS EQUIPMENT CORP	\$	154.24	11/14/2019 R
104879 PELCO CONSTRUCTION LLC	\$	5,350.00	11/14/2019 R
104880 PERFECTION LEARNING CORP	\$	1,966.67	11/14/2019 R
104881 PETERSON BROS ROOFING & CONST	\$	8,005.24	11/14/2019 R
104882 PICTURE THAT!	\$	189.00	11/14/2019 R
104883 PONCE TRAINED WRESTLING	\$	945.00	11/14/2019 R
104884 PRIMEX WIRELESS	\$	244.84	11/14/2019 R
104885 PRO-ED INC	\$	276.10	11/14/2019 R
104886 PROFESSIONAL WIRELESS COMM	\$	1,188.00	11/14/2019 R
104887 R & R SPECIALTIES INC	\$	37.50	11/14/2019 R
104888 READ NATURALLY INC	\$	536.40	11/14/2019 R
104889 REILAND, KAREN	\$	344.31	11/14/2019 R
104890 REPUBLIC SERVICES #899	\$	9,812.06	11/14/2019 R
104891 THE RETROFIT COMPANIES INC	\$	4,072.15	11/14/2019 R
104892 ROSE, ANDREW	\$	79.00	11/14/2019 R
104893 RUIZ, ANTHONY JR	\$	62.00	11/14/2019 R

104894 RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$	775.62	11/14/2019 R
104895 SAM'S CLUB/SYNCHRONY BANK	\$	413.16	11/14/2019 R
104896 SCHINDLER ELEVATOR CORP	\$	2,477.70	11/14/2019 R
104897 SCHMIT TOWING	\$	336.02	11/14/2019 R
104898 SCHMITT MUSIC COMPANY	\$	68.40	11/14/2019 R
104899 SCHOLASTIC INC	\$	601.10	11/14/2019 R
104900 SCHOLASTIC READING CLUB	\$	692.50	11/14/2019 R
104901 SCHOOL FIX CATALOG	\$	361.79	11/14/2019 R
104902 SCHOOL HEALTH CORPORATION	\$	12.57	11/14/2019 R
104903 SCHOOL SPECIALTY	\$	163.56	11/14/2019 R
104904 SEEVER, GRAY	\$	160.00	11/14/2019 R
104905 SHIFFLER EQUIPMENT SALES INC	\$	260.13	11/14/2019 R
104906 SHRED-IT USA - MINNEAPOLIS	\$	514.87	11/14/2019 R
104907 SMITLEY, SHARON	\$	100.00	11/14/2019 R
104908 SCHOOL NUTRITION ASSOC (SNA)	\$	17.00	11/14/2019 R
104909 SOMMERNESSE, JENNIFER	\$	300.00	11/14/2019 R
104910 ST PAUL PARKS AND RECREATION	\$	275.00	11/14/2019 R
104917 STAPLES ADVANTAGE	\$	2,546.08	11/14/2019 R
104918 STARFALL EDUC FOUNDATION	\$	70.00	11/14/2019 R
104919 STATE SUPPLY CO	\$	1,835.40	11/14/2019 R
104920 STAY TUNED PIANO SERVICES	\$	784.00	11/14/2019 R
104921 STEVE WEISS MUSIC	\$	269.90	11/14/2019 R
104922 STILLWATER AREA HIGH SCHOOL	\$	180.00	11/14/2019 R
104923 STRATEGIC STAFFING SOLUTIONS	\$	5,874.00	11/14/2019 R
104924 STREAMLINE DESIGN INC	\$	527.00	11/14/2019 R
104925 STREIFF, ANDREW	\$	1,502.95	11/14/2019 R
104926 SUBURBAN RAMSEY COUNTY CTIC	\$	100.00	11/14/2019 R
104927 SUMMIT COMPANIES	\$	275.00	11/14/2019 R
104928 SUPER DUPER PUBLICATIONS	\$	69.25	11/14/2019 R
104929 SURPLUS SERVICES	\$	40.00	11/14/2019 R
104930 SYSCO OF WESTERN MN	\$	13,101.37	11/14/2019 R
104931 TALLY'S DOCKSIDE	\$	893.29	11/14/2019 R
104932 TATE, JO	\$	350.00	11/14/2019 R
104933 TEACHER SYNERGY LLC	\$	6.93	11/14/2019 R
104934 THE ODYSSEY GROUP	\$	920.00	11/14/2019 R
104935 TOWN LIFE	\$	1,215.00	11/14/2019 R
104936 TRADE PRESS INC	\$	3,489.56	11/14/2019 R
104937 TRANS-MISSISSIPPI BIO SUPPLY	\$	80.31	11/14/2019 R
104938 TRAVEL LEADERS	\$	3,663.60	11/14/2019 R
104939 TREASURED TRANSPORTATION	\$	33,669.46	11/14/2019 R
104940 TRIMARK	\$	1,139.34	11/14/2019 R
104944 TRIO SUPPLY COMPANY	\$	4,199.75	11/14/2019 R
104945 TUSA, COLLEEN	\$	100.00	11/14/2019 R
104946 TWIN CITY HARDWARE	\$	2,043.30	11/14/2019 R
104947 TWIN CITY JANITOR SUPPLY CO	\$	1,142.10	11/14/2019 R
104948 TWIN CITY TRANSPORTATION INC	\$	46,762.45	11/14/2019 R
104949 TWIN PINES IMPRINTING	\$	282.17	11/14/2019 R

104950	USIC LOCATING SERVICES, LLC	\$	5,930.00	11/14/2019	R
104951	VARSITY SPIRIT FASHIONS	\$	5,228.60	11/14/2019	R
104952	VIKING ELECTRIC SUPPLY	\$	2,543.30	11/14/2019	R
104953	VISTA HIGHER LEARNING	\$	95.00	11/14/2019	R
104954	VOCABULARY SPELLING CITY.COM	\$	126.90	11/14/2019	R
104955	VOYAGER SOPRIS LEARNING	\$	977.90	11/14/2019	R
104956	WHITE BEAR CENTER FOR THE ARTS	\$	7,650.00	11/14/2019	R
104957	WHITE BEAR AREA CHAMBER	\$	285.00	11/14/2019	R
104959	WHITE BEAR LAKE (CITY OF)	\$	8,148.83	11/14/2019	R
104960	WBL PIZZA MAN	\$	590.00	11/14/2019	R
104961	WHITE BEAR LAKE ROTARY CLUB	\$	231.50	11/14/2019	R
104962	WHITE BEAR LAKE SPORTS CENTER	\$	6,000.00	11/14/2019	R
104963	WELLNER LAW PLLC	\$	300.00	11/14/2019	R
104964	WESTERN PSYCHOLOGICAL SERVICES	\$	479.60	11/14/2019	R
104965	WINNICK SUPPLY	\$	11.60	11/14/2019	R
104966	WL HALL COMPANY	\$	5,455.59	11/14/2019	R
104967	WOLD ARCHITECTS AND ENGINEERS	\$	861.90	11/14/2019	R
104968	THE WORKS	\$	1,250.00	11/14/2019	R
104969	WORLD CUP SUPPLY INC	\$	863.86	11/14/2019	R
104970	ZAHL PETROLEUM MAINTENANCE CO	\$	1,715.34	11/14/2019	R
104971	ZALLAR, CHERYL	\$	600.00	11/14/2019	R
104972	A+ DRIVING SCHOOL	\$	5,355.00	11/21/2019	R
104973	AARP DRIVER SAFETY PROGRAM	\$	385.00	11/21/2019	R
104974	ACADEMIC CHOIR APPAREL	\$	11,828.50	11/21/2019	R
104987	AMAZON CAPITAL SERVICES	\$	8,204.87	11/21/2019	R
104988	ANDERSON, PATRICIA	\$	27.20	11/21/2019	R
104989	ASL INTERPRETING SERVICES	\$	768.00	11/21/2019	R
104990	ASTLEFORD INTERNATIONAL TRUCKS	\$	21.24	11/21/2019	R
104991	BARCO PRODUCTS CO	\$	855.36	11/21/2019	R
104992	BARTHOLD	\$	2,029.17	11/21/2019	R
104993	BEST BUY BUSINESS ADVANTAGE ACCT	\$	3,079.83	11/21/2019	R
104994	BLICK ART MATERIALS	\$	5.07	11/21/2019	R
104995	BLUE TARP FINANCIAL INC	\$	223.94	11/21/2019	R
104996	BOLDT, JAMES	\$	80.00	11/21/2019	R
104997	BOSTWICK, SADE	\$	150.00	11/21/2019	R
104998	BOYER TRUCKS	\$	7,001.92	11/21/2019	R
104999	BRIGHT SOLUTIONS FOR DYSLEXIA	\$	3,049.50	11/21/2019	R
105000	BSN SPORTS	\$	481.95	11/21/2019	R
105001	THE BUG COMPANY	\$	14.00	11/21/2019	R
105002	BUREAU OF EDUCATION & RESEARCH	\$	289.00	11/21/2019	R
105003	CARDINAL, KATHLEEN	\$	31.03	11/21/2019	R
105004	CFILMS LLC	\$	225.00	11/21/2019	R
105005	CHILDREN'S THEATER COMPANY	\$	640.00	11/21/2019	R
105006	CINTAS CORP #470	\$	290.45	11/21/2019	R
105007	COMMITTEE FOR CHILDREN	\$	1,349.71	11/21/2019	R
105008	COMPUTER EXPLORERS	\$	324.00	11/21/2019	R
105009	CONNEY SAFETY	\$	114.38	11/21/2019	R

105010 CULLIGAN BOTTLED WATER	\$	50.81	11/21/2019 R
105011 CUMMINS NPOWER LLC	\$	1,023.06	11/21/2019 R
105012 DAHL, MARY	\$	14.60	11/21/2019 R
105013 DAKOTA TRUCK UNDERWRITERS	\$	49,755.00	11/21/2019 R
105014 DEMCO INC	\$	140.75	11/21/2019 R
105015 DOMEIER, MARILYN	\$	13.60	11/21/2019 R
105016 DONATELLI'S	\$	5,471.61	11/21/2019 R
105017 DEFINITIVE TECHNOLOGY SOLUTIONS	\$	82.80	11/21/2019 R
105018 DEFINITIVE TECHNOLOGY SOLUTION	\$	14,293.40	11/21/2019 R
105019 ECKROTH MUSIC	\$	82.00	11/21/2019 R
105020 EISENHUTH, JEANNE	\$	21.25	11/21/2019 R
105021 F&N OPERATIONS LLC	\$	3,940.41	11/21/2019 R
105022 FARMINGTON HIGH SCHOOL	\$	185.00	11/21/2019 R
105023 FASTENAL COMPANY	\$	7.44	11/21/2019 R
105024 FRONTLINE TECHNOLOGIES GROUP	\$	595.00	11/21/2019 R
105025 GALLAGHERS NORTHWESTERN TIRE CO INC	\$	9,003.91	11/21/2019 R
105026 GARVEY, PATRICIA	\$	22.10	11/21/2019 R
105027 THE GOOD ACRE	\$	484.00	11/21/2019 R
105028 GRANDMA'S BAKERY INC	\$	46.25	11/21/2019 R
105029 GREATAMERICA FINANCIAL SERVICES	\$	334.85	11/21/2019 R
105030 GUNDERSON, ELIZABETH	\$	83.56	11/21/2019 R
105031 HAMER, KAREN	\$	15.30	11/21/2019 R
105032 HISDAHL INC	\$	405.08	11/21/2019 R
105033 HUGO EQUIPMENT CO	\$	415.59	11/21/2019 R
105034 IMPRESSION SIGNS AND GRAPHICS	\$	210.00	11/21/2019 R
105035 INNOVATIVE OFFICE SOLUTIONS	\$	20.57	11/21/2019 R
105037 JAYTECH INC	\$	1,716.64	11/21/2019 R
105038 JIMMY JOHNS #869	\$	91.47	11/21/2019 R
105039 JOHNSON, MICHELLE	\$	21.88	11/21/2019 R
105040 JOHNSON, SHARON	\$	499.95	11/21/2019 R
105041 JOY OF IT, INC.	\$	343.69	11/21/2019 R
105042 JW PEPPER & SON INC	\$	635.49	11/21/2019 R
105043 KATH FUEL OIL SERVICE CO	\$	20,502.98	11/21/2019 R
105044 KONICA MINOLTA PREMIER FINANCE	\$	597.66	11/21/2019 R
105045 KOREEN, GLORIA	\$	50.15	11/21/2019 R
105046 KRAFT CONTRACTING & MECHANICAL	\$	426.00	11/21/2019 R
105047 LAMINATING AND BINDING SOLUTIONS	\$	1,729.99	11/21/2019 R
105048 LANGUAGE LINE SERVICES	\$	436.33	11/21/2019 R
105049 LARSON, BEVERLEY	\$	20.40	11/21/2019 R
105050 LARSON, KAY	\$	80.00	11/21/2019 R
105051 LEARNING A-Z	\$	1,017.03	11/21/2019 R
105052 LETOURNEAU, BRADEN	\$	240.00	11/21/2019 R
105053 MAC RUNNEL, MINDY	\$	55.25	11/21/2019 R
105054 MACKIN EDUCATIONAL RESOURCES	\$	634.38	11/21/2019 R
105055 MARCO, INC	\$	650.69	11/21/2019 R
105056 MATH FOR LOVE	\$	95.00	11/21/2019 R
105057 MCBRIDE, STACIE	\$	340.36	11/21/2019 R

105058	MCDONOUGH'S WATERJETTING AND	\$	1,095.00	11/21/2019	R
105059	MCNERTNEY, HOWARD	\$	600.00	11/21/2019	R
105060	MEADOWOOD TOOL CO	\$	87.00	11/21/2019	R
105061	MED COMPASS	\$	1,047.00	11/21/2019	R
105062	MEDTOX LABORATORIES	\$	301.26	11/21/2019	R
105063	METRO ECSU	\$	70.00	11/21/2019	R
105064	MEUWISSEN, PAUL	\$	280.00	11/21/2019	R
105065	MIDWEST BUS PARTS INC	\$	753.15	11/21/2019	R
105066	MILLIGAN, THERESA	\$	18.50	11/21/2019	R
105067	MINDWORKS RESOURCES INCORPORATED	\$	3,130.00	11/21/2019	R
105068	MINNEHAHA ACADEMY	\$	120.00	11/21/2019	R
105069	MN JEWISH THEATRE CO	\$	284.00	11/21/2019	R
105070	MUMBLEAU, RICHARD	\$	130.00	11/21/2019	R
105071	NAEA	\$	490.00	11/21/2019	R
105072	NAPA AUTO PARTS	\$	78.58	11/21/2019	R
105073	NASCO	\$	89.60	11/21/2019	R
105074	O'NEIL, LOIS	\$	18.28	11/21/2019	R
105075	OFFICE DEPOT	\$	64.59	11/21/2019	R
105076	OLSON, SUZANNE	\$	32.30	11/21/2019	R
105077	PAN-O-GOLD	\$	1,238.00	11/21/2019	R
105078	PARTSMASTER	\$	514.63	11/21/2019	R
105079	PATIENT TOOLS INC	\$	141.00	11/21/2019	R
105080	PELCO CONSTRUCTION LLC	\$	5,250.00	11/21/2019	R
105081	PINE TREE APPLE ORCHARD	\$	4,260.00	11/21/2019	R
105082	POLAR CHEVROLET MAZDA	\$	269.59	11/21/2019	R
105083	POSTMASTER	\$	1,400.00	11/21/2019	R
105084	PRAXAIR DISTRIBUTION INC	\$	32.67	11/21/2019	R
105085	PREMIUM WATERS INC	\$	123.70	11/21/2019	R
105086	R & R SPECIALTIES INC	\$	1,778.50	11/21/2019	R
105087	RANDY SHAVER CANCER RESEARCH	\$	2,979.35	11/21/2019	R
105088	REHBEIN TRANSIT CO	\$	24,336.00	11/21/2019	R
105089	REILAND, KAREN	\$	781.95	11/21/2019	R
105090	THE RESIDENCE CLUB GR	\$	1,593.00	11/21/2019	R
105091	REV.COM	\$	255.00	11/21/2019	R
105092	RICHARDS MELISSA	\$	280.00	11/21/2019	R
105093	ROE, ERIN	\$	920.00	11/21/2019	R
105094	ROETTGER, DORIS	\$	60.50	11/21/2019	R
105095	SCHMITT MUSIC COMPANY	\$	255.00	11/21/2019	R
105096	SCHOLASTIC INC	\$	37.95	11/21/2019	R
105097	SEEVER, GRAY	\$	160.00	11/21/2019	R
105098	SHEPLER, LAURA	\$	524.81	11/21/2019	R
105099	SOURCEWELL TECHNOLOGY	\$	807.00	11/21/2019	R
105103	STAPLES ADVANTAGE	\$	1,058.95	11/21/2019	R
105104	STREAMLINE DESIGN INC	\$	1,059.00	11/21/2019	R
105105	SUCCESS BEYOND THE CLASSROOM	\$	490.00	11/21/2019	R
105106	SUMMIT COMPANIES	\$	1,045.00	11/21/2019	R
105107	SURPLUS SERVICES	\$	930.00	11/21/2019	R

105108 SWANSON, STEPHEN	\$	40.00	11/21/2019 R
105109 SYNCHRONY BANK	\$	25.40	11/21/2019 R
105110 SYNOVIA SOLUTIONS	\$	1,551.40	11/21/2019 R
105111 SYSCO OF WESTERN MN	\$	4,422.13	11/21/2019 R
105112 TA SCHIFSKY & SONS INC	\$	24.07	11/21/2019 R
105113 TODAYS CLASSROOM LLC	\$	303.22	11/21/2019 R
105114 TR ENVIRONMENTAL CONSULTING, LLC	\$	193.00	11/21/2019 R
105115 TRADE PRESS INC	\$	7,862.93	11/21/2019 R
105116 TREASURED TRANSPORTATION	\$	42,197.45	11/21/2019 R
105117 T.R.F. SUPPLY CO	\$	165.40	11/21/2019 R
105118 TRIMARK	\$	2,654.40	11/21/2019 R
105120 TRIO SUPPLY COMPANY	\$	2,492.97	11/21/2019 R
105121 TWIN CITY JANITOR SUPPLY CO	\$	378.00	11/21/2019 R
105122 TWIN PINES IMPRINTING	\$	1,340.00	11/21/2019 R
105123 US FOODS CULINARY EQUIP & SUPPLIES	\$	4,421.45	11/21/2019 R
105124 VANDERWOOD, LILY	\$	150.00	11/21/2019 R
105125 VORT CORPORATION	\$	275.00	11/21/2019 R
105126 WASHINGTON CO PUBLIC HEALTH	\$	1,500.00	11/21/2019 R
105127 WHITE BEAR MONTESSORI	\$	40.00	11/21/2019 R
105128 XCEL ENERGY	\$	30,101.92	11/21/2019 S
105129 XCEL ENERGY	\$	53,226.22	11/21/2019 S
105130 DS ERICKSON & ASSOC PLLC	\$	242.89	11/21/2019 R
105131 GURSTEL CHARGO ATTORNEYS AT LAW	\$	318.60	11/21/2019 R
105132 MESSERLI & KRAMER PA	\$	3.51	11/21/2019 R
105133 RIVERVIEW LAW OFFICE PLLC	\$	357.76	11/21/2019 R
105134 SOCIAL SECURITY ADMINISTRATION	\$	262.41	11/21/2019 R
105135 IUOE LOCAL 70	\$	1,094.61	11/21/2019 R
105136 RAUSCH, STURM, ISRAEL,	\$	43.59	11/21/2019 R
105138 SCHOOL SERVICE EMPLOYEES	\$	7,404.99	11/21/2019 R
105139 US DEPT OF EDUCATION	\$	127.05	11/21/2019 R
192000324 ANDERSON, JON	\$	65.00	11/14/2019 A
192000325 ANDERSON, MELISSA	\$	73.08	11/14/2019 A
192000326 BEGE, LAURA	\$	125.00	11/14/2019 A
192000327 BERNIER, JAMES	\$	19.00	11/14/2019 A
192000328 BRADLEY, LYDIA	\$	26.27	11/14/2019 A
192000329 CARLSON-CASA DE CALVO, JANET	\$	82.07	11/14/2019 A
192000330 CRAIGAN, JENNIFER	\$	32.84	11/14/2019 A
192000331 DRANGE, ANGELA	\$	280.76	11/14/2019 A
192000332 DURAND, JENNIFER	\$	316.96	11/14/2019 A
192000333 ECKTON, DANA	\$	273.78	11/14/2019 A
192000334 EK, GARY	\$	22.04	11/14/2019 A
192000335 ENGSTRAN, PAUL	\$	130.00	11/14/2019 A
192000336 GALYON, AMY	\$	64.09	11/14/2019 A
192000337 GEDNALSKE, KIRK	\$	71.36	11/14/2019 A
192000338 GERE, JENNIFER	\$	50.00	11/14/2019 A
192000339 GREEN, ALAN	\$	41.98	11/14/2019 A
192000340 GRIEBENOW, BRIAN	\$	142.18	11/14/2019 A

192000341	GUTHRIE, ASHLEY	\$	260.00	11/14/2019	A
192000342	HAGESTUEN, FAITH	\$	35.95	11/14/2019	A
192000343	HUMPHREY, KELLY	\$	500.00	11/14/2019	A
192000344	JEBENS-SINGH, TARA	\$	475.02	11/14/2019	A
192000345	JOHANNECK, PATRICIA	\$	43.21	11/14/2019	A
192000346	KEESE, MATTHEW	\$	638.46	11/14/2019	A
192000347	KENTFIELD, KELLY	\$	111.41	11/14/2019	A
192000348	KLECKER, KEVIN	\$	50.00	11/14/2019	A
192000349	LAFRINIER, JENNIFER	\$	26.38	11/14/2019	A
192000350	LANGER, CARLY	\$	13.32	11/14/2019	A
192000351	LARSON, TIMOTHY	\$	91.24	11/14/2019	A
192000352	LEHN, BRIDGET	\$	220.69	11/14/2019	A
192000353	LUNDBLAD, ANGELA	\$	127.60	11/14/2019	A
192000354	LYDON, CASSANDRA	\$	22.12	11/14/2019	A
192000355	MALONEY, JESSE	\$	83.40	11/14/2019	A
192000356	MANLEY, KATHLEEN	\$	44.66	11/14/2019	A
192000357	MARKUSON, RACHAEL	\$	100.00	11/14/2019	A
192000358	MCCORMICK, REBEKKA	\$	105.84	11/14/2019	A
192000359	MCCORMICK, TYLER	\$	87.48	11/14/2019	A
192000360	MCGARTHWAITE, MICHAEL	\$	82.94	11/14/2019	A
192000361	MILES, MARY	\$	271.71	11/14/2019	A
192000362	MOSSER, LORI	\$	130.00	11/14/2019	A
192000363	MUNSON, KARI LYNN	\$	10.25	11/14/2019	A
192000364	NASVIK, CRAIG	\$	41.96	11/14/2019	A
192000365	OGNE, TAYLOR	\$	256.94	11/14/2019	A
192000366	OLSON, DAVID	\$	62.35	11/14/2019	A
192000367	OTTAVIANI, AMY	\$	212.40	11/14/2019	A
192000368	PERCIVAL, PATRICIA	\$	111.83	11/14/2019	A
192000369	PERRY, MEGAN	\$	38.22	11/14/2019	A
192000370	PETERSEN, JILL	\$	62.99	11/14/2019	A
192000371	PIERRE, CHRISTINA	\$	23.58	11/14/2019	A
192000372	PINNOW, PAIGE	\$	267.44	11/14/2019	A
192000373	RIDER, ANGELA	\$	199.00	11/14/2019	A
192000374	RIEBE, BRIAN	\$	147.32	11/14/2019	A
192000375	RIEBOW, SHANNON	\$	159.00	11/14/2019	A
192000376	ROCKFORD, JEREMY	\$	198.36	11/14/2019	A
192000377	ROESER, DANIEL	\$	980.65	11/14/2019	A
192000378	SAMPOANG, DESSERAY	\$	248.94	11/14/2019	A
192000379	SAMUELSON, BETH	\$	106.72	11/14/2019	A
192000380	SCHUEBEL, ANGELA	\$	31.90	11/14/2019	A
192000381	STENDER, THERESA	\$	500.00	11/14/2019	A
192000382	STEWART, SCOTT	\$	30.00	11/14/2019	A
192000383	SVIR, SARA	\$	31.41	11/14/2019	A
192000384	SWANSON, SAMANTHA	\$	41.00	11/14/2019	A
192000385	TELAE, CASSANDRA	\$	26.09	11/14/2019	A
192000386	TESSMAN, JILEEN	\$	1,241.50	11/14/2019	A
192000387	THALHUBER, SHEILA	\$	94.95	11/14/2019	A

192000388	TROSKE, CARRIE	\$	395.00	11/14/2019	A
192000389	TULBERG, AMY	\$	53.94	11/14/2019	A
192000390	VAN ARRAGON, JANEL	\$	59.55	11/14/2019	A
192000391	WEDELL, THERESA	\$	67.28	11/14/2019	A
192000392	WILLIAMS, LAURA	\$	458.20	11/14/2019	A
192000393	XU, HUI	\$	38.51	11/14/2019	A
192000394	ZAKRZEWSKI, JACLYN	\$	10.25	11/14/2019	A
192000395	ALLEN, KATHLEEN	\$	72.27	11/21/2019	A
192000396	ANDERSON, SHANNON	\$	140.00	11/21/2019	A
192000397	BACIGALUPO, STACEY	\$	57.96	11/21/2019	A
192000398	BOOTH, KARLA	\$	60.90	11/21/2019	A
192000399	BREMER, JACLYN	\$	28.83	11/21/2019	A
192000400	DARR, SHELLY	\$	129.92	11/21/2019	A
192000401	DERBY, SARA	\$	178.10	11/21/2019	A
192000402	DONAHOE, TRACI	\$	165.30	11/21/2019	A
192000403	FELTON, LORI	\$	110.00	11/21/2019	A
192000404	FROST, MEGAN	\$	29.96	11/21/2019	A
192000405	GEDNALSKE, KIRK	\$	39.99	11/21/2019	A
192000406	GRAY, DONALD	\$	19.00	11/21/2019	A
192000407	GUENTHER, LAURA	\$	247.95	11/21/2019	A
192000408	HELTNER, ERIKA	\$	241.60	11/21/2019	A
192000409	HUBBARD, MICHELLE	\$	247.13	11/21/2019	A
192000410	IWERKS, MELISSA	\$	14.85	11/21/2019	A
192000411	LAMWERS, LINDSAY	\$	25.95	11/21/2019	A
192000412	MANLEY, KATHLEEN	\$	140.00	11/21/2019	A
192000413	MCDOWELL, SUZANNE	\$	15.00	11/21/2019	A
192000414	MURPHY, MARY	\$	83.00	11/21/2019	A
192000415	NACHTSHEIM, JOHN	\$	91.06	11/21/2019	A
192000416	NORCROSS, MICHELE	\$	39.14	11/21/2019	A
192000417	PERCIVAL, PATRICIA	\$	103.99	11/21/2019	A
192000418	RASMUSSEN, JEAN	\$	500.58	11/21/2019	A
192000419	RUOHOMAKI, TERESA	\$	133.28	11/21/2019	A
192000420	SCHEUERELL, PAMELA	\$	12.95	11/21/2019	A
192000421	SCHLOSSER, GABRIELLE	\$	62.95	11/21/2019	A
192000422	SCHWEIZER, JENNIFER	\$	280.17	11/21/2019	A
192000423	SVIR, SARA	\$	457.78	11/21/2019	A
192000424	TESSMAN, JILEEN	\$	195.00	11/21/2019	A
192000425	THOMAS, DAVID	\$	187.34	11/21/2019	A
192000426	VOLKMANN, CHRISTINE	\$	105.00	11/21/2019	A
192000427	WACHLAROWICZ, JOHN	\$	235.59	11/21/2019	A
192000428	WHITE, RACHEL	\$	512.50	11/21/2019	A
192000429	WILLIAMS, LAURA	\$	8.00	11/21/2019	A
		\$	1,584,213.13		

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: **December 9, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$10	Sue and Tom Masso	White Bear Lake Area High School Theater Program
\$1,000	Kathy and Gavin Burnham	White Bear Lake Area High School Theater Program
\$100	Andrew Hoffman	White Bear Lake Area High School Theater Program
\$100	Jeremy and Kristy Masso	White Bear Lake Area High School Theater Program
\$50	Traci and Derick Bowermaster	White Bear Lake Area High School Theater Program
\$50	Pine Tree Apple Orchard	White Bear Lake Area High School Theater Program
\$75	Vermeersch Automotive	White Bear Lake Area High School Theater Program
\$75	Northeast Youth & Family Service	White Bear Lake Area High School Theater Program
\$20	Vicki Johnson	White Bear Lake Area High School Theater Program
\$50	Dave and Kari Erickson	White Bear Lake Area High School Theater Program
\$50	Marian and Kenneth Copa	White Bear Lake Area High School Theater Program
\$500	Karn Copa	White Bear Lake Area High School Theater Program
\$250	Hugo Lions Club	White Bear Lake Area High School Theater Program
\$100	Kathy Stone	White Bear Lake Area High School Theater Program
\$50	Richard and Diana Rose	White Bear Lake Area High School Theater Program
\$25	Pezzo Per Pezzo	White Bear Lake Area High School Theater Program
\$800	White Bear Lions Club	White Bear Lake Area High School Theater Program

\$100	Anissa and Raymond Wenzel	White Bear Lake Area High School Theater Program
\$150	Arthur & Judy Pew	White Bear Lake Area High School Theater Program
\$70	Eileen Burchby	White Bear Lake Area High School Theater Program
\$25	Diane Danko	White Bear Lake Area High School Theater Program
\$50	Kathy Bloom	White Bear Lake Area High School Theater Program
\$50	Cathy Storey	White Bear Lake Area High School Theater Program
\$25	Mary Larson	White Bear Lake Area High School Theater Program
\$50	Beth Holman	White Bear Lake Area High School Theater Program
\$25	Janet Logan	White Bear Lake Area High School Theater Program
\$25	Catherine Larson	White Bear Lake Area High School Theater Program
\$100	Greg and Wendy Steiner	White Bear Lake Area High School Theater Program
\$100	Schwieters Construction	White Bear Lake Area High School Theater Program
\$25	Rosemary Teas	White Bear Lake Area High School Theater Program
\$23	Natalie Sagdalen	White Bear Lake Area High School Theater Program
\$20	Melissa Rodriguez	White Bear Lake Area High School Theater Program
\$25	Ocea Bicha	White Bear Lake Area High School Theater Program
\$50	Teresa Shepler	White Bear Lake Area High School Theater Program
\$20	Jean Fredenburg	White Bear Lake Area High School Theater Program
\$20	Natalie Miller	White Bear Lake Area High School Theater Program
\$24	Laurie Carlson	White Bear Lake Area High School Theater Program
\$100	Kate Bridgeman	White Bear Lake Area High School Theater Program
\$20	Stephen Renner	White Bear Lake Area High School Theater Program
\$20	Renee Powell	White Bear Lake Area High School Theater Program
\$300 for volleyballs for WBLAHS	White Bear Lake Lions Club	WBLAHS – South Campus
\$400 for Key Club	Kiwnis Club of the Stillwater Area	WBLAHS – South Campus

\$250 for classroom items for D. Holman's Health Class	Beth Lolman	WBLAHS – South Campus
\$77 for Central Megative Meal Balances	Coldwell Banker	Central Middle School
\$20 for Hug a Heart	JoAnne and David Hutchinson	Lincoln Elementary School
Six winter coats and six snow pants and several pairs of winter boots	White Bear Lake Area Educational Foundation	Birch Lake Elementary School
\$200 for Orchestra needs	Richard and Sandy Tschida	Sunrise Park Middle School
Dictionaries for 3 rd graders	White Bear Lions Club	Birch Lake Elementary
\$100 for Gymnastic Team	Fresh Paint	WBLAHS – South Campus

RECOMMENDED ACTION: Accept donations.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF

SHANNON AICHELE– Part-Time Bus Aide, Bus Garage
Employed by District 624 since 10/19/2015
Effective Date: 10/31/2019

DAVID OLSON– Head Custodian Engineer, Bellaire, Lakeaires, Otter Lake Elementary
Employed by District 624 since 04/29/2019
Effective Date: 10/31/2019

RESIGNATION/TERMINATION/NON-RENEWAL– NON-AFFILIATED

BREANNA FRAME– Activity Leader, Matoska Elementary
Employed by District 624 since 11/12/2018
Effective Date: 10/18/2019

RETIREMENT– CLASSIFIED STAFF

JULIE BLADE– Admin. Assist. Registrar/Records HS, WBLAHS – North Campus
Employed by District 624 since 08/25/2003
Effective Date: 12/31/2019

RETIREMENT– CERTIFIED STAFF

MARGARET LANE– ELTeacher, Lincoln and Vadnais Heights Elementary
Employed by District 624 since 08/26/1991
Effective Date: 11/22/2019

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF

THOMAS GROSSMAN – From Custodian to Assistant Head Custodial Engineer, WBLAHS – South Campus
\$22.25 per hr., Shift \$.30, Long.\$95, 40 hrs. per week
Effective Date: 11/25/2019

TABBITHA KISSNER – From Regular Part-Time Cook, Central Middle School
To H.S. Assistant Head Cook Manager, Area Learning Center
\$18.87 per hr., plus CTF 3, \$.95 per hr., 28.75 hrs. per week
Effective Date: 11/25/2019

NEW PERSONNEL – CLASSIFIED STAFF

RACHEL ATCHISON– Part-Time Cook, Sunrise Park Middle School

\$15.09 per hr., 17.5 hrs., per week, \$6,337.80

Effective Date: 12/02/2019

RODNEY BEACH– Head Custodial Engineer, Bellaire, Lakeaires & Matoska Elementary

\$24.07 per hr., 40 hrs., per week, \$29,826.80

Effective Date: 11/25/2019

ISAAC COMBS– Pupil Support Assistant, Sunrise Park Middle School

\$19.15 per hr., 32.5 hrs., per week, \$16,306.22

Effective Date: 11/12/2019

HILARY FARAH– Adm. Asst. – Building Assistant, Matoska Elementary

\$17.98 per hr., 20 hrs., per week, \$8,846.16

Effective Date: 11/25/2019

SHANNON HUTTON– Program Assistant Leader, Vadnais Heights Elementary

\$13.98 per hr., 21.25 hrs., per week, \$9,506.40

Effective Date: 11/18/2019

CARRIE KASHANI– Pupil Support Assistant, Hugo Elementary

\$19.15 per hr., 32.5 hrs., per week, \$16,306.22

Effective Date: 11/12/2019

ANGELA KEELING– Adm. Asst.-Manager, Supervisor or Coordinator, Transition Education Center

\$19.09 per hr., 37.5 hrs., per week, \$18,326.40

Effective Date: 12/02/2019

CHRISTOPHER OSWALD– Pupil Support Assistant, Central Middle School

\$19.15 per hr., 32.5 hrs., per week, \$14,439.10

Effective Date: 12/05/2019

HAYLEY VAN DEMARK– Pupil Support Assistant, Transition Education Center

\$19.15 per hr., 30.0 hrs., per week, \$13,673.10

Effective Date: 12/02/2019

NEW PERSONNEL – NON-AFFILIATED

NICHOLAS JOHNSON – Activity Leader, Matoska Elementary

\$16.49 per hr., 40.0 hrs. per week, \$21,766.80

Effective Date: 11/11/2019

LEAVE RETURN – CLASSIFIED STAFF

MARK PLASTER – Custodial, Area Learning Center
Employed by District 624 since 08/23/1988
Effective Date: 11/11/2019

LONG TERM SUBSTITUTE – CLASSIFIED STAFF

LAURIE GERDING – Regular Part-Time Cook, Otter Lake Elementary
\$15.09 per hr, 27.5 hrs. per week
Effective Date: 12/09/2019 through March 2020

LONG TERM SUBSTITUTE – CERTIFIED STAFF

CODY BRAEGER – FACS Teacher, WBLAHS – South Campus
BA, Step 1, \$15,603.01
Effective Date: 11/18/2019 through 02/28/2020

MICHAEL LEHENBAUER – Grade 4 Teacher, Oneka Elementary
MA, Step 1, \$3,285.58
Effective Date: 12/04/2019 through 12/20/2019

BRANDON SEARLES – Social Studies Teacher, Sunrise Park Middle School
BA+45, Step 1, \$7,421.25
Effective Date: 11/11/2019 through 12/20/2019

KATHLEEN STARRY – Grade 1 Teacher, Willow Elementary
BA, Step 1, \$5,071.34
Effective Date: 12/04/2019 through 01/10/2020

CATHY VEDDY – Grade 5 Teacher, Oneka Elementary
BA, Step 1, \$3,097.55
Effective Date: 11/19/2019 through 12/06/2019

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Recognition of Retiring School Board Members**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Don Mullin, School Board Chair**
Dr. Wayne A. Kazmierczak, Superintendent

BACKGROUND:

The School Board will recognize the invaluable contributions to the White Bear Lake Area Schools of outgoing Board members Ellen Fahey and Scott Wilson.



Ellen Fahey
January, 2016 – December, 2019



Scott Wilson
January, 2016 – December, 2019

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **December 9, 2019**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Presentation and Public Hearing Related to the
Proposed 2019 Payable 2020 Property Tax Levy**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Attached please find the presentation slides that will be used to discuss the School District's 2019 payable 2020 property tax levy. Minnesota school districts are required to discuss the levy at a regularly scheduled School Board meeting and allow the public to speak. This will occur at the meeting on December 9, 2019 at 7:00 p.m.



White Bear Lake Area Schools, ISD 624

Public Hearing for Taxes Payable in 2020

DECEMBER 9, 2019

PRESENTED BY:

TIM WALD,

ASSISTANT SUPERINTENDENT FOR
FINANCE & OPERATIONS

Minnesota State Law Requires:

A Public Meeting...

- Between November 24th & December 30th
- After 6:00 PM
- May be part of regularly scheduled meeting
- May adopt final levy at same meeting
- Must allow for public comments

...and Presentation of:

- Current year budget
- Prior year actual revenue & expenditures
- Proposed property tax levy including % increase
- Specific purposes & reasons taxes are being increased

Hearing Agenda

- Background: Student Achievement & School Funding
- District's Budget
- District's Proposed Tax Levy for Taxes Payable in 2020
- Public Comments

Minnesota Public School Student Achievement is Strong

State law requires all juniors and seniors be offered the ACT at no cost, but the test is no longer mandatory

In 2019 Minnesota ranks first among the 17 states where nearly all graduates take the ACT test, earning a composite score of 21.4

National composite score for 2019 is 20.7

Success Story-Academics

2019 MCA Test Results

Percentage Meeting or Exceeding Standards

	Math	Reading	Science	Avg % Meeting or Exceeding Standards
White Bear Lake	63.6%	63.6%	56.6%	61.3%
State Public School Average	58.1%	60.5%	52.6%	57.1%

2019 ACT Test Results

	Percent Taking ACT Test	Avg Eng	Avg Math	Avg Reading	Avg Sci	Avg Comp
White Bear Lake	85.8%	20.1	21.6	21.3	21.6	21.2
State Public School Average	83.8%	20.0	21.3	21.4	21.5	21.2

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The *legislature shall make such provisions by taxation or otherwise* as will secure a thorough and efficient system of public schools throughout the state.”

As a result...

Funding is Highly Regulated

State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy (districts can levy less but not more than amount authorized by state, unless approved by voters)

State also authorizes school board to submit referendums for operating and capital needs to voters for approval

Challenge: State Set Basic General Education Formula Lags Inflation

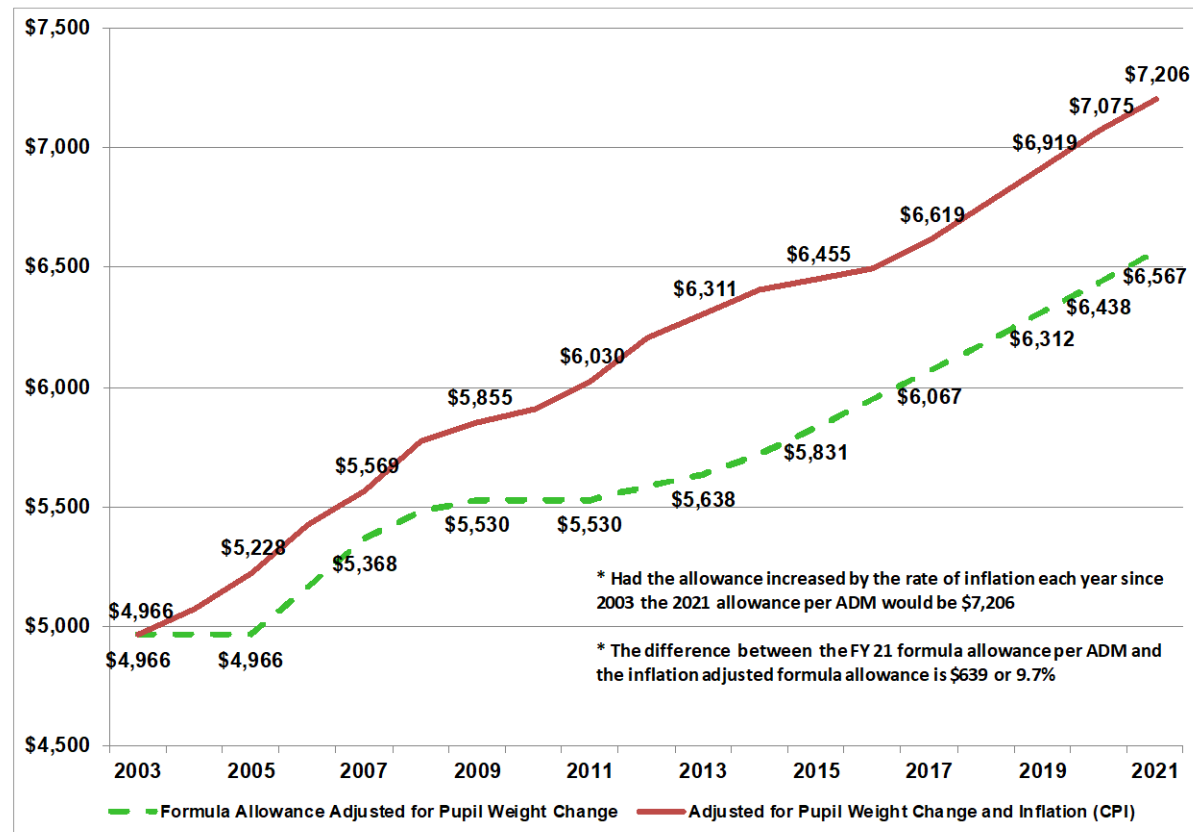
Since 2002-03, state General Education Revenue formula has not kept pace with inflation

For Fiscal Year 2019-20, Legislature approved an increase of 2% or \$126 per year, and for Fiscal Year 2020-21 an increase of 2% or \$129 was approved

Per-pupil allowance for Fiscal Year 2020-21 of \$6,567 would need to increase by another \$639 (9.7%) to have kept pace with inflation since 2002-03

Basic General Education Formula Lags Inflation

General Education Formula Allowance, 2003-2021
Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE August 2019 Inflation Estimates

Underfunding of Special Education

MDE reports the FY 2018 cost of providing special education programs was underfunded by \$822 million, or an average of 40% underfunded

Translating into a statewide average funding shortfall of \$5,705 per special education student

Underfunding of special education costs requires a transfer from regular program resources to support an underfunded program mandated by state and federal law

Primary options to bridge special education funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

Result: Growing Dependence on Referendum Revenue

In 1992-93, 65% of districts had operating referendum revenue averaging \$332 per pupil

For 2020-21, all Minnesota districts have referendum revenue and/or local optional revenue levy authority averaging \$1,475 per pupil

- Referendum revenue including Local Optional Revenue (LOR) provides 13.2% of General Fund operating revenue
- Of this amount, \$751 is a voter approved operating referendum, and \$724 is Local Optional Revenue (LOR)

Change in Tax Levy Does not Determine Change in Budget

1

Tax levy is based on many state-determined formulas plus voter approved referendums

2

Some increases in tax levies are revenue neutral, offset by reductions in state aid

3

Expenditure budget is limited by state-set revenue formulas, voter-approved levies, and fund balance

4

An increase in school taxes does not always correlate to an equal increase in budget

School District Levy Cycle Differs from City/County Levy Cycle

City/County:

- Budget Year same as calendar year
- 2020 taxes provide revenue for 2020 calendar year budget

Schools:

- Budget year begins July 1st and coincides with school year
- 2020 taxes provide revenue for 2020-21 school fiscal year
- Budget will be adopted in June 2020

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information and prior year actual financial results be presented at this hearing. The Fiscal 20-21 budget will be set in June 2020.

All school district budgets are divided into separate funds, based on purposes of revenue, as required by law

Our District's Funds:

- General
- Food Service
- Community Service
- Building Construction*
- Debt Service
- Trust*
- Internal Service*
- OPEB Irrevocable Trust
- OPEB Debt Service

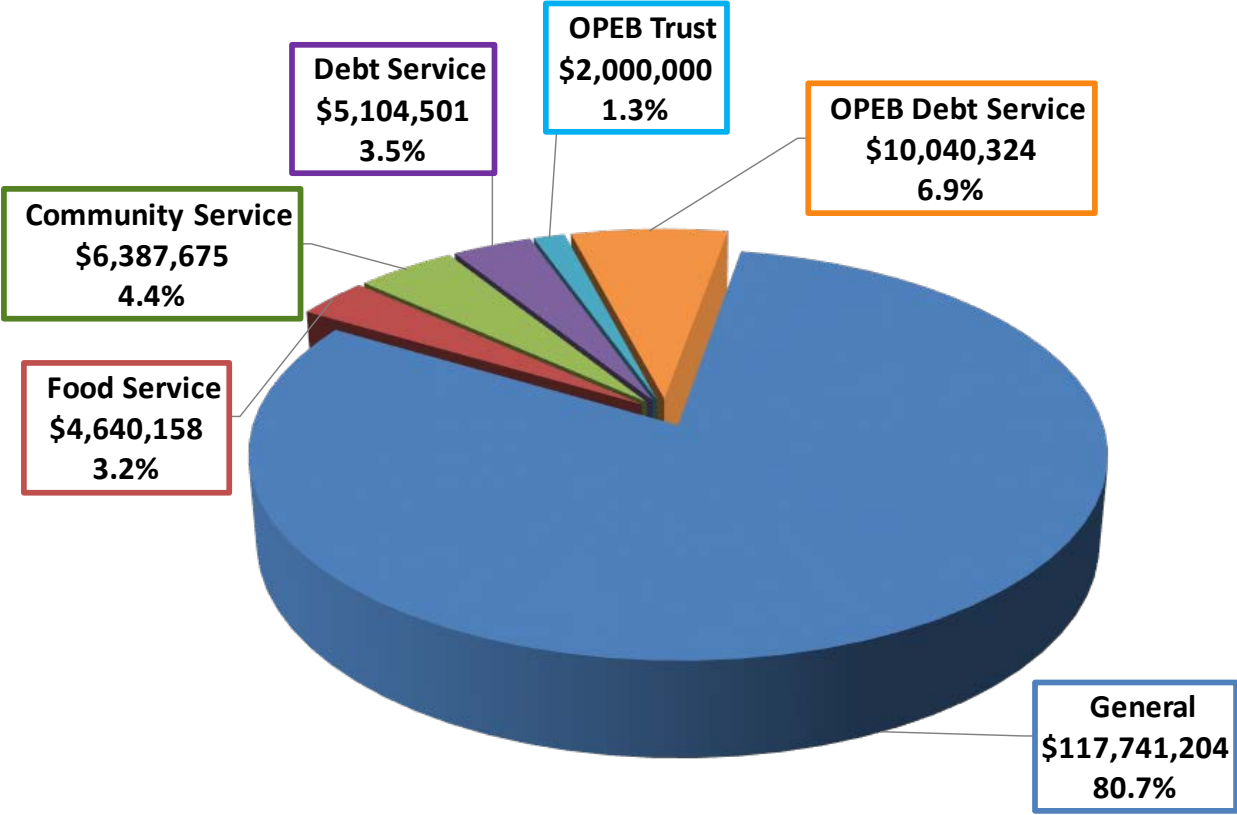
**Annual budgets are not prepared for these funds*

**District Revenues and Expenditures
Actual for FY 2019, Budget for FY 2020**

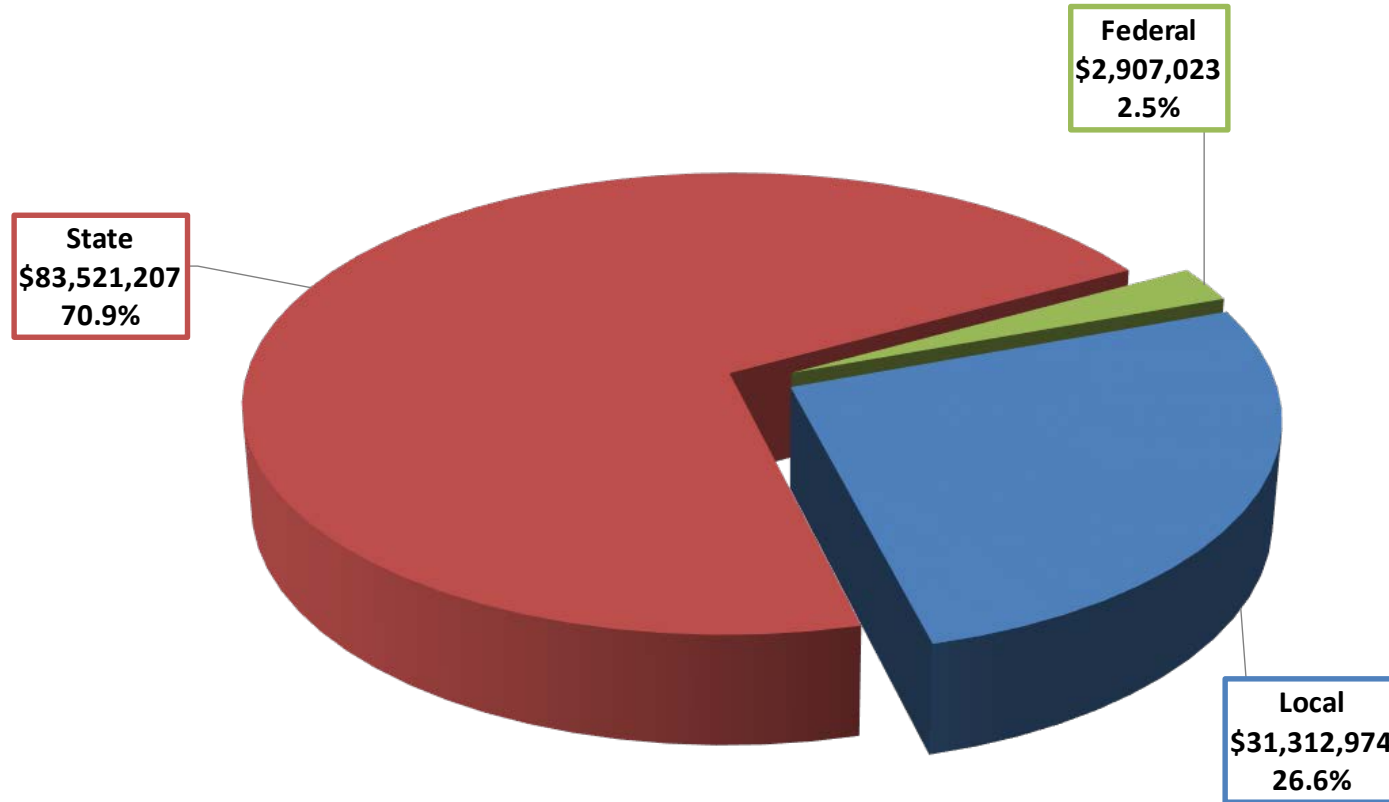
FUND	FISCAL 2019 BEGINNING FUND BALANCES	2018-19 ACTUAL REVENUES AND TRANSFERS IN	2018-19 ACTUAL EXPENDITURES & TRANSFERS OUT	JUNE 30, 2019 ACTUAL FUND BALANCES	2019-20 BUDGET REVENUES AND TRANSFERS IN	2019-20 BUDGET EXPENDITURES & TRANSFERS OUT	JUNE 30, 2020 PROJECTED FUND BALANCES
General/Restricted	\$1,360,676	\$7,945,718	\$5,582,501	\$3,723,893	\$7,314,664	\$5,699,427	\$5,339,130
General/Other	18,514,548	106,359,149	111,519,080	13,354,617	110,426,540	112,569,079	11,212,078
Food Service	688,961	4,610,756	4,552,807	746,910	4,640,158	4,806,708	580,360
Community Service	1,581,691	6,544,787	6,905,050	1,221,428	6,387,675	6,710,098	899,005
Building Construction	16,397,271	307,534	4,147,887	12,556,918	-	-	12,556,918
Debt Service	1,423,817	4,503,185	78,105	5,848,897	5,104,501	5,181,976	5,771,422
Trust	242,592	270,540	341,077	172,055	-	-	172,055
Internal Service	(923,098)			33,133			-
OPEB* Irrevocable Trust	32,767,798	2,279,203	2,000,719	33,046,282	2,000,000	1,300,000	33,746,282
OPEB* Debt Service	1,285,435	6,805,363	6,572,538	1,518,260	10,040,324	9,628,250	1,930,334
Total All Funds	\$73,339,691	\$139,626,235	\$141,699,764	\$72,222,393	\$145,913,862	\$145,895,538	\$72,207,584

*Other Post Employment Benefits

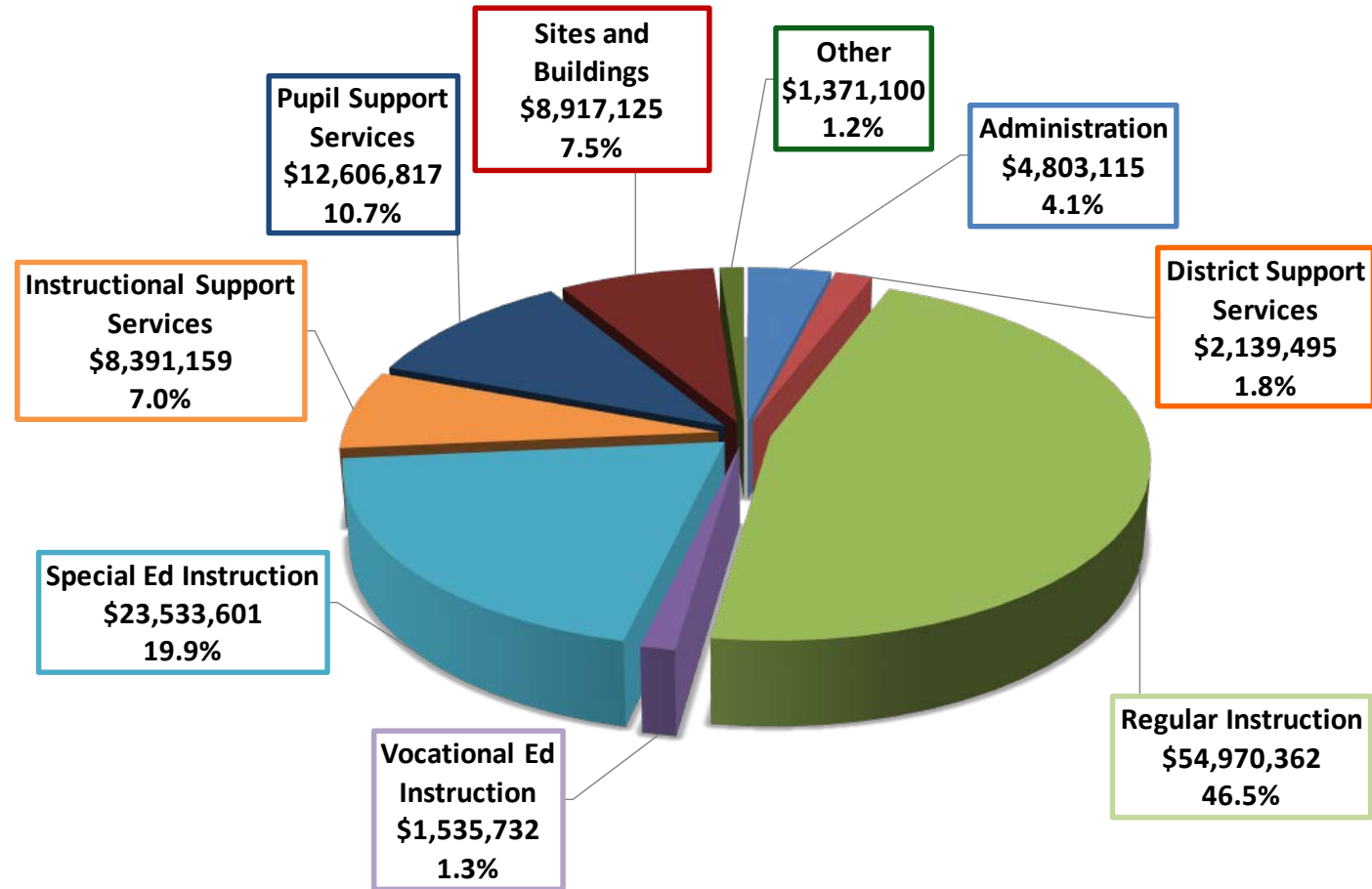
White Bear Lake Area Schools ISD #624
Revenue - All Funds
2019-20 Budget \$145,913,862



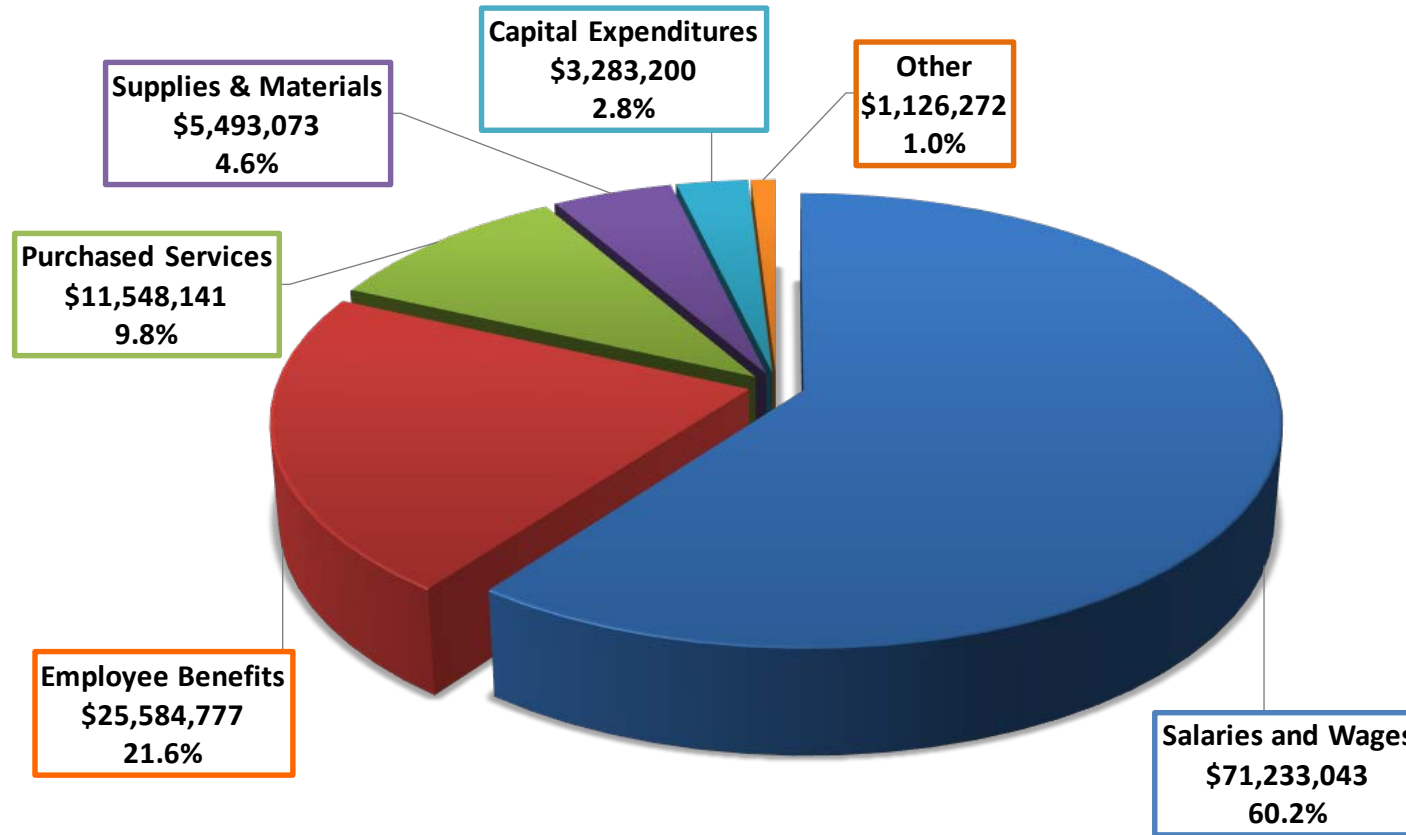
White Bear Lake Area Schools ISD #624
General Fund Revenue
2019-20 Budget \$117,741,204



White Bear Lake Area Schools ISD #624
General Fund Expenditures by Program
2019-20 Budget \$118,268,506



White Bear Lake Area Schools ISD #624
General Fund Expenditure by Object
2019-20 Budget \$118,268,506



Payable 2020 Property Tax Levy

- Determination of levy
- Comparison of 2019 to 2020 levies
- Specific reasons for changes in tax levy
- Impact on taxpayers

Property Tax Background

Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located

Each taxing jurisdiction sets own tax levy, often based on limits in state law

County sends bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions

School District Property Taxes

Each school district may levy taxes in over 40 different categories

“Levy limits” (maximum levy amounts) for each category are set by

- State law
- Voter approval

Minnesota Department of Education (MDE) calculates detailed levy limits for each district

Property Tax Background

School District Property Taxes

- Key steps in process are summarized on next slide
- Any of these steps may affect the taxes on a parcel of property, but district has control over only 1 of the 7 steps

Minnesota School District Property Taxes - Key Steps in the Process

Step 1. The **City or County Assessor** determines the estimated market value for each parcel of property in the county.

Step 2. The **Legislature** sets the formulas for tax capacity. (E.g., for homestead residential property, tax capacity = 1% of first \$500,000 in value + 1.25% of value over \$500,000.) These formulas determine how much of the tax burden will fall on different types of property.

Step 3. The **County Auditor** calculates the tax capacity for each parcel of property in the county (based on values from step 1 and tax capacity formulas from step 2), as well as the total tax capacity for each school district.

Step 7. The **County Auditor** divides the final levy (determined by the school board in step 6) by the district's total tax capacity (determined in step 3) to determine the tax rate needed to raise the proper levy amount. The auditor multiplies this tax rate times each property's tax capacity, to determine the school tax for that property.*

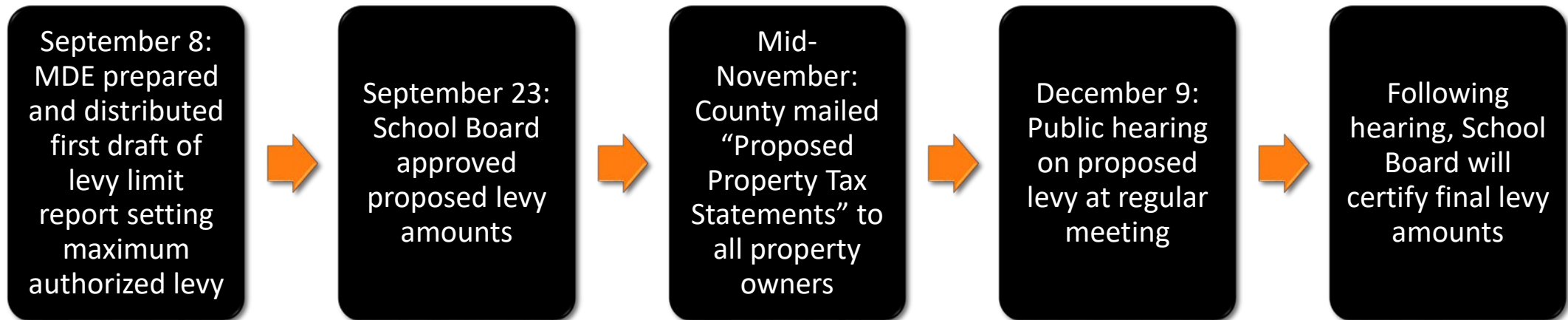
Step 4. The **Legislature** sets the formulas which determine school district levy limits. These are the maximum amounts of taxes that school districts can levy in every category.

Step 5. The **Minnesota Department of Education** calculates detailed levy limits for each school district, based on the formulas approved by the Legislature in step 4. These limits tell districts the exact amounts that can be levied in every category.

Step 6. The **School Board** adopts a proposed levy in September, based on the limits set in step 5. After a public hearing, the board adopts a final levy in December. Final levy cannot be more than the preliminary levy, except for amounts approved by voters.

* For certain levy categories (referendum, equity and transition levies), tax rates and levy amounts are based on **referendum market value**, rather than **tax capacity**.

Schedule of Events in Approval of District's 2019 (Payable 2020) Tax Levy



Overview of Proposed Levy Payable in 2020

Total 2020 proposed property tax levy is an increase from 2019 of \$11,989,270 (27.3%)

These amounts include a reduction of the School Age Care adjustment in Community Service Fund of \$320,782

State law requires that we explain reasons for major increases in levy

Some decreases in specific levies will also be explained

White Bear Lake Area School District, ISD 624

Comparison of Actual Tax Levy Payable in 2019 to Proposed Levy Payable in 2020

Fund Levy Category	Actual Levy Payable in 2019	Proposed Levy Payable in 2020	\$ Change	% Change
General				
Voter Approved Referendum	\$14,246,789	\$12,487,495	(\$1,759,294)	
Local Optional Revenue (LOR)	<u>4,047,165</u>	<u>6,864,268</u>	<u>2,817,103</u>	
Total Referendum and LOR	18,293,954	19,351,763	1,057,810	
Equity	935,907	966,252	30,345	
Capital Project - Technology	1,866,380	1,998,489	132,109	
Operating Capital	909,084	919,111	10,027	
Achievement and Integration	248,260	313,556	65,296	
Safe Schools	486,805	502,717	15,912	
Long Term Facilities Maintenance	737,551	712,796	(24,755)	
Instructional Lease	1,881,058	1,895,242	14,184	
Other	1,015,157	1,002,565	(12,592)	
Prior Year Adjustments	1,358,766	1,076,465	(282,301)	
Total, General Fund	\$27,732,923	\$28,738,956	\$1,006,034	3.6%
Community Service				
Basic Community Education	\$450,353	\$470,732	\$20,379	
Early Childhood Family Education	260,029	259,230	(799)	
School-Age Child Care	325,000	350,000	25,000	
Other	12,112	12,872	760	
Prior Year Adjustments	49,874	5,192	(44,682)	
Total, Community Service Fund	\$1,097,369	\$1,098,027	\$658	0.1%
Debt Service				
Voter Approved	\$930,510	\$11,946,645	\$11,016,135	
Long-Term Facility Maintenance	4,417,926	4,875,783	457,857	
Other Post Employment Benefits	10,109,663	9,602,775	(506,888)	
Reduction for Debt Excess	(477,776)	(418,883)	58,894	
Prior Year Adjustments	94,502	51,082	(43,420)	
Total, Debt Service Fund	\$15,074,825	\$26,057,403	\$10,982,577	72.9%
Total Levy, All Funds	\$43,905,116	\$55,894,386	\$11,989,270	27.3%
Subtotal by Truth in Taxation Categories:				
Voter Approved	17,918,322	27,099,171	9,180,849	
Other	25,986,794	28,795,215	2,808,421	
Total	\$43,905,116	\$55,894,386	\$11,989,270	27.3%

Explanation of Levy Changes

Category: Operating Referendum, Local Optional and Equity Revenue

Change: +\$1,088,155

Use of Funds: General Operating Expenses

Reason for Change:

- All of these revenues are based on the number of students in the district, which is estimated to increase by 312 pupil units
- No change in authorized levy per pupil for voter and board approved amounts
- Voter approved allowance includes an inflationary adjustment

Explanation of Levy Changes

Category: General Fund – Capital Project Levy

Change: +\$132,109

Use of Funds: Instructional technology software, hardware and support

Reason for Change:

- The levy is calculated based on a voter approved tax rate
- An increase in the tax base results in an increase in the total levy based on the approved tax rate

Explanation of Levy Changes

Category: General Fund Adjustments

Change: -\$282,301

Use of Funds: General Operating Expenses

Reason for Change:

- Initial levies are best estimates with prior year levy adjustments calculated by state for up to three years
 - In 2019, the levy adjustments in the general fund were \$1,358,766 positive
 - In 2020, the levy adjustments in the general fund were \$1,076,465 positive
 - The net result is a reduction from year to year of \$262,301
- Combination of 17 prior year levy adjustments and abatement levies

Explanation of Levy Changes

Category: Debt Service - Voter Approved

Change: +\$11,016,135

Use of Funds: Annual required payments of principal & interest on voter approved bonds

Reason for Change:

- District voters approved issuance of \$326 million in building bonds on November 5, 2019

Explanation of Levy Changes

Category: Debt Service – Long-Term Facility Maintenance Bonds & Other Post Employment Benefits Bonds

Change: +\$457,857 & -\$506,888 (net -\$49,031)

Use of Funds: Annual required payments of principal & interest on FM & OPEB Bonds

Reason for Change:

- Principal & interest payments are planned in combination to maintain a level tax rate on debt and capital levies

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property in District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs and costs, voter-approved referendums, and other factors

Four Year School Levy Comparison

Following are a table and graphs showing examples of changes in school district portion of property taxes from 2017 to 2020

Examples include school district taxes only

All examples are based on a 15.8% increase in property value over this four year period

- Actual changes in value may be more or less than this for any parcel of property
- Intended to provide a fair representation of what has happened to school district property taxes over this period for typical properties

Impact on Taxpayers

Amounts for 2020 are preliminary estimates, based on best available data – final amounts could change slightly

Estimates prepared by Ehlers, District's municipal financial advisors

White Bear Lake Area Public Schools

Estimated Changes in School Property Taxes, 2017 to 2020

Based on 15.8% Cumulative Changes in Property Value from 2017 to 2020 Taxes

Type of Property	Estimated Market Value for 2017 Taxes	Actual Taxes Payable in 2017	Estimated Market Value for 2018 Taxes	Actual Taxes Payable in 2018	Estimated Market Value for 2019 Taxes	Actual Taxes Payable in 2019	Estimated Market Value for 2020 Taxes	Estimated Taxes Payable in 2020			Change in Taxes 2017 to 2020	Change in Taxes 2019 to 2020
								Without Ballot Question*	Approved Ballot Question*	Total		
Residential Homestead	\$129,587	\$542	\$137,363	\$572	\$142,857	\$641	\$150,000	\$664	\$135	\$799	\$257	\$158
	172,783	752	183,150	793	190,476	887	200,000	918	193	1,111	359	224
	215,979	962	228,938	1,013	238,095	1,133	250,000	1,172	251	1,423	461	290
	237,577	1,067	251,832	1,123	261,905	1,256	275,000	1,299	280	1,579	512	323
	302,371	1,382	320,513	1,453	333,333	1,625	350,000	1,680	367	2,047	665	422
	345,566	1,592	366,300	1,674	380,952	1,871	400,000	1,933	425	2,358	766	487
	388,762	1,801	412,088	1,894	428,571	2,114	450,000	2,179	480	2,659	858	545
	431,958	2,007	457,875	2,105	476,190	2,349	500,000	2,421	533	2,954	947	605
475,154	2,208	503,663	2,317	523,810	2,599	550,000	2,695	600	3,295	1,087	696	
518,350	2,420	549,451	2,555	571,429	2,865	600,000	2,970	666	3,636	1,216	771	
Commercial/ Industrial #	\$129,587	\$591	\$137,363	\$626	\$142,857	\$691	\$150,000	\$712	\$154	\$866	\$275	\$175
	431,958	2,183	457,875	2,325	476,190	2,577	500,000	2,666	633	3,299	1,116	722
	863,916	4,480	915,751	4,767	952,381	5,279	1,000,000	5,458	1,318	6,776	2,296	1,497
	1,295,874	6,777	1,373,626	7,209	1,428,571	7,981	1,500,000	8,249	2,003	10,252	3,475	2,271
1,727,832	9,073	1,831,502	9,650	1,904,762	10,683	2,000,000	11,041	2,688	13,729	4,656	3,046	
Apartments and Res. Non-Homestead (2 or more units)	\$647,937	\$3,391	\$686,813	\$3,564	\$714,286	\$3,989	\$750,000	\$4,120	\$1,000	\$5,120	\$1,729	\$1,131
	863,916	4,522	915,751	4,751	952,381	5,318	1,000,000	5,493	1,333	6,826	2,304	1,508
	1,727,832	9,044	1,831,502	9,503	1,904,762	10,636	2,000,000	10,986	2,666	13,652	4,608	3,016

* Estimated Taxes Payable in 2020 includes estimates of additional taxes for the bond issue approved by voters on November 5, 2019 and planned underlevy in other categories

For commercial-industrial property, figures above are for property in the City of White Bear Lake. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

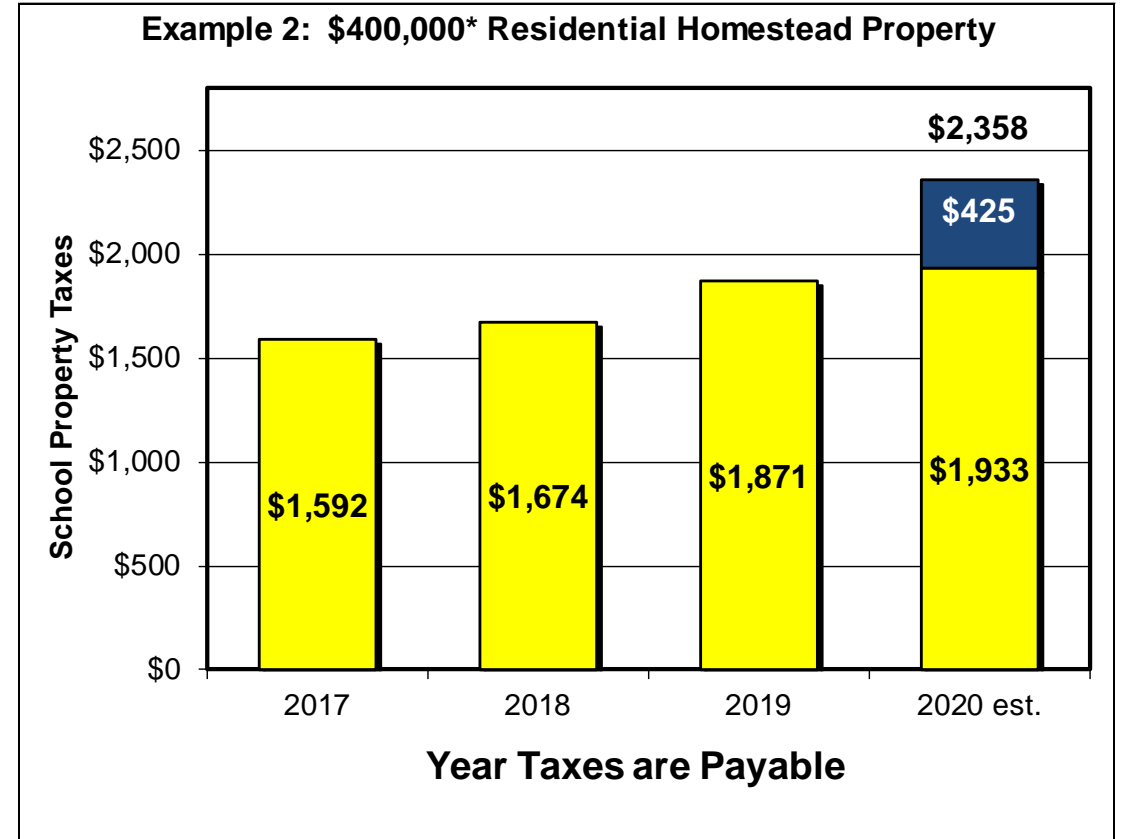
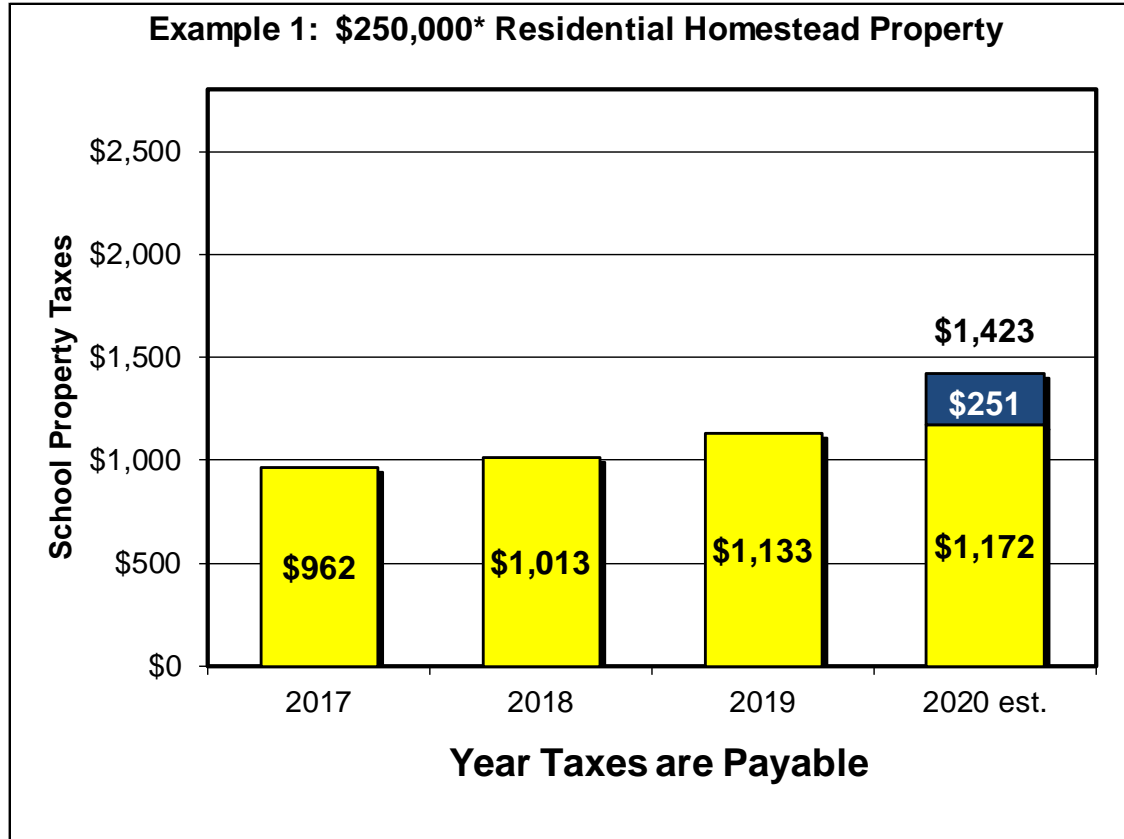
General Notes

1. The amounts in the table are based on school district taxes only, and do not include taxes for the city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2020 are preliminary, based on the best data available as of the date above.
3. For all examples of properties, taxes are based on changes in taxable market value of 6.0% from 2017 to 2018 taxes, 4.0% from 2018 to 2019, and 5.0% from 2019 to 2020.

White Bear Lake Area Public Schools

Estimated Changes in School Property Taxes, 2017 to 2020

Based on 15.8% Cumulative Changes in Property Value from 2017 to 2020 Taxes



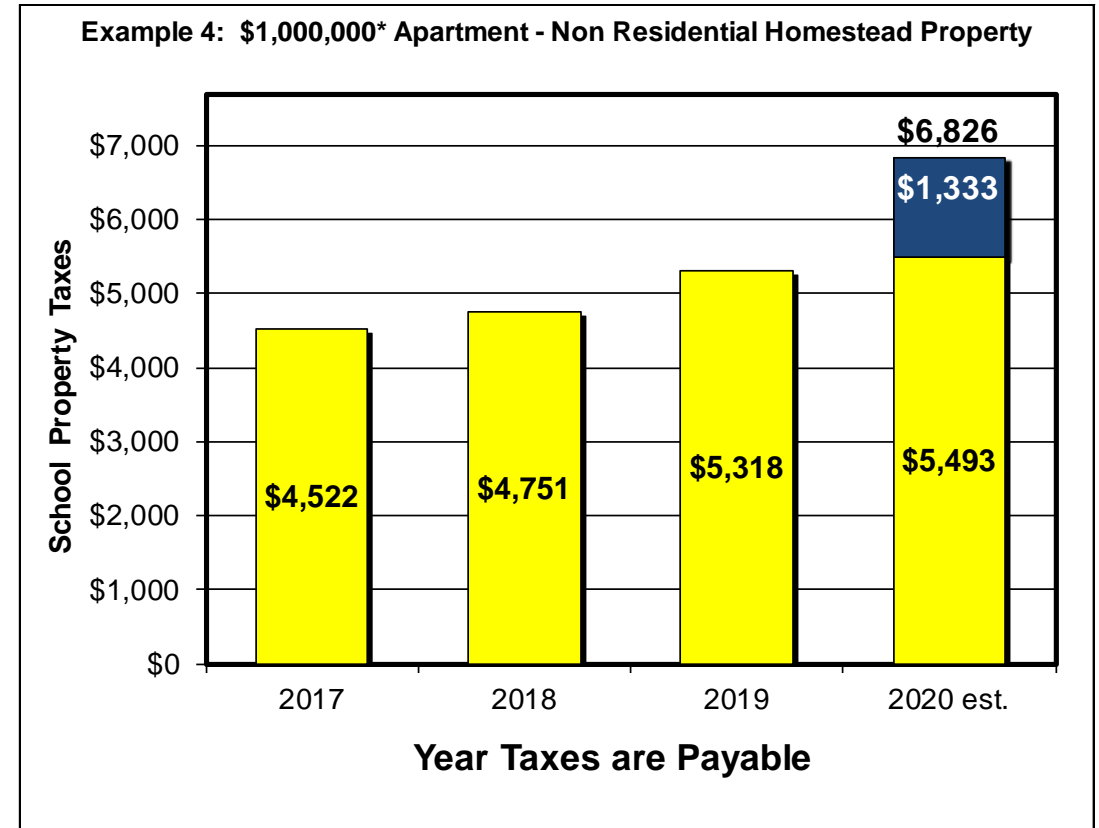
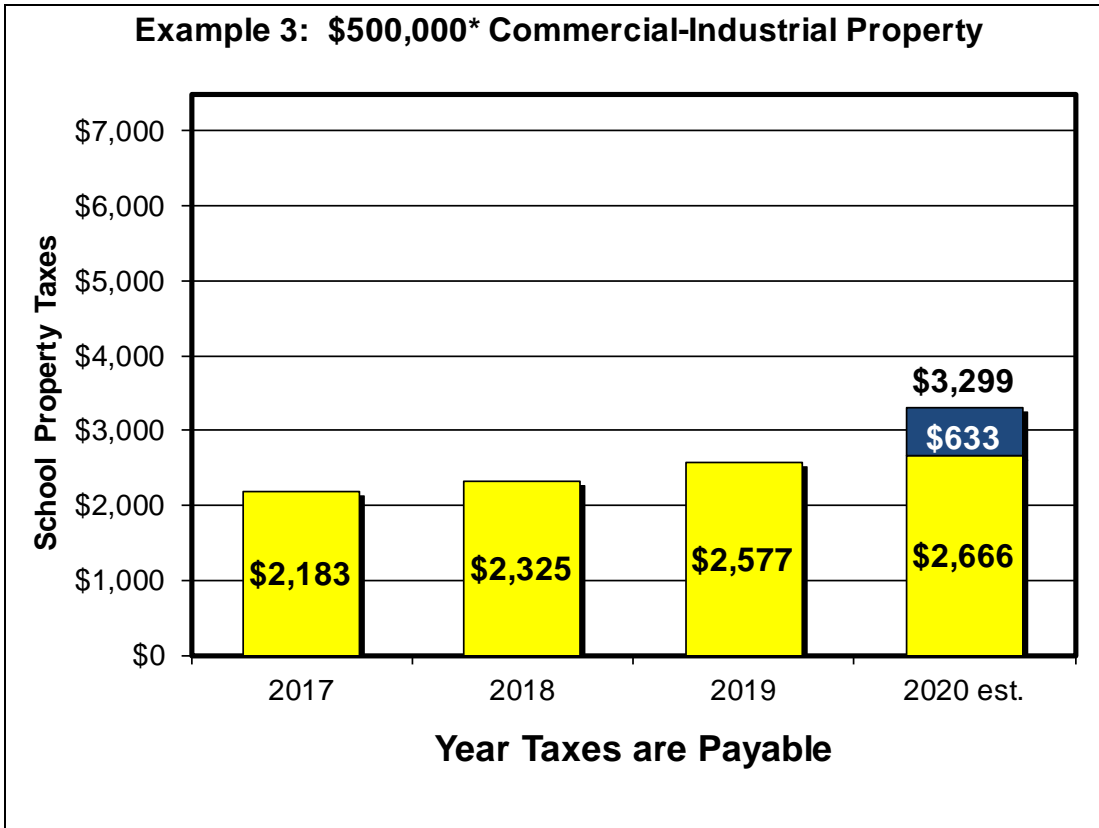
* For all four examples of properties, the value shown in the title of the chart is the estimated market value for taxes payable in 2020. Taxes are calculated based on changes in market value of 6.0% from 2017 to 2018 taxes, 4.0% from 2018 to 2019, and 5.0% from 2019 to 2020.

** The darker portion of the 2020 bar represents the estimated taxes associated with bond issue approved by voters on November 5, 2019.

White Bear Lake Area Public Schools

Estimated Changes in School Property Taxes, 2017 to 2020

Based on 15.8% Cumulative Changes in Property Value from 2017 to 2020 Taxes



* For all four examples of properties, the value shown in the title of the chart is the estimated market value for taxes payable in 2020. Taxes are calculated based on changes in market value of 6.0% from 2017 to 2018 taxes, 4.0% from 2018 to 2019, and 5.0% from 2019 to 2020.

** The darker portion of the 2020 bar represents the estimated taxes associated with bond issue approved by voters on November 5, 2019.

Minnesota Homestead Credit Refund “Circuit Breaker”

Has existed since 1970s

Available **each year** to owners of homestead property

(applies to taxes paid on house, garage and one acre for ag homestead property)

Annual income must be approximately \$113,150 or less

(income limit is higher if you have dependents)

Sliding scale - refund based on income and total property taxes

Maximum refund for homeowners is \$2,770

Also available to renters

Complete state tax form M-1PR (www.revenue.state.mn.us)

Minnesota Special Property Tax Refund

Available each year to owners of homestead properties with a gross tax increase of at least 12% and \$100 over prior year

Helpful in first year after referendum

Refund is 60% of amount by which tax increase exceeds greater of 12% or \$100, up to a maximum of \$1,000

No income limits

Complete state tax form
M-1PR
(www.revenue.state.mn.us)

Senior Citizen Property Tax Deferral

Allows people age 65 and older with household income of \$60,000 or less to defer a portion of property taxes on their home

You have lived in, owned your home, and had it homesteaded for the last 15 years

Limits maximum amount of property tax paid to 3% of household income

Additional taxes are deferred, not forgiven

Provides predictability; amount of tax you pay will not change for as long as you participate in the program

Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps

1

Board will accept public comments on proposed levy

2

Board will certify 2020 property tax levy

Total Proposed School Tax Levy

General Fund	\$28,738,956
Community Service	1,098,027
Debt Service	26,057,403
<hr/>	<hr/>
Total	\$55,894,386



White Bear Lake
Area Schools

Public
Comments

AGENDA ITEM: **Presentation of Audit Report**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), will be in attendance at the December 9, 2019 School Board meeting to present the fiscal year 2018-2019 audit report.

INDEPENDENT SCHOOL DISTRICT NO. 624 WHITE BEAR LAKE, MINNESOTA

Audit Report
Year Ended June 30, 2019



AUDITOR'S ROLE

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



AUDIT RESULTS

- **Opinion on Basic Financial Statements**
 - **Unmodified Opinion**

- **Internal Control and Compliance Reports over Financial Reporting**
 - **Limited Segregation of Duties over Cash Disbursements, Payroll, and Payroll Related items**
 - **Weaknesses in Internal Controls over Payroll Processing**

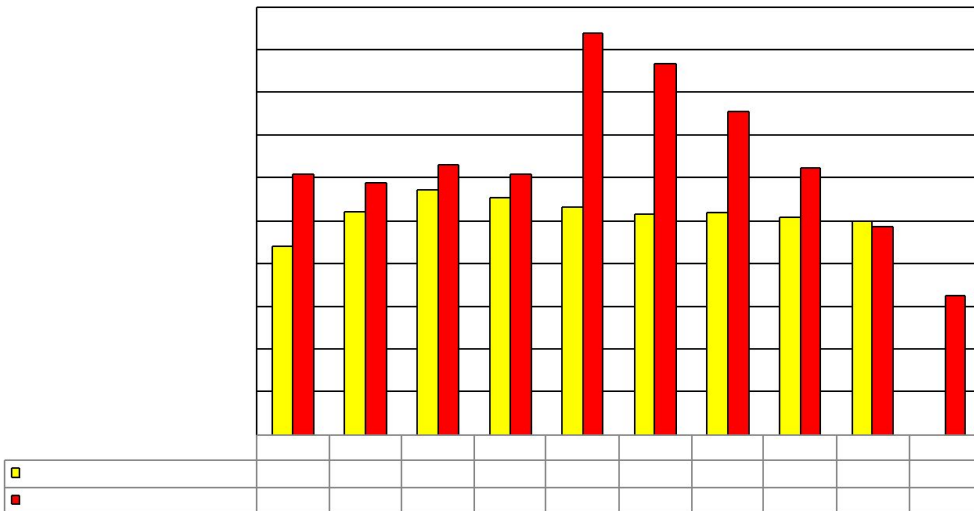


AUDIT RESULTS

- **Single Audit of Federal Awards**
 - **Internal Controls over Compliance and Instances of Noncompliance with Requirements for Time and Effort Reporting within the Special Education Federal Program.**

- **MN Legal Compliance Audit**
 - **No Findings**

- Follow-up on Prior Year Findings and Recommendations
 - Compliance with the Suspension and Debarment Requirements within the Child Nutrition Federal Program





REVENUE PER ADM SERVED

Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Metro Area		ISD No. 624 – White Bear Lake		
	2017	2018	2017	2018	2017	2018	2019
General Fund							
Property taxes	\$ 1,933	\$ 2,024	\$ 2,516	\$ 2,638	\$ 2,809	\$ 2,757	\$ 2,956
Other local sources	515	520	423	433	410	445	465
State	9,386	9,614	9,387	9,625	8,692	8,879	9,285
Federal	450	450	480	474	322	310	387
Total General Fund	12,284	12,608	12,806	13,170	12,233	12,391	13,093
Special revenue funds							
Food Service	561	559	557	554	544	525	528
Community Service	628	642	733	752	666	700	750
Debt Service Fund	1,119	1,128	1,118	1,120	581	521	516
Total revenue	\$ 14,592	\$ 14,937	\$ 15,214	\$ 15,596	\$ 14,024	\$ 14,137	\$ 14,887
ADM served per MDE School District Profiles Report (current year estimated)					<u>8,477</u>	<u>8,683</u>	<u>8,730</u>

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

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



EXPENDITURES PER ADM SERVED

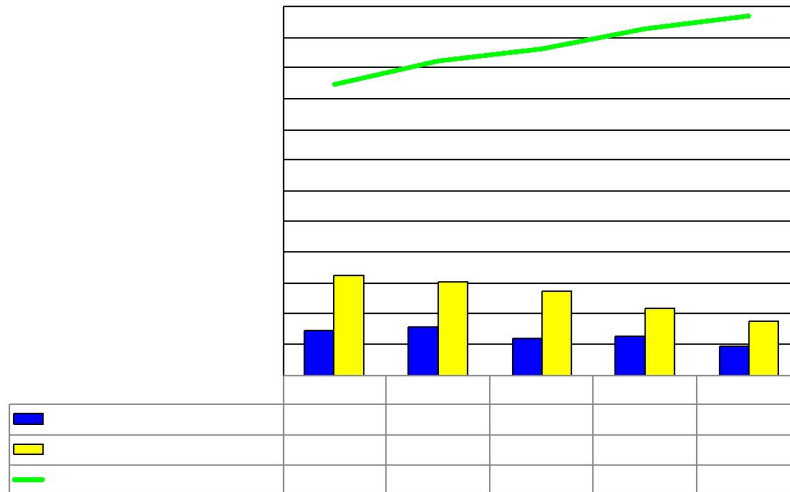
Governmental Funds Expenditures per Student (ADM) Served

	State-Wide		Metro Area		ISD No. 624 – White Bear Lake		
	2017	2018	2017	2018	2017	2018	2019
General Fund							
Administration and district support	\$ 991	\$ 1,031	\$ 996	\$ 1,045	\$ 776	\$ 775	\$ 830
Elementary and secondary regular instruction	5,539	5,646	5,887	5,976	5,623	5,852	5,890
Vocational education instruction	166	170	153	154	181	169	204
Special education instruction	2,225	2,298	2,334	2,418	2,457	2,594	2,726
Instructional support services	660	658	765	748	756	789	790
Pupil support services	1,074	1,118	1,165	1,209	1,339	1,419	1,463
Sites, buildings, and other	906	936	870	896	1,058	1,050	1,134
Total General Fund – noncapital	11,561	11,857	12,170	12,446	12,190	12,648	13,037
General Fund capital expenditures	627	658	592	636	334	339	375
Total General Fund	12,188	12,515	12,762	13,082	12,524	12,987	13,412
Special revenue funds							
Food Service	550	553	545	545	522	504	522
Community Service	611	640	713	750	645	708	791
Debt Service Fund	1,359	1,308	1,323	1,230	597	600	548
Total expenditures	\$ 14,708	\$ 15,016	\$ 15,343	\$ 15,607	\$ 14,289	\$ 14,799	\$ 15,273
ADM served per MDE School District Profiles Report (current year estimated)					<u>8,477</u>	<u>8,683</u>	<u>8,730</u>

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

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

GENERAL FUND FINANCIAL POSITION

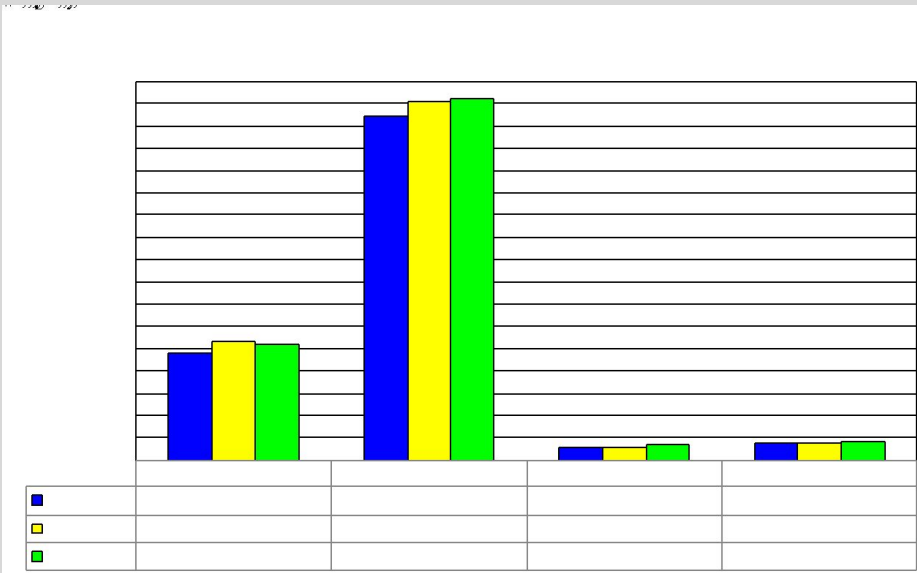


GENERAL FUND FINANCIAL POSITION

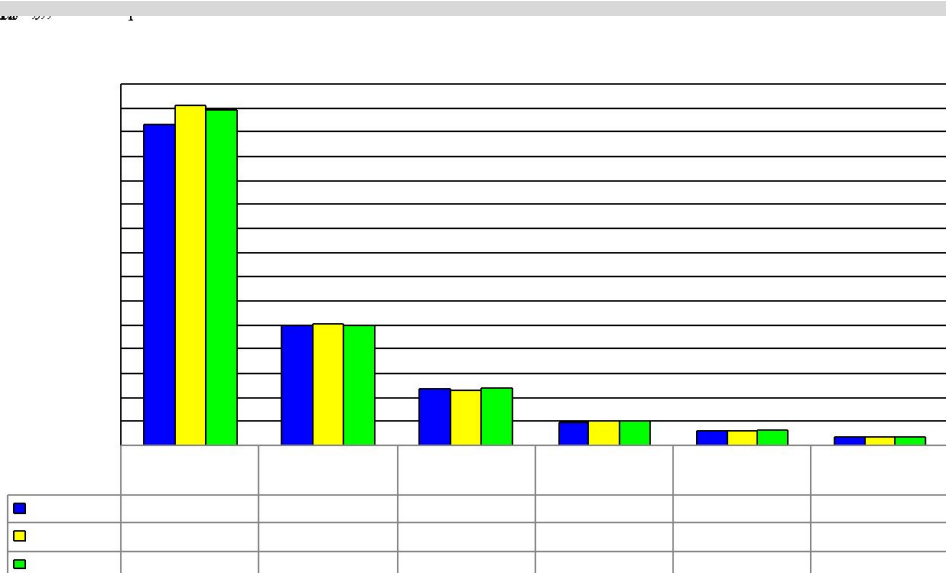
	Year Ended June 30,				
	2015	2016	2017	2018	2019
Nonspendable fund balances	\$ 156,537	\$ 97,470	\$ 315,203	\$ 515,138	\$ 407,677
Restricted fund balances (1)	(252,933)	1,133,918	2,098,896	1,341,737	3,723,893
Unrestricted fund balances					
Assigned	12,917,616	10,494,185	10,458,808	5,572,835	3,344,748
Unassigned	14,670,122	15,779,571	12,166,697	12,445,515	9,602,192
Total fund balance	\$ 27,491,342	\$ 27,505,144	\$ 25,039,604	\$ 19,875,225	\$ 17,078,510
Unassigned fund balances as a percentage of expenditures	15.5%	15.5%	11.5%	11.0%	8.2%

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

GENERAL FUND REVENUE

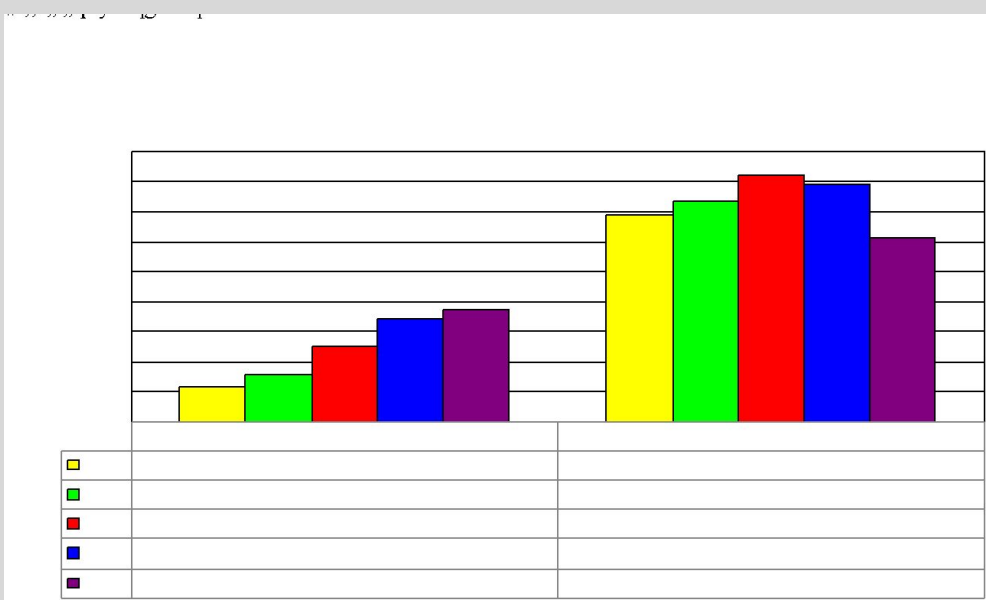


GENERAL FUND EXPENDITURES





OTHER GOVERNMENTAL FUNDS



SEVERANCE INTERNAL SERVICE FUND

	2015	2016	2017	2018	2019
Operating revenue					
Contributions from governmental funds	\$ -	\$ -	\$ -	\$ -	\$ -
Operating expenses					
Post-employment severance benefits	148,363	24,128	143,408	667,410	188,566
Operating income (loss)	(148,363)	(24,128)	(143,408)	(667,410)	(188,566)
Nonoperating revenue					
Investment earnings	80,058	47,842	29,200	24,054	25,908
Income (loss) before transfers	(68,305)	23,714	(114,208)	(643,356)	(162,658)
Transfers out	-	(1,340,000)	-	-	-
Change in net position	(68,305)	(1,316,286)	(114,208)	(643,356)	(162,658)
Net position					
Beginning of year	1,401,320	1,333,015	16,729	(97,479)	(740,835)
End of year	\$ 1,333,015	\$ 16,729	\$ (97,479)	\$ (740,835)	\$ (903,493)

SELF-INSURED HEALTH BENEFITS FUND

	2015	2016	2017	2018	2019
Operating revenue					
Contributions from governmental funds	\$ 6,264,105	\$ 12,746,805	\$ 13,469,529	\$ 14,513,994	\$ 15,153,666
Operating expenses					
Self-insured benefits	6,622,605	11,865,965	14,906,042	13,789,790	13,849,119
Operating income (loss)	(358,500)	880,840	(1,436,513)	724,204	1,304,547
Nonoperating revenue					
Investment earnings	311	1,912	5,681	7,300	46,732
Change in net position	(358,189)	882,752	(1,430,832)	731,504	1,351,279
Net position					
Beginning of year	–	(358,189)	524,563	(906,269)	(174,765)
End of year	\$ (358,189)	\$ 524,563	\$ (906,269)	\$ (174,765)	\$ 1,176,514

OTHER FUNDS

- Self-Insured Dental Benefits Internal Service Fund
- OPEB Trust Fiduciary Fund

- **Unmodified Opinion on District's Financial Statements**
- **Certificate of Achievement in Financial Reporting**
- **Three Findings Reported**
- **Use of General Fund Balance**
- **Stable Financial Position**

AGENDA ITEM: **Policy 532, Use of Peace Officers and Crisis Teams to Remove Students from School Grounds**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Lisa Ouren, Director of Student Support Services**

BACKGROUND:

School Board Policy 532, Use of Peace Officers and Crisis Teams to Remove Students from School Grounds, 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: General Statement of Policy, Definitions, and Removal of Students from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student, including a student with an Individualized Education Plan (IEP), from school grounds.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 13 School Board meeting agenda or a subsequent meeting for action.

Adopted: May 9, 2005

*White Bear Lake Area School
District Policy 532*

Revised: November 8, 2007

Revised: June 13, 2011

Revised: April 9, 2012

Revised: June 9, 2014

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student, including a student with an Individualized Education Plan (IEP), from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. Reasonable precautions should be taken to protect students from physical or emotional harm at school and school sponsored events and activities.

In general, All students, including those with IEPs, are subject to the terms of the school district's discipline policy, unless the IEP team determines that the discipline policy should not apply. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If any student, including a student with an IEP, engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, **visitors, any other persons** or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or

designee shall serve as the leader of the crisis team.

- B. “Emergency” means a situation where immediate intervention is needed to protect a student **child** or other individual from physical injury. ~~emotional abuse due to verbal and nonverbal gestures, or to prevent serious property damage.~~
- C. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper. A “peace officer” is not an agent or an employee of the District.
- D. ~~“School Resource Officer~~ Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students. A “police liaison officer” is not an agent or employee of the District.
- E. **The phrase** “remove the student from school grounds” **refers to** is the act of securing the person of a student, which may include a student with an IEP, and escorting that student from the school building or school sponsored event or activity.
- F. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS FROM SCHOOL GROUNDS

A. Removal By Crisis Team

~~A staff member may summon the building’s crisis team whenever the staff member believes the team’s intervention is necessary or reasonably appropriate to address student behavior that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties; or to address student behavior that endangers or threatens to endanger the student, other students, surrounding persons, personal property, or district property. The crisis team may attempt to address the student’s behavior. If the student has an IEP, the crisis team may attempt to address the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention~~

~~plan. If the crisis team or the building principal or associate principal determines that the student's behavior continues to significantly disrupt the rights of others to an education, or the ability of school personnel to perform their duties, or continues to endanger or threatens to endanger the student, other students, surrounding persons, personal property, or district property, the crisis team or the building principal, associate principal, or administrative designee may remove the student from school grounds, and may request assistance from any district employee.~~

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, visitors, any other persons or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, visitors, any other persons or school property, the crisis team may remove the student from school grounds

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the school resource officer or a peace officer.

B. Removal By School Resource Officer or Peace Officer

~~The school building's crisis team, building principal, associate principal, or designee may request that a school resource officer or a peace officer remove a student, including a student with an IEP, from school grounds if the student engages in criminal activity or any behavior that endangers or threatens to endanger the student, other students, surrounding persons, personal property, or district property.~~

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, visitors, any other persons or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may

endanger the health, safety, or property of the student, other students, staff members, visitors, any other persons or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and the school district's policy, Protection and Privacy of Pupil Records.

The fact that a student has an IEP and is covered by special education law does not prevent a peace officer or school resource officer from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

~~School district personnel may report a crime committed by any student, including a student with an IEP, to appropriate authorities. The district must provide a copy of a special education student's special education and disciplinary records to law enforcement if the school district reports a crime committed by a student with an IEP and (1) the parent has provided written consent for such records to be disclosed to law enforcement or (2) the disclosure is explicitly authorized under the Family Education Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act.~~

C. Reasonable Force Permitted

In removing a student from school grounds, including a student with an IEP, a school administrator, crisis team member, teacher, other member of the instructional, support, supervisory staff, or other agents of the school district may use reasonable force upon the student or toward the student when it is necessary under the circumstances to restrain the student from self-injury or to prevent injury to another person.

~~In removing a student from school grounds, school district personnel may not:~~
In removing a student with an IEP from school grounds, police liaison officers and school district personnel are prohibited from engaging in the following conduct:

- ~~1. Use corporal punishment prohibited by Minn. Stat. § 121A.58; e.g. hit or spank the student with or without an object; Use unreasonable force that causes bodily harm or substantial emotional harm;~~
2. Require the student to assume and maintain a specified physical position, activity, or posture that induces physical pain;

3. Restrict, totally or partially, the student's senses as punishment;
4. Present an intense sound, light, or other sensory stimuli using smell, taste, substance, or spray as punishment;
5. Deny or restrict the student's access to equipment and devices such as walkers, wheelchairs, hearing aids and communication boards that facilitate the student's functioning, except temporarily when necessary to prevent injury to the student or others or serious damage to the equipment or device, in which case the equipment or device must be returned to the student as soon as possible;
6. Interact with the student in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes section 626.556;
7. Withhold regularly scheduled meals or water;
8. Deny the student access to bathroom facilities; or
9. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso. **The school district** ~~White Bear Lake~~ does not use prone restraints.

D. Parental Notification

The building administrator or designee shall make a reasonable effort to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

If a student with an IEP is repeatedly removed from school, the IEP team must meet to review and determine the appropriateness of the IEP in light of the removals.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

~~If, during the course of removing a student with an IEP, immediate intervention is needed to protect the student or another individual from physical injury, a~~

~~licensed special education teacher, school social worker, school psychologist, properly certified behavior analyst, person with a master's degree in behavior analysis, other licensed education professional, paraprofessional, or mental health professional may use restrictive procedures (such as physical holding) provided that the person using the restrictive procedure has completed the training required by law and provided that the restrictive procedures are used, recorded, and reviewed in compliance with the district's restrictive procedures plan and the requirements of federal and state law. The law governing restrictive procedures does not apply to actions taken by a peace officer or a school resource officer.~~

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

- G. Reporting to the Minnesota Department of Education (MDE) annually, stakeholders may recommend, as necessary, to the Commissioner of MDE specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. §§ 125A.094, 125A.0941 & 125A.0942 (restrictive procedures)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))

34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 806 (Crisis Management Policy)

AGENDA ITEM: **Policy 611, Homeschooling**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 611, Homeschooling, 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: Textbooks, Instructional Material, Standard Tests, and Shared Time Programs.

The purpose of this policy is to recognize and provide guidelines, in accordance with state law, for parents who wish to have their children receive education in a homeschool alternative to an accredited public or private school.

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RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 13 School Board meeting agenda or a subsequent meeting for action.

Adopted: August 27, 2001
Revised: May 9, 2005
Revised: December 10, 2012
Revised: July 15, 2019

White Bear Lake Area School Board Policy #611

611 HOMESCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines, in accordance with state law, for parents who wish to have their children receive education in a homeschool alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1).

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a homeschool and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a homeschooled child shall submit immunization statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4 and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and by October 1 of the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will loan or provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for students use), individualized instructional or cooperative learning materials, (including teacher materials that accompany student materials), software or other educational technology and standardized tests for use by a homeschooled child as provided in Minn. Stat. § 123B.42 and Minnesota Rules Chapter 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40 to 123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental

cost as a result of providing access electronically.

VI. STUDENT SUPPORT SERVICES

Upon formal request as required by law, the school district will provide student support services in the form of health services and counseling and guidance services to a homeschooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Chapter 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40 to 123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident students who receive instruction in a homeschool (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1 and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A homeschooled child who is a resident of the school district may enroll in classes in the school district as a shared-time student on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any ~~pupils~~ student on a shared-time basis.
- B. The school district may limit enrollment of shared-time students in such classes based on the capacity of a program, class, grade level, or school building. The School Board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time ~~pupils~~ students to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

- A. Activities.
 - 1. Minnesota State High School League sponsored activities where six or more students receive instruction in the homeschool or the homeschool students are not residents of the school district.
 - a. The homeschool must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

- b. The homeschool is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. A homeschool that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Rule 403.00. The approval of such an arrangement shall be at the discretion of the School Board.
 - d. The homeschool is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the homeschool.

A homeschooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the School Board to participate in the activity and the payment of any activity fees associated with the activity. However, homeschool students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the School Board.

B. Transportation services.

- 1. The school district may provide nonpublic, nonregular transportation services to a homeschooled child.
- 2. The School Board ~~of the school district~~ retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 120A.24 (Reporting)
 Minn. Stat. § 120A.26 (Enforcement and Prosecution)
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
 Minn. Stat. § 123B.36 (School Boards May Require Fees)
 Minn. Stat. § 123B.41 (Definitions)
 Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material,

Standard Tests)

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

Minn. Stat. § 123B.86 (Equal Treatment-Transportation)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Rules Chapter 3540 (Textbooks, Individualized Instruction
Materials, Standardized Tests)

Cross References: WBLASB Policy 509 (Enrollment of Nonresident Students)

WBLASB Policy 510 (School Activities)

AGENDA ITEM: **Policy 616, School District System Accountability**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 616, School District System Accountability, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. Changes were made to the following section: Establishment of Goals: Implementation; Evaluation; and Reporting.

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 13 School Board meeting agenda or a subsequent meeting for action.

Adopted: October 13, 1997

Revised: May 26, 1998

Revised: June 11, 2001

Revised: May 9, 2005

Revised: December 14, 2009

Revised: April 11, 2011

Revised: March 12, 2012

Revised: March 14, 2016

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

*White Bear Lake Area
School District #624 Policy 616*

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires a level of accountability for the school district. The school district will establish a system to review and improve instruction, curriculum and assessment which will include input by students, parents/guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A “Credit” means a student’s successful completion of an academic year of study or a student mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and Minnesota K-12 Academic Standards that school districts must offer, and certify that students complete, to be eligible for a high school diploma.
- C. “World’s Best Workforce” The goals of the World’s Best Workforce legislation refers 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.

- D. “World’s Best Workforce Advisory Committee”: MN statute references various committees established for gaining perspective on continuous improvement (e.g., Graduation Standards Implementation Advisory Committee, Student Achievement Advisory Committee) White Bear Lake Area Schools has established the WBWF Advisory Committee in order to meet these statutory requirements.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION; AND REPORTING

A. School District Goals

1. The School Board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the Minnesota ~~Graduation~~ Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the School Board. The School Board shall adopt annual goals based on the recommendations of the WBWF Advisory Committee.
2. The WBWF Advisory Committee will be established by the School Board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- 2 3. The school district-wide improvement goals shall address recommendations identified through the World’s Best Workforce Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the continuous improvement process will be analysis of the school district's progress toward implementation of the K-12 Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes and principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. 122A.40, Subd. 8, or 122A.41, Subd. 5.

The professional teaching and learning cycle comprises six phases - study, select, plan, implement, analyze, and adjust. Following is a description of, and the goals for, each phase:

Phase 1: Study

Teachers work in collaborative planning teams (grade level, vertical, or departmental) to critically examine and discuss the learning expectations from the MN K-12 Academic Standards.

Phase 2: Select

Collaborative planning teams research and select instructional strategies and resources for enhancing learning as described in the standards.

Phase 3: Plan

Collaborative planning teams work together to formally plan a lesson incorporating the selected strategies, and agree on the type of student work each teacher will analyze as evidence of student learning.

Phase 4: Implement

Teachers teach the planned lesson, make note of implementation successes and challenges, and gather the agreed-upon evidence of student learning.

Phase 5: Analyze

Teachers gather again in collaborative teams to examine student work and discuss student understanding of the standards.

Phase 6: Adjust

Collaborative teams reflect on the implications of the analysis of student work. Teachers discuss alternative instructional strategies or modifications to the original instructional strategy that may be better suited to promoting student learning.

C. Implementation of Graduation Requirements

1. The ~~School Board shall appoint a~~ World's Best Workforce Advisory Committee which shall **also** advise the School Board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the **WBWF Advisory Committee** shall be published annually to the community. The School Board shall receive public input and comment and shall adopt or update this policy at least annually.
2. The School Board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the School Board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the World's Best Workforce Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The World's Best Workforce Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) in developing a plan which must include parental involvement components.

3. The educational assessment system component utilized by the School Board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable state- or district-wide assessments. The School Board will utilize models developed by the Commissioner of MDE for measuring individual student progress. The School Board must coordinate with the ~~Minnesota Department of Education~~ MDE in evaluating school sites and continuous improvement plans, consistent with the best practices.

D. World's Best Workforce Advisory Committee.

1. In the Fall of each year, the WBWF Advisory Committee will meet to advise and assist the school district in the implementation of school district system accountability and comprehensive continuous improvement process.
2. The WBWF Advisory Committee, working in cooperation with other committees of the school district, will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the School Board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the School Board about development of the annual budget.
3. The WBWF Advisory Committee:
 - a. Shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. Shall make recommendations to the School Board on school district-wide standards, assessments, and program evaluation.
 - c. May establish building teams as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. Shall create a process for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation

data for use by the WBWF Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the School Board.

4. The WBWF Advisory Committee must reflect the diversity of the district and its school sites. It must include teachers, parents and/or guardians, support staff, students, and other community residents.
 5. The WBWF Advisory Committee shall meet throughout the year to provide input regarding the system of continuous improvement. The WBWF Advisory Committee should offer recommendations to the School Board for its input and approval.
- E. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the WBWF Advisory Committee in the instruction and curriculum review process.
- F. Reporting

Consistent with Minn.-Stat. § 120B.36, Subd. 1, the School Board shall publish a report and make it available on the school district website. The School Board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and efforts to equitably distribute diverse, effective, experienced and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The School Board must transmit an electronic summary of its report to the Commissioner of MDE in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with the schools. The school district shall include the results of this evaluation in its summary report to the Commissioner of MDE.

The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act

- Legal References:
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
 - Minn. Stat. § 120B.018 (Definitions)
 - Minn. Stat. § 120B.11 (School District Process)
 - Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)
 - Minn. Stat. § 120B.35 (Student Achievement Levels)
 - Minn. Stat. § 120B.36 (School Accountability; Appeals Process)

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.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Graduation Standards – 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)
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 Plan, and LEP Students)
WBLASB Policy 617 (School District Ensurance of Preparatory and High School Standards)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 619 (Staff Development for Standards)
WBLASB Policy 620 (Credit for Learning)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Audit Report**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR) presented the results of the fiscal year 2019 audit report earlier on the agenda.

RECOMMENDED ACTION: Move to accept the audit report for fiscal year 2019 as presented by Mr. Jim Eichten from MMKR, the District's independent auditor.

AGENDA ITEM: **Action on Certification of 2019 Payable 2020 Property Tax Levy**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The School Board approved the preliminary tax levy on September 23, 2019. The requirement for a public hearing on the proposed levy was met earlier during this meeting. The final step in the tax levy process is for the School Board to certify the final levy amounts.

Attached please find the Levy Limitation and Certification Report provided by the Minnesota Department of Education. The total levy represents a 27.31% increase compared to the total levy from the previous year. The majority of the increase is related to the approval of the referendum and subsequent bond issues.

RECOMMENDED ACTION: Move to approve the certification of the final 2019 payable 2020 property tax levy in the amount of a 27.3% increase compared to the total levy from the previous year.

AGENDA ITEM: **Action on Updated Strategic Plan and Mission Statement**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**
Dr. Alison Gillespie, Principal on Special Assignment

BACKGROUND:

At the work-study meeting on November 25, Dr. Kazmierczak and Dr. Gillespie provided an update on the Strategic Plan to the School Board. This presentation included updates to our District Mission Statement along with enhancements to strategies #4 and #8. Additionally, an update was provided regarding the new strategy #9, *We will imagine new concepts in learning and teaching at White Bear Lake Area High School.*

RECOMMENDED ACTION: Move to approve the updates to our District Mission Statement along with the enhancements to strategies #4, #8, and #9 as recommended by the administration.



Continuous Creation: Strategic Plan Update

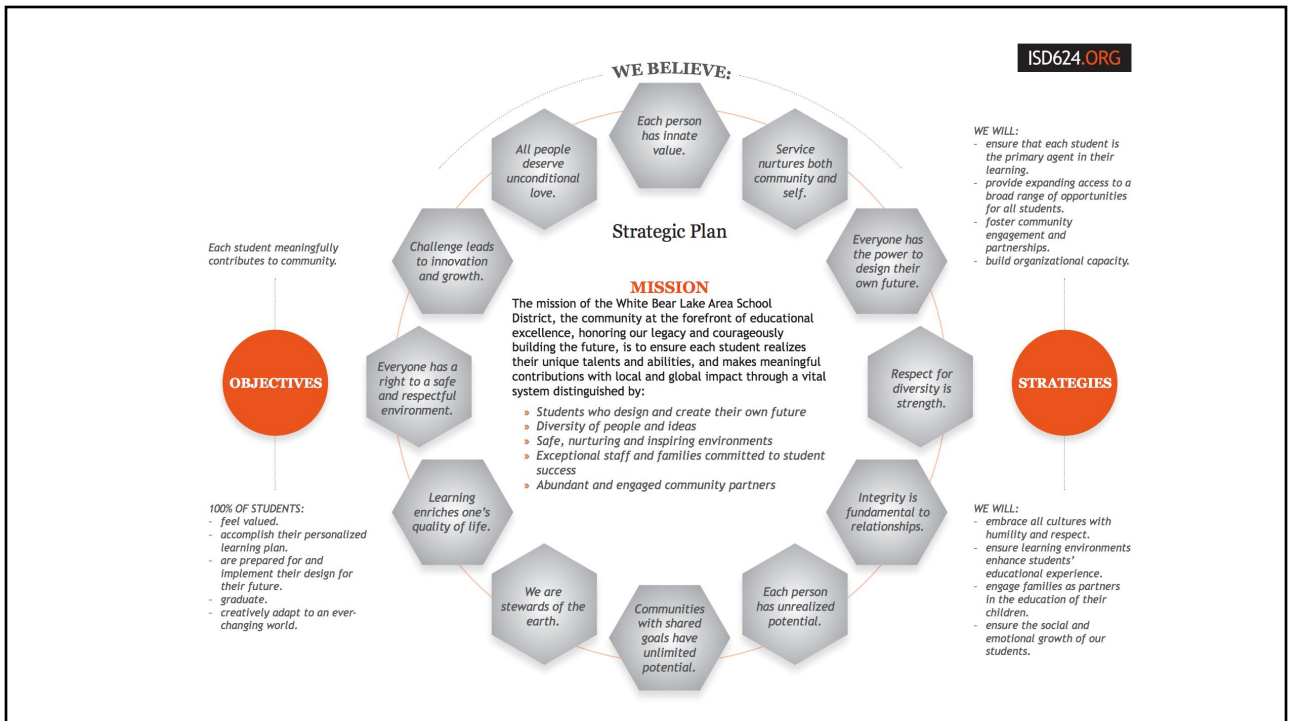
Continuous Creation: Strategic Plan

- Reconvened District Strategic Planning Committee: August 12 and 13
 - Purpose:
 - Provide update on existing strategies and objectives
 - Highlight convergence of district and site plans
 - Affirm our mission and belief statements
 - Revise and/or create new strategies as necessary

Continuous Creation: Strategic Plan

- Outcome
 - Revised Mission Statement
 - Updated action plans for Strategy #4 and #8
 - Addition of Strategy #9

- Final Meeting: November 1



Belief Statements

We believe that

- Each person has innate value.
- Service nurtures both community and self.
- Everyone has the power to design their own future.
- Respect for diversity is strength.
- Integrity is fundamental to relationships.
- Each person has unrealized potential.
- Communities with shared goals have unlimited potential.
- We are stewards of the earth.
- Learning enriches one's quality of life.
- Everyone has a right to a safe and respectful environment.
- Challenge leads to innovation and growth.
- All people deserve unconditional love.

Mission Statement

The mission of the WBLAS 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

Revised Mission Statement

The mission of the WBLAS 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
- **A culture that respects diverse people and ideas**
- Safe, nurturing, and inspiring **experiences**
- Exceptional staff and families committed to student success
- Abundant and engaged community partners

Objectives

- 100% of students feel valued.
- 100% of students accomplish their personalized learning plan.
- 100% of students are prepared for and implement their design for their future.
- 100% of students graduate.
- 100% of students creatively adapt to an ever- changing world.
- Each student meaningfully contributes to community.

Strategy Updates

Strategies

- #1: We will ensure that each student is the primary agent in their learning.
- #2: We will provide expanding access to a broad range of opportunities for all students.
- #3: We will foster community engagement and partnerships.
- #4: We will build organizational capacity.
- #5: We will embrace all cultures with humility and respect.
- #6: We will ensure learning environments enhance student's educational experience.
- #7: We will engage families as partners in the education of their children.
- #8: We will ensure social and emotional growth of ***each student***.

Strategy #4: We will build organizational capacity.

- Convened committee of six building leaders and six district leaders
- Discussed positives and challenges/opportunities with the work outlined in Strategy #4

Strategy #4: We will build organizational capacity.

Action Plan 1: Collaborative learning is valued, encouraged, and supported.

Action Plan 2: Professional learning is responsive to the needs of individuals.

Action Plan 3: Instructional leadership is responsive to the needs of departments, teams and buildings.

Action Plan 4: An increasingly diverse and culturally competent staff.

Action Plan 5: A continuous improvement process that is focused, aligned, measurable, and adaptable.

Action Plan 6: The district identifies and accesses alternative financial resources.

Strategy #8: We will ensure the social and emotional growth of each student.

- Convened a team on October 29
- Examined the strategy through the lens of the “whole child”
 - Healthy, safe, engaged, supported and challenged

Strategy #8: We will ensure the social and emotional growth of each student.

Action Plan 1: A district-wide definition of social emotional learning (SEL), SEL standards and assessments.

Action Plan 2: A designated space in each school building where *students* can access support services.

Action Plan 3: A district-wide wellness center where students, families and community members can access support services.

Action Plan 4: District-wide SEL professional development and curriculum to meet the SEL standards.

Strategy #8: We will ensure the social and emotional growth of each student.

Action Plan 5: Outreach and programming around the topic of SEL.

Action Plan 6: Schools structured to positively impact student SEL.

Action Plan 7: Appropriate nutrition to support SEL.

Action Plan 8: District focus on staff well-being and development.

Strategy #9: We will imagine new concepts in learning and teaching at White Bear Lake Area High School.

- Convened a group of stakeholders on August 22 and Sept 12
- Developed critical attributes of learning and teaching at WBLAHS
- Developed critical physical attributes of WBLAHS
- This work will be included in the facilities process moving forward.

OBJECTIVES

Each student meaningfully contributes to community.

100% OF STUDENTS: feel valued, accomplish their personalized learning plan, are prepared for and implement their design for their future, graduate, creatively adapt to an ever-changing world.



STRATEGIES

WE WILL: ensure that each student is the primary agent in their learning, provide expanding access to a broad range of opportunities for all students, foster community engagement and partnerships, build organizational capacity, embrace all cultures with humility and respect, ensure learning environments enhance students' educational experience, engage families as partners in the education of their children, ensure the social and emotional growth of each student, imagine new concepts in learning and teaching at White Bear Lake Area High School.

Thank you to our planning and action team members!

District Planning Team Members

Bryan Bear	Tara Jebens-Singh
Brandon Johnson	Tiffany Dittrich
Ellen Fahey	Tim Wald
Joe Remley	Trevor Motzko
Jon Anderson	Jennifer Adams
Joe Held	Lisa Setterland
Leah Sitka	Robert Anderson
Lindsay Lamwers	Omar Ali
Lisa Ouren	Steve Asper
Mariel Culhane	Bob Morse
Matt Menier	Sara Paul
Matt Mons	Wayne Kazmierczak
Mike Greenbaum	

Strategy #4 Action Team

Christina Pierre	Sara Svir
Cynthia Mueller	Angela Nelson
Chris Streiff-Oji	Ann Malwitz
Jen Babiash	Steve Asper
Sara Paul	Wayne Kazmierczak
Gretchen Harriman	Alison Gillespie

Strategy #8 Action Team

Aleta Schulte
Amy Johnson
Danielle Perriermiller
Erika Kellykennedy
Jill Tessman
Karen Voss
Maureen Classen
Ryan Bristol
Trevor Putnam

Amy Galyon
Amy Oian
Erika Heltner
Jennifer McPherson
John Nachtsheim
Laura Hunziker
Nicole Oswald
Sara Svir

Imagining New Concepts at WBLAHS Team Members

Madison Carroll
Alli McCann
Angela Cunningham
Briana Santoscoy
Cynthia Mueller
Dawn Hank
Jennifer Babiash
Jen Funk
Joe Held
Lisa Ouren
Matt Young
Wendy Suoja
Carla Nordenstrom
Tony Couch

Alex Carlson
Angela Nelson
Brian Peloquin
Christina Pierre
Dan Schmidt
Don Bosch
Jen Latuff
Jenny Moore
Lindsay Lamwers
Matt St. Martin
Wayne Kazmierczak
Breeann Volk
Dr. Rolf Parsons

AGENDA ITEM: **Middle School Schedule Change Proposal**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Middle School Principals Cathryn Peterson and Christina Pierre presented recommendations for change to the middle school schedule that align with our strategic plan and address essential learning needs of our students at the November 25 work-study meeting.

RECOMMENDED ACTION: Move to approve the recommendations for change to the middle school schedule that align with our strategic plan and address essential learning needs for our students.

AGENDA ITEM: **Action on Secondary Course Proposals**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

At the November 25 work-study meeting Jen Babiash, Secondary Teaching and Learning Coordinator, presented the secondary course proposals for the 2020-21 school year.

RECOMMENDED ACTION: Move to approve the recommended secondary course proposals for the 2020-21 school year as presented.

High School Course Proposals

2020-2021



World's Best Workforce

All students college and career ready by graduation

- College & career readiness anchor standards
- Employment trends
- Perspectives from employers, postsecondary institutions, former and current students, etc.
- Equitable access



New Course

Advanced Placement Computer Science A

Information Technology**Term:** Full year**Grades:** 11th-12th**Prerequisites:** Algebra 2

Description: AP Computer Science A introduces students to computer science through programming. Fundamental topics in this course include the design of solutions to problems, the use of data structures to organize large sets of data, the development and implementation of algorithms to process data and discover new information, the analysis of potential solutions, and the ethical and social implications of computing systems. The course emphasizes object-oriented programming and design using the Java programming language.

3

New Course

Personalized Learning and Navigating (PLAN)

Department: Special Education**Term:** Semester**Grades:** 11th-12th**Prerequisites:** None

Description: This course offers students an opportunity to work on individual goals set at their own pace in a small setting. Emphasis is on acquisition of social skills, self-advocacy, and organizational skills across all areas of transition using a variety of hands-on tasks and functional curriculum.

4

New Course

Introduction to Business

Department: Business Department

Term: Semester

Grades: 9th-12th

Prerequisites: None

Description: The Introduction to Business course is an overview course which serves as a foundational course for students to explore the different areas of business such as Accounting, Business Organization, Economics, Entrepreneurship, Information Technology, Management, and Marketing. The district is working with Century College to be able to offer this course as a concurrent enrollment course.

5

Course Name Changes

American History	➔	US History (10th Grade, Full Year)
Bel Canto	➔	Harbor Chorale (9-10th, Full Year)
Men's Choir	➔	The Voyagers (9-10th, Full Year)
Algebra 3/Trig.	➔	College in the High School - Math 70
Analytical Geometry		(12th, Full Year)
Web Page Design	➔	Biznology (9-12th, Semester)
Modern Literature:		
Film Studies	➔	Film Studies (12th, Semester)
Publications	➔	Yearbook (11-12th, Full Year)
AP Human Geography	➔	Honors Human Geography (9th, Semester)

6

Language Arts Course Realignment

Current Offering:

Proposed Offering:

Graduation Requirement:

⇒ Language Arts
(1 credit, 12th grade)

⇒ Language Arts 12
(full year)

Graduation Requirement:

⇒ Composition Course (.5 credit)
⇒ Literature Course (.5 credit)

⇒ Reading 950 (semester)
⇒ Language Arts 12 (full year)



7

Social Studies Course Realignment

Current Offering:

Proposed Offering:

⇒ Honors American History:
American Experiment

+

⇒ Honors Language Arts 10:
American Experiment

⇒ Honors US History: American
Experiment

and/or

⇒ Honors Language Arts 10:
American Experiment



8

Physical Education Course Offering

Current Offering:

9th Grade Option:
 ⇒ PE 9 (.25 credit)

Bears Weights (11-12th grade):
 ⇒ During School

Proposed Offering:

9th Grade Option:
 ⇒ Unified PE (.25 credit) or
 ⇒ PE 9 (.25 credit)

Bears Weights (11-12th grade):
 ⇒ Zero hour
 ⇒ During school



Manufacturing & Applied Engineering 1 & 2 Course Offering

Current Offering:

Manufacturing & Applied
Engineering 1 & 2

Proposed Offering:

⇒ Four concurrent enrollment courses (Century College) within our two current Manufacturing courses - 2 quarter courses, per semester
 ⇒ Construction, Maintenance and Engineering Courses: Safety Awareness, Manufacturing Processes & Production, Quality Practices & Measurement, and Maintenance Awareness
 ⇒ Aligned with the National Manufacturing Skill Standards Council's Certified Production Technician or CPT
 ⇒ CPT serves as an industry-recognized credential

AGENDA ITEM: Approval of 2020-21 and 2021-22 School Year Calendars

MEETING DATE: December 9, 2019

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

Each year, district leadership works with the School Board to discuss instructional needs that can be addressed through calendar decisions. The 2020-21 and 2021-22 calendars were discussed at the November 25 work-study meeting. Tonight, Assistant Superintendent for Teaching and Learning Sara Paul will present the 2020-21 and 2021-22 calendars for approval.

RECOMMENDED ACTION: Move to approve the 2020-21 and 2021-22 calendars as recommended by the administration, with the understanding that the 2021-22 calendar will be completed and approved at the December 2020 meeting.

WB 624 2020-21 CALENDAR

White Bear Lake Area Schools

August 24-25..... New Teacher Orientation
 August 31..... Convocation

September 1-3 Teacher Work and Staff Development
 September 7 Labor Day
 September 8 First Day of School (6-12+)
 September 9 First Day of School (1-5)
 September 10 First Day of School (K)
 September 14 First Day of Early Childhood Programs

October 14 Non Student Day*
 October 15-16 No School—Education Minnesota Conf.

November 2-3 Non Student Day*
 November 10 PK-5 Conferences (4 - 8 p.m.)
 November 13 End of First Quarter
 November 17 6-12+ Conferences (3:30 - 7:30 p.m.)
 November 19 PK-5 Conferences (4 - 8 p.m.) and
 6-12+ Conferences (3:30 - 7:30 p.m.)
 November 25-27 No School -Thanksgiving Break

December 23—31 No School - Winter Break

January 1 No School - Winter Break
 January 4 School Resumes
 January 15 Non Student Day for PreK-5*
 January 18 No School - MLK, Jr. Day
 January 29 Non Student Day*

February 11..... PreK-5 Conferences (4 - 8 p.m.)
 February 12..... Non Student Day*
 February 15..... No School - Presidents' Day
 February 16..... PK-5 Conferences (4 - 8 p.m.)

March 8 - 12 No School - Spring Break
 March 18 6-12+ Conferences (3:30 - 7:30 p.m.)
 March 23 6-12+ Conferences (3:30 - 7:30 p.m.)

April 2 Non Student Day*
 April 5 Non Student Day*
 April 9 End of Third Quarter

May 31 No School - Memorial Day

June 11 Last Day of School
 June 14 PreK-12+ Work Day

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

JULY						
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JANUARY						
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FEBRUARY						
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SEPTEMBER						
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MARCH						
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OCTOBER						
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APRIL						
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NOVEMBER						
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DECEMBER						
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JUNE						
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27	28	29	30			

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

WB 624 2021-22 CALENDAR

White Bear Lake Area Schools

The following dates are subject to change as construction timeline are established.

- September 6.....Labor Day
- September 7.....First Day of School (6-12+)
- September 8.....First Day of School (1-5)
- September 9.....First Day of School (K)
- September 13.....First Day for Early Childhood Programs
- June 10.....Last Day of School (WBLAS Graduation)

The following dates are confirmed for the 2021-22 calendar.

- September 6.....Labor Day
- November 24-26.....No School - Thanksgiving Break
- December 22-31No School - Winter Break
- January 1.....New Years Day
- January 3.....School Resumes
- January 17.....No School - MLK, Jr. Day
- February 21.....No School -Presidents' Day
- March 7- 11.....No School - Spring Break
- May 30.....No School - Memorial Day

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

JULY						
S	M	T	W	Th	F	S
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First/Last Day of School
 No School for Students
 Parent/Teacher Conference/Communication

End of Quarter/Semester
 District Center Closed

AGENDA ITEM: **Action on Accepting Greater White Bear Lake
Community Foundation Grant**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The Greater White Bear Lake Community Foundation presented the District with two grants, they are:

- \$1,500 to Lindsay Lamwers for *School Grounds*, a student-run coffee shop business within the school building; and
- \$2,000 to Corrine Steffens for *White Bear Lake Community Players Theatre*, for summer programming for young people in the community.

RECOMMENDED ACTION: Move to accept the two Greater White Bear Lake Community Foundation Grants in the amount of \$3,500.

AGENDA ITEM: **Policy 410, Family and Medical Leave Policy**
MEETING DATE: **December 9, 2019**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Matt Mons, Director of Human Resources**

BACKGROUND:

School Board Policy 410, Family and Medical Leave Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. Changes were made to the following sections: Purpose; and added a new VI District Leave Provisions.

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA), the Parenting Leave Act, the Military Family Leave Act and to provide guidance regarding other leaves of absence that may be provided by the school district.

RECOMMENDED ACTION: Move to approve School Board Policy 410, Family and Medical Leave Policy, as recommended by the Policy Committee and School Board.

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: September 14, 2009
Annual Review: August 8, 2011
Annual Review: September 10, 2012
Annual Review: October 13, 2014
Annual Review: April 9, 2018

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

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA), ~~and the~~ Parenting Leave Act, ~~the~~ ~~as well as~~ Military Family Leave Act ~~and to provide guidance regarding other leaves of absence that may be provided by the school district.~~

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered service member” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; and
2. A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces,

including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 month of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered service member with a serious injury or illness.
- E. “Next of kin of a covered service emember” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to covered servicemember, all such family members shall be considered the covered servicemember next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;

3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse: means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave.

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth or adoption of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and
 - b. in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed

Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment: or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of comprehensive Assistant for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition; or because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV. A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be

allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board periodically for review.

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

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has not greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

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

C. Twenty-six week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave

described in this paragraph shall be available only during a single 12-month period. For purpose of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., and IV.A.12., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a trimester or semester may be required to extend the leave through the end of the trimester or semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester or semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester or semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a trimester or semester, the school district may require that the leave be continued until the end of the trimester or semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the trimester or semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of a trimester or semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the trimester or semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. DISTRICT LEAVE PROVISIONS

A. General leaves of absence

1. All leaves of absence that are of a duration of 20 workdays or greater require School Board approval, as does the employment of a replacement for an employee on said leave. The Director of Human Resources has the authority to approve leaves of absence of a duration less than 20 workdays, as well as the employment of a replacement for an employee on said leave.
2. All leave of absence requests must be submitted in writing to the Human Resources Department at least 30 workdays in advance of the leave unless the leave is for an entire school year, in which case the request needs to be submitted by March 1 of the previous school year. Notice of intent to

return to work following an annual leave of absence must be submitted in writing to the Human Resources Department by March 1 of the year of the leave (failure to do so will result in the district assuming the employee is returning to work as scheduled). The Director of Human Resources has the authority to waive these timelines based on a consideration of all the surrounding facts and circumstances.

B. Non delivering parent leave

1. An eligible employee may use available accumulated paid leave for a period not to exceed six weeks following the date of birth or adoption of a child. Eligible employee means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. A statement certifying the birth or adoption of a child must be produced.

2. Employees that do not meet the eligibility requirement in VI. B. 1. may use up to ten (10) days of available accumulated paid leave following the date of birth or adoption of a child. A statement certifying the birth or adoption of a child must be produced.

C. Jury Duty

1. Personnel shall be released from job responsibilities in order to perform jury duty.

2. On days when jury duty requires only a portion of the work day, the employee shall work the remaining portion of the day.

3. The compensation of an employee shall not be reduced as a result of jury duty.

4. Any jury compensation, excluding mileage, meals or lodging, shall be assigned to the district.

VII. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VIII. DISSEMINATION OF POLICY

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

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

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

AGENDA ITEM: **Policy 516, Student Medication**
MEETING DATE: **December 9, 2019**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Lisa Ouren, Director of Student Support Services**

BACKGROUND:

School Board Policy 516, Student Medication, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. Changes were made to the following sections: General Statement of Policy, Requirements, and Legal References.

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

RECOMMENDED ACTION: Move to approve School Board Policy 516, Student Medication, as recommended by the Policy Committee and Cabinet.

Adopted: September 8, 1997

White Bear Lake Area School Board Policy 516

Revised: August 27, 2001

Revised: May 9, 2005

Revised: September 9, 2002

Revised: January 14, 2013

Revised: February 10, 2003

516 STUDENT MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. REQUIREMENTS

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

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

- ~~K.~~ 5. Drugs or medicines that are prescription asthma or reactive airway disease medications may be self-administered by a student with an asthma inhaler if:
- a. The school district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication;
 - b. The inhaler is properly labeled for that student; and
 - c. The parent has not requested school personnel to administer the medication to the student.

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

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

6. Medications:
- a) that are used off school grounds;
 - b) that are used in connection with athletics or extracurricular activities; or
 - c) that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the

privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed ~~nonsyringe injectors~~ of epinephrine epinephrine auto-injectors that enables the student to:
 - a. possess ~~nonsyringe injectors~~ of epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to ~~nonsyringe injectors~~ of epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

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

9. A student may possess and apply a topical sunscreen product during the school day or while on a school property or at a school-sponsored event without a prescription, physician's note, or ~~other documentation of a~~ documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

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

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

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

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine AutoInjectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004) 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

Cross References: WBLAS Policy 418 (Drug-Free Workplace/Drug Free School)
pted: September 8, 1997 White Bear Lake Area School Board Policy 516

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

Revised: May 9, 2005
Revised: January 14, 2013

AGENDA ITEM: **Policy 528, Student Parental, Family and Marital Status Nondiscrimination**

MEETING DATE: **December 9, 2019**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 528, Student Parental, Family and Marital Status Nondiscrimination, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. Changes were made to the following section: General Statement of Policy.

The purpose of this policy: Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

RECOMMENDED ACTION: Move to approve Policy 528, Student Parental, Family and Marital Status Nondiscrimination, as approved by the Policy Committee and Cabinet.

Adopted: August 27, 2001
Revised: _____

White Bear Lake Area School Board Policy #528

528 STUDENT PARENTAL, FAMILY AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The School Board has designated Assistant Superintendent for Teaching and Learning, 4855 Bloom Avenue, White Bear Lake, MN 55110, 651-407-7567) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- F. G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss it them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. ~~appropriate school district official provided by policy.~~ In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- G.H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 - Student Sex Nondiscrimination.

Legal References: Minn. Stat. § 363.01 et seq. (Minnesota Human Rights Act)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 34 C.F.R. Part 106 (Implementing regulations of Title IX)
 Minnesota Rules, Part 3535.9920 (requiring each school board to state annually that it has a written policy on pregnant students).

Cross Reference: WBLASB Policy 102 (Equal Educational Opportunity)
 WBLASB Model Policy 413 (Harassment and Violence)
 WBLASB Policy 522 (Student Sex Nondiscrimination)
 MSBA Service Manual, Chapter 13, School Law Bulletin "J"
 (Title IX of the Education Amendments of 1972)

AGENDA ITEM: 2019-21 Fiscal Year White Bear Lake Administrators' Association

MEETING DATE: December 9, 2019

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

The District has reached a tentative agreement with the White Bear Lake Administrators' Association. The unit ratified the tentative agreement on 12/4/2019.

Matthew Mons and Tim Wald will be available to answer questions.

RECOMMENDED ACTION: Approve the proposed 2019-2021 Master Agreement with the White Bear Lake Administrators' Association by passing the following resolution.

RESOLUTION:

WHEREAS, the White Bear Lake Administrators' Association members have 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.