

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

April 13, 2020

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*
- *A culture that respects diverse 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: Wayne A. Kazmierczak
Superintendent of Schools

Date: April 6, 2020

A meeting of the White Bear Lake Area School Board will be held on **Monday, April 13, 2020** at 7:00 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting will be posted on our website on Tuesday, April 14.

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 time that the School Board is meeting by electronic means, those who would like to provide comments during Public Forum may submit their comments using the [White Bear Lake Area Schools - Public Forum Comments form.](#)

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

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

could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

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

C. INFORMATION ITEMS

1. Student Recognition – We will read the names of the Scholastic Art Award winners and Alpine Ski athlete.
2. Superintendent’s Report

D. DISCUSSION ITEMS

1. Update on School Closure and Distance Learning Plan Implementation

E. OPERATIONAL ITEMS

1. Action on Acceptance of Bids for Partial Roof Replacement Projects at Central Middle School and White Bear Lake Area High School – North Campus
2. Action on E3 Grants from the White Bear Lake Area Educational Foundation
3. Action on Approval of Property Purchase Agreements
4. Second Reading of School Board Policies:
 - a. Policy 101, Legal Status of the School District
 - b. Policy 101.1, Name of the School District
 - c. Policy 102, Equal Educational Opportunity
 - d. Policy 103, Complaints – Students, Employees, Parents, Other Persons
 - e. Policy 524, Electronics Technologies Acceptable Use Policy
 - f. Policy 713, Student Activity Accounting
 - g. Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources
 - h. Policy 802, Disposition of Obsolete Equipment and Material

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Consent Agenda
MEETING DATE: April 13, 2020
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: **April 13, 2020**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Jessica Ellison 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 **special meeting** of the White Bear Lake Area School Board was held on **February 24, 2020** at **5:00 p.m.** in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call to Order: Chair Mullin called the meeting to order at 5:00 p.m.

Roll call – Present: Arcand, Beloyd, Chapman, Ellison, Mullin, Newmaster, Thompson

Ex-officio: Kazmierczak

Student Liaisons: Carroll and Adams

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

B. OPERATIONAL ITEM

1. Action on Approval of Property Purchase Agreements - Ellison moved and Mullin seconded for the School Board to go into closed session at 5:03 p.m. pursuant to Minn. Stat. 13D.05, subd.3(c) to consider an offer to purchase property Identified as Parcel Number 143022120012 and Parcel Number 143022240039 located in White Bear Lake, Ramsey County, State of Minnesota.

At 5:21 p.m. the School Board returned from closed session.

Newmaster motioned and Chapman seconded to approve the purchase agreements for the properties described as PID #143022120012 and PID #143022240039 located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent and the Assistant Superintendent for Finance and Operations to sign all documents as necessary to acquire said properties. Roll call vote: ayes, Arcand, Beloyd, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.

2. Ellison motioned and Newmaster seconded to approve the *Resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building Bonds, Series 2020A* as presented. Roll call vote: ayes, Arcand, Beloyd, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.

C. ADJOURN - Arcand motioned and Mullin seconded to adjourn the special meeting at 6:03 p.m.

Submitted by: Jessica Ellison, Clerk

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

A meeting of the White Bear Lake Area School Board was held on **Monday, March 2, 2020** 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, Mullin, Newmaster, Thompson, Arcand.
Absent: Ellison and Beloyed
Ex-Officio: Dr. Wayne Kazmierczak
Cabinet: Maurer, Ouren, Paul, Vette, Wald
School Board Student Representative: Carroll
3. Pledge of Allegiance
4. Chapman moved and Thompson seconded to approve the agenda as presented. *Voice vote: All ayes. Motion carried.*
5. Thompson moved and Arcand seconded to approve the consent agenda consisting of:
 - Approval of minutes for regular Board meeting of February 10;
 - 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;
 - Approval of field trips; and
 - Passage of resolution to approve personnel issues to include:
 - **RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF**
Steven Henry– Pupil Support Assistant, Sunrise Park Middle School
Employed by District 624 since 11/04/2019
Effective Date: 03/04/2020
Mark Plaster– Custodian, Area Learning Center
Employed by District 624 since 08/23/1988
Effective Date: 02/27/2020
Katherine Raleigh– Pupil Support Assistant, TEC at Gillette Children’s Hospital
Employed by District 624 since 02/17/2015
Effective Date: 01/16/2020
 - **RESIGNATION/TERMINATION/NON-RENEWAL– NON-AFFILIATED**
Kathryn Andersen– Early Childhood coordinator, Normandy Park Education Center
Employed by District 624 since 07/18/2016
Effective Date: 03/20/2020
 - **RETIREMENT– CLASSIFIED STAFF**
Rhonda Ayd– Behavior Management Para, Birch Lake Elementary
Employed by District 624 since 09/01/1999
Effective Date: 06/05/2020
Christine Broecker– Nurse Para, WBLAHS – South Campus
Employed by District 624 since 03/14/2006
Effective Date: 06/05/2020
Mary Kass– Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/06/2011
Effective Date: 06/05/2020
John Lohmann– Head Custodial Engineer, WBLAHS – South Campus
Employed by District 624 since 02/11/2002
Effective Date: 05/31/2020

Linda St. Martin– Paraeducator, Central Middle School

Employed by District 624 since 01/02/2002

Effective Date: 06/05/2020

Maryclare Thill– Paraeducator, Hugo Elementary

Employed by District 624 since 09/07/2000

Effective Date: 05/29/2020

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

Jaelyn Erhardt – From Student Supervisor, WBLAHS – North Campus

To Admin. Assistant Associate Principal and Attendance

\$19.45 per hr., 40 hrs. per week, \$12,914.79

Effective Date: 02/03/2020

Jennifer Griser – From Pupil Support Assistant, 32.5 hrs. per week, WBLAHS – North Campus

To Student Supervisor, 40.0 hrs. per week

Effective Date: 02/11/2020

Michael Nagle – From Part-Time Bus Driver, 28.75 hrs. per week, Bus Garage

To Full-Time Bus Driver, 31.0 hrs. per week

Effective Date: 01/06/2020

Laura Poore – Assistant Program Leader, Lakeaires Elementary & Sunrise Park Middle School

From 28.75 hrs. per week to 37.0 hrs. per week

Effective Date: 02/06/2020

Kelly Rivers – From Admin. Assist. Attend./Assoc. Principal, WBLAHS – North Campus

To Admin. Assist. Assist. Principal/Scheduling

Effective Date: 01/13/2020

➤ **FULL TIME LEAVE OF ABSENCE – CERTIFIED STAFF**

Heidi Lilla– Grade 5 Teacher, Matoska Elementary

Employed by District 624 since 08/24/2015

Effective Date: 02/18/2020 through 05/08/2020

Brittany Morell– Special Education Teacher, Willow Lane Elementary

Employed by District 624 since 08/19/2019

Effective Date: 01/06/2020 through 02/28/2020

Sarah Treanor– Grade 5 Teacher, Matoska Elementary

Employed by District 624 since 08/23/2007

Effective Date: 02/03/2020 through 04/22/2020

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

Cody Braeger– Pupil Support Assistant, Sunrise Park Middle School

\$19.15 per hr., 32.5 hrs., per week, \$8,588.77

Effective Date: 02/24/2020

Ian Carr– Pupil Support Assistant, WBLAHS – North Campus

\$19.15 per hr., 32.5 hrs., per week, \$7,966.40

Effective Date: 03/02/2020

Nancy Christenson– Nutrition Services Assistant, Central Middle School

\$15.39 per hr., 18.75 hrs. per week, \$4,790.13

Effective Date: 02/03/2020

John Dougan – Pupil Support Assistant, WBLAHS – North Campus

\$19.15 per hr., 32.5 hrs. per week, \$7,966.40

Effective Date: 03/02/2020

Freddie Perteet-Becker – Pupil Support Assistant, Willow Lane Elementary

\$19.15 per hr., 32.5 hrs. per week, \$8,837.72

Effective Date: 02/20/2020

Lauren Peters – Program Assistant Leader, Lincoln Elementary

\$13.98 per hr., 16.25 hrs. per week, \$5,315.89

Effective Date: 01/21/2020

Kailee Snyder – Program Assistant Leader & BEAR Fundamentals Assistant, Hugo, Lincoln, & Vadnais Heights Elementary

\$13.98 per hr., 26.5 hrs. per week, \$7,113.05

Effective Date: 02/18/2020

Terry Toskey– Nutrition Services Assistant, District Wide Float

\$15.39 per hr., 15.0 hrs. per week, \$4,339.98

Effective Date: 01/13/2020

➤ **NEW PERSONNEL – NON-AFFILIATED**

Kristen Johnson – Assist. Director of Student Support Services, District Center

\$43,593.67 (Prorated on \$119,309.00)

Effective Date: 02/19/2020

➤ **LONG TERM SUBSTITUTE – CLASSIFIED STAFF**

Ian Carr– Pupil Support Assistant, WBLAHS – North Campus

\$19.15 per hr., 32.5 hrs., per week, \$2,116.07

Effective Date: 02/06/2020 through 03/02/2020

Jazmin Gonzalez– Instructional Assistant, Willow Lane Elementary

\$18.70 per hr., 32.5 hrs., per week, \$7,779.20

Effective Date: 02/26/2020 through 05/31/2020

Kathleen Haapala– Nutrition Services Assistant, Matoska Elementary

\$15.39 per hr., 18.75 hrs., per week, \$3,982.16

Effective Date: 02/24/2020 through 06/05/2020

Jesse Reynolds– Student Supervisor, WBLAHS – North Campus

\$19.15 per hr., 22.5 hrs., per week, \$6,985.92

Effective Date: 02/12/2020 through 06/05/2020

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

Jaysa Dermody – .5 FTE Intervention Teacher, Otter Lake Elementary

MA, Step 1, \$7,668.99

Effective Date: 01/28/2020 through 04/24/2020

Karen Poppa – Grade 5 Teacher, Matoska Elementary

MA, Step 1, \$14,074.29

Effective Date: 02/18/2020 through 005/08/2020

Roll call vote: ayes, Chapman, Mullin, Newmaster, Thompson, Arcand. Nays, none. Motion carried.

B. PUBLIC FORUM – Tiffany Dittrich, president of the White Bear Lake Teachers’ Association, presented her thoughts on why it is important for ISD624 to have a Project Labor Agreement in place for the bond referendum building projects.

C. INFORMATION ITEMS

1. Introduction of International Exchange Students – Tim Wald, Assistant Superintendent for Finance and Operations, informed the School Board that we have eleven exchange students attending our high school during the 2019-20 school year. Five of the exchange students were present at the meeting to talk about their experiences attending our high school. The exchange students who attended the meeting are:

Name	Grade	Country
Smilla Clausen	12 th grade	Germany
Beatrice Colleoni	12 th grade	Italy
Marta Stefanoni	12 th grade	Italy
Mathias Goldmann	12 th grade	Norway

Eleonora Baghino	12 th grade	Italy
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Mr. Wald also introduced Aislin Hammel, a WBLAS10th grade student, who will be an outbound exchange student studying in Australia for the 2020-21 school year.

2. Spring and Summer Youth Enrichment Opportunities – Tim Maurer, Director of Community Services and Recreation, shared an overview of the new Youth Summer Catalog as well as the upcoming Spring/Summer Adult Catalog to highlight where students, parents, and community can find classes, activities, camps, and events that meet their interests. The catalogs are available in print and on the district website.

3. Superintendent’s Report – Superintendent Kazmierczak talked about the following topics:
 - 1) Congratulations to the students recognized prior to the Board meeting with state-level honors in Nordic ski, wrestling, and gymnastics; 2) Students on stage – Middle School musical of “Matilda” is planned for April 23-25; Mental Well-Being Series – March 19 session will focus on grief and loss at District Center, room 112 from 7 – 8:30 p.m.; Sunrise Art Crawl – downtown business will display student artwork in their business’ windows from March 18 to March 27; Coronavirus Update – The emphasis right now is on routine illness prevention frequent hand washing, covering coughs/sneezes, and staying home when ill. March Recognitions - National Nutrition Month, Music In Our Schools Month and Women's History Month, March 2-6 - National School Breakfast Week, March 2 - Read Across America Day, March 6 - Employee Appreciation Day. Student Liaison Carroll talked about the following topics: Spring Break! I know I’m definitely excited for some time off. Lots of things have been happening lately. Winter sports are coming to an end and spring sports will be starting soon. Keep an eye out for tryout dates and more information on the district website and in the school announcements. The spring play, *The Dining Room*, is also coming up with auditions taking place on March 16th and 17th starting after school at 3:15 at North Campus. Callbacks will be Thursday the 19th starting at 3:30 also at North. Audition forms can be filled out before the audition and will be on the district page. Head over there for more information. The speech team just won their speech meet this past weekend at St. Anthony Village with many of our White Bear Participants placing in their individual categories. The South Campus coffee shop will be up and running very soon, and the students that have put this together have worked very hard to make this project a success. This week they will be piloting drinks and a grand opening is hoping to happen towards the end of March or the beginning of April. The logo contest is going on right now and students in a variety of classes have contributed logo ideas. Congratulations to all who have been a part of this amazing opportunity. The Black Excellence Showcase happened last Thursday, February 27th and was a huge success. The Environmental Club met last Friday with climate change activist, Will Steger. The weather has been very nice lately so make sure, students, to take some time and get outside in the fresh air next week after the long winter.

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. Policy 101, Legal Status of the School District
 - b. Policy 101.1, Name of the School District
 - c. Policy 102, Equal Educational Opportunity
 - d. Policy 103, Complaints – Students, Employees, Parents, Other Persons
 - e. Policy 524, Electronics Technologies Acceptable Use Policy
 - f. Policy 713, Student Activity Accounting
 - g. Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources

h. Policy 802, Disposition of Obsolete Equipment and Material
The policies will be on the April 13th meeting agenda for action.

E. OPERATIONAL ITEMS

1. Chapman motioned and Thompson seconded to approve the 2020-23 Achievement and Integration Plan and FY 21 budget as recommended by administration. **Roll call vote: ayes, Chapman, Mullin, Newmaster, Thompson, Arcand. Nays, none. Motion carried.**
2. Thompson motioned and Arcand seconded to accept the resolution vote of concurrence as recommended by the American Indian Parent Advisory Committee. **Roll call vote: ayes, Chapman, Mullin, Newmaster, Thompson, Arcand. Nays, none. Motion carried.**
3. Newmaster motioned and Arcand seconded to accept the bids for the 2020 Window Replacement Projects at White Bear Lake Area High School-North Campus submitted by *Capital City Glass, Inc.* in the amount of \$195,500, and the bid submitted by *Murphy Window and Door* for the 2020 Window Replacement Project at Birch Lake Elementary in the amount of \$214,139. **Roll call vote: ayes, Chapman, Mullin, Newmaster, Thompson, Arcand. Nays, none. Motion carried.**
4. Thompson moved and Arcand seconded to approve Lake Area Bank, Mid-Country Bank, North Star Bank, People's Bank, Premier Bank, and TD Ameritrade as official depositories for school district funds and approve the following as official signers on the accounts: Dr. Wayne Kazmierczak, Superintendent, Tim Wald, Assistant Superintendent for Finance and Operations, and Tom Wiczorek, Director of Finance. **Roll call vote: ayes, Chapman, Mullin, Newmaster, Thompson, Arcand. Nays, none. Motion carried.**
5. Thompson moved and Chapman seconded to approve Ehlers as our approved investment managers of bond proceeds. **RESOLVED** that the School Board of White Bear Lake Area School No. 624 hereby names Ehlers Investment Partners as the District's investment manager and TD Ameritrade Institutional as an official depository for the 2020A bond proceed funds belonging to the District. **Roll call vote: ayes, Chapman, Mullin, Newmaster, Thompson, Arcand. Nays, none. Motion carried.**

F. BOARD FORUM - Newmaster congratulated the students and staff involved in the Black Excellence Showcase. Talented students shared a musical mix, prose, poems and a skit offering pride, humor and reality through their "lens." Student Liaison Carroll thanked all of the female staff and teachers for all their work and support in honor of Women's History Month.

G. ADJOURNMENT - Arcand moved and Mullin seconded to adjourn the meeting at 7:51 p.m. **Voice vote: all ayes. Nays, none. Motion carried.**

Submitted by: Marge Newmaster, acting clerk

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

A meeting of the White Bear Lake Area School Board was held on **Monday, March 23, 2020** at 5:30 p.m. via teleconference under Minnesota Statute 13D.021.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 5:31 p.m.
2. Roll Call – Present: Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman
Ex-Officio: Dr. Wayne Kazmierczak

B. OPERATIONAL ITEM

1. Chapman moved and Newmaster seconded to approve the resolution to use teleconferences or other electronic means under Minnesota Statute 13D.021 for School Board meetings until the end of the health pandemic. **Resolution:** *"Due to the declared health pandemic and the declared state of emergency and pursuant to Minnesota Statute 13D.021, until further notice, all school board meetings will be held by teleconference or other electronic means."* **Roll call vote:** *ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.*
2. Beloyed moved and Thompson seconded to approve the purchase agreements for the properties described as PID #113022430015, PID # 143022120006, PID #143022120016, PID #143022120001, and PID #143022130041 located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent and the Assistant Superintendent for Finance and Operations to sign all documents as necessary to acquire said properties. **Roll call vote:** *ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.*
3. Update on School Closure and Distance Learning Plan Development – Dr. Kazmierczak and Cabinet members provided an update on childcare for healthcare and emergency workers; and free meals provided to children age 18 and under. Our K-12+ teachers reached out to students at their family phone numbers. The calls provided an opportunity to connect with students and ensure they are receiving the information about services provided (meals and childcare) and to ensure they will have the technology equipment necessary for distance learning, starting March 30.

- C. ADJOURNMENT** - Arcand moved and Mullin seconded to adjourn the meeting at 6:12 p.m. **Roll call vote:** *ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.*

Jessica Ellison, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **April 13, 2020**

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 - February 2020

		<u>2/14/2020</u>	<u>2/28/2020</u>
Direct Deposit	574933-576491	2,067,357.46	
Direct Deposit	576492-578026		1,988,053.09
Burnet Title	Land Purchase	2/24/2020	302,927.96

CHECK NUMBER	AMOUNT	VENDOR	CHECK DATE	CHECK TYPE
107101	\$ 6,300.00	A+ DRIVING SCHOOL	3/5/2020	R
107102	\$ 94.02	A-1 HYDRAULIC SALES & SERVICE	3/5/2020	R
107103	\$ 235.00	AARP DRIVER SAFETY PROGRAM	3/5/2020	S
107104	\$ 450.00	AARP DRIVER SAFETY PROGRAM	3/5/2020	R
107105	\$ 425.00	AARP DRIVER SAFETY PROGRAM	3/5/2020	S
107106	\$ 3,506.00	ABEE INC	3/5/2020	R
107107	\$ 838.25	ACCLAIM SERVICES INC	3/5/2020	R
107108	\$ 168.00	ALL STRINGS ATTACHED	3/5/2020	R
107109	\$ 211.20	ALLIED 100, LLC	3/5/2020	R
107123	\$ 14,876.10	AMAZON CAPITAL SERVICES	3/5/2020	R
107124	\$ 15.09	AMERICAN MESSAGING	3/5/2020	R
107125	\$ 39.35	AMERIPRIDE SERVICES	3/5/2020	R
107126	\$ 2,013.31	ANCHOR SOLAR INVESTMENTS, LLC	3/5/2020	R
107127	\$ 598.99	APPLE COMPUTER INC	3/5/2020	R
107128	\$ 28,075.00	ARCADE ASPHALT CO	3/5/2020	R
107129	\$ 700.00	ARCH LANGUAGE NETWORK	3/5/2020	R
107130	\$ 256.00	ASL INTERPRETING SERVICES	3/5/2020	R
107131	\$ 2,198.09	ASSOCIATED HEARING OF ST. PAUL	3/5/2020	R
107132	\$ 67.54	ASTLEFORD INTERNATIONAL TRUCKS	3/5/2020	R
107133	\$ 10,935.32	ATC GROUP SERVICES LLC	3/5/2020	R
107134	\$ 9,323.75	BASICH, MICHAEL	3/5/2020	R
107135	\$ 125.70	BATTERIES PLUS BULBS	3/5/2020	R
107136	\$ 657.00	BEHAVIORAL INSTITUTE FOR CHILDREN	3/5/2020	R
107137	\$ 62.00	BENDER, CARMEN	3/5/2020	R
107138	\$ 1,200.00	BERGELAND, JOHN	3/5/2020	R
107139	\$ 137.22	BIYANI, VIVEKA	3/5/2020	R
107140	\$ 264.55	BLICK ART MATERIALS	3/5/2020	R
107141	\$ 37.24	BLUE TARP FINANCIAL INC	3/5/2020	R
107142	\$ 95.20	BLUEBIRD SCREEN PRINT	3/5/2020	R
107143	\$ 298.82	BOXMAN	3/5/2020	R
107144	\$ 3,298.08	BOYER TRUCKS	3/5/2020	R
107145	\$ 163.00	BRADSHAW, NICHOLAS	3/5/2020	R
107146	\$ 10,675.51	BSN SPORTS	3/5/2020	R
107147	\$ 14.00	THE BUG COMPANY	3/5/2020	R
107148	\$ 98.00	BURFEIND, JOEL	3/5/2020	R
107149	\$ 70.00	CABRERA, JULIO	3/5/2020	R
107150	\$ 514.31	CAP ELECTRIC INC	3/5/2020	R
107151	\$ 827.70	CARBONES PIZZERIA	3/5/2020	R
107152	\$ 2,397.70	CARGILL INC	3/5/2020	R
107153	\$ 33.67	CAROLINA BIOLOGICAL SUPPLY	3/5/2020	R
107154	\$ 92.85	CARROLL, JENNIFER	3/5/2020	R
107155	\$ 98.00	CARTER, KENNETH	3/5/2020	R
107156	\$ 3,704.00	CDW GOVERNMENT INC	3/5/2020	R
107157	\$ 9,375.17	CENTRAL ROOFING CO	3/5/2020	R
107158	\$ 35.00	CENTURY COLLEGE - BUSINESS OFFICE	3/5/2020	R

107159	\$	941.65	CERTIFIED LABORATORIES	3/5/2020	R
107160	\$	1,864.00	CHILDREN'S THEATER COMPANY	3/5/2020	R
107161	\$	98.00	CHURCHILL, LEE	3/5/2020	R
107162	\$	217.05	CINTAS CORP #470	3/5/2020	R
107163	\$	79.00	COMBS, DEWAYNE	3/5/2020	R
107164	\$	340.60	CONNEY SAFETY	3/5/2020	R
107165	\$	1,564.00	CONSCIOUS DISCIPLINE	3/5/2020	R
107166	\$	3,596.02	CONTINENTAL RESEARCH CORP	3/5/2020	R
107167	\$	61.00	COONCE, PERRY	3/5/2020	R
107168	\$	2,040.00	COOPS SPORTSWEAR	3/5/2020	R
107169	\$	61.00	CORBETT, CHARLES	3/5/2020	R
107170	\$	698.28	CUB FOODS OF WHITE BEAR TWSHP	3/5/2020	R
107171	\$	209.90	CULLIGAN BOTTLED WATER	3/5/2020	R
107173	\$	2,195.83	CUMMINS NPOWER LLC	3/5/2020	R
107174	\$	7.65	CUSTOM EDUCATION SOLUTIONS INC	3/5/2020	R
107175	\$	2,995.00	CYBERSOFT PRIMEROEDGE	3/5/2020	R
107183	\$	27,186.51	DALCO CORPORATION	3/5/2020	R
107184	\$	196.10	DELTA EDUCATION	3/5/2020	R
107185	\$	579.56	DEMCO INC	3/5/2020	R
107186	\$	661.22	DISCOUNT MUGS	3/5/2020	R
107187	\$	5,294.78	DOMINOS PIZZA	3/5/2020	R
107188	\$	4,284.25	DONATELLI'S	3/5/2020	R
107189	\$	551.00	DOOR SERVICE COMPANY	3/5/2020	R
107190	\$	200.00	DOUGLAS, SANDRA	3/5/2020	R
107191	\$	23,948.48	DEFINITIVE TECHNOLOGY SOLUTIONS	3/5/2020	R
107194	\$	831.82	ECKROTH MUSIC	3/5/2020	R
107195	\$	254.80	EDMENTUM	3/5/2020	R
107196	\$	95.00	EHLERS	3/5/2020	R
107197	\$	61.00	EVANS, DANIEL	3/5/2020	R
107198	\$	1,040.00	FAIRCLOUGH, KARI	3/5/2020	R
107199	\$	69.66	FASTENAL COMPANY	3/5/2020	R
107200	\$	7,730.00	FENWAY INNOVATION CENTER	3/5/2020	R
107201	\$	313,522.74	FIRST STUDENT INC	3/5/2020	R
107202	\$	399.00	FLAHERTY'S ARDEN BOWL	3/5/2020	R
107203	\$	531.07	FLINN SCIENTIFIC INC	3/5/2020	R
107204	\$	100.00	FOLLETT SCHOOL SOLUTIONS INC	3/5/2020	R
107208	\$	458.21	FRATTALONES HARDWARE STORES	3/5/2020	R
107209	\$	55.28	FRONTIER AG & TURF	3/5/2020	R
107210	\$	325.00	FULTON PRODUCTIONS	3/5/2020	R
107211	\$	156.47	FUN EXPRESS LLC	3/5/2020	R
107212	\$	7.49	GALVIN JAMES B	3/5/2020	R
107213	\$	24,487.20	GENTRY ACADEMY	3/5/2020	R
107214	\$	6,901.25	GEPHART TRUCKING	3/5/2020	R
107215	\$	418.32	GILLUND ENTERPRISES	3/5/2020	R
107216	\$	146.00	GOETSCH, WIL	3/5/2020	R
107221	\$	4,349.71	GRAINGER	3/5/2020	R
107222	\$	500.00	GREATER WBL COMM FOUNDATION	3/5/2020	R

107223	\$	7,905.00	GROUP MEDICAREBLUE RX	3/5/2020 R
107224	\$	60.00	H & B SPECIALIZED PRODUCTS	3/5/2020 R
107225	\$	180.00	HAMILTON, CONSTANCE	3/5/2020 R
107226	\$	52.25	HANKE, KATE	3/5/2020 R
107227	\$	79.00	HANSON, GENO	3/5/2020 R
107228	\$	4,768.50	HEIBERG ATHLETICS LLC	3/5/2020 R
107229	\$	11.92	HEINEMANN	3/5/2020 R
107230	\$	156.36	HERC-U-LIFT	3/5/2020 R
107231	\$	382.10	HERITAGE FOOD SERVICE GROUP	3/5/2020 R
107232	\$	79.00	HERMES, MARK	3/5/2020 R
107233	\$	2,226.00	HIAWATHA HOMECARE	3/5/2020 R
107234	\$	155.00	HISDAHL INC	3/5/2020 R
107235	\$	767.83	HOBART SERVICE	3/5/2020 R
107236	\$	225.00	HOBY	3/5/2020 R
107237	\$	1,647.40	HOENIGSCHMIDT, KAYLEA	3/5/2020 R
107239	\$	3,156.51	HOGLUND BUS AND TRUCK CO	3/5/2020 R
107240	\$	337.97	HOME DEPOT CREDIT SERVICES	3/5/2020 R
107242	\$	4,471.96	INNOVATIVE OFFICE SOLUTIONS	3/5/2020 R
107243	\$	3,181.36	INTERMEDIATE DISTRICT 287	3/5/2020 R
107244	\$	16.12	INTERMIX BEVERAGE	3/5/2020 R
107245	\$	175.00	IRONDALE HIGH SCHOOL	3/5/2020 R
107246	\$	3,685.38	ISD #623 ROSEVILLE AREA SCHOOLS	3/5/2020 R
107247	\$	2,019.02	JAYTECH INC	3/5/2020 R
107248	\$	62.54	JIMMY JOHNS #869	3/5/2020 R
107249	\$	222.42	JOHN DEERE FINANCIAL	3/5/2020 R
107250	\$	540.00	JOHNSON, GAVIN	3/5/2020 R
107251	\$	527.19	JOHNSON, SHARON	3/5/2020 R
107252	\$	98.00	JONES, JOSHUA	3/5/2020 R
107253	\$	531.85	JUNIOR LIBRARY GUILD	3/5/2020 R
107254	\$	79.00	KASS, TOBEY	3/5/2020 R
107255	\$	647.05	KIMBALL MIDWEST	3/5/2020 R
107258	\$	10,423.32	KRAFT CONTRACTING & MECHANICAL	3/5/2020 R
107259	\$	128.70	KULLY SUPPLY COMPANY	3/5/2020 R
107260	\$	98.00	KULZER, ERIC	3/5/2020 R
107261	\$	1,431.21	LAKESHORE LEARNING MATERIALS	3/5/2020 R
107262	\$	184.31	LARSON, JOHN	3/5/2020 R
107263	\$	1,855.56	LIBERTY CLASSICAL ACADEMY	3/5/2020 R
107264	\$	1,695.00	LIFETOUCH NSS ACCT REC	3/5/2020 R
107265	\$	91.99	LITERARY RESOURCES, LLC	3/5/2020 R
107266	\$	35.56	L T G POWER EQUIPMENT	3/5/2020 R
107267	\$	969.00	M-F ATHLETIC CO INC	3/5/2020 R
107268	\$	1,950.00	MACCALLUM ROSS	3/5/2020 R
107269	\$	914.94	MACKIN EDUCATIONAL RESOURCES	3/5/2020 R
107270	\$	47,796.21	MADISON NATIONAL LIFE	3/5/2020 R
107271	\$	194.25	MAGNUSON CHRISTIAN SCHOOL	3/5/2020 R
107272	\$	431.82	MAILFINANCE INC	3/5/2020 R
107273	\$	90.00	MARTIN, DUSTIN	3/5/2020 R

107274	\$	531.75	MASON, MICHAEL	3/5/2020	R
107275	\$	1,203.45	MCDONOUGH'S WATERJETTING AND	3/5/2020	R
107276	\$	62.00	MCNERTNEY, HOWARD	3/5/2020	R
107277	\$	77.64	MEEKS, SARAH	3/5/2020	R
107278	\$	48.00	MEHLHORN, CODY	3/5/2020	R
107279	\$	638.00	MERRY LYNNE SCREEN PRINTING	3/5/2020	R
107280	\$	130.75	METRO MEALS ON WHEELS INC	3/5/2020	R
107281	\$	1,096.80	MINVALCO INC	3/5/2020	R
107282	\$	6,000.00	MN ALLIANCE WITH YOUTH	3/5/2020	R
107283	\$	420.00	MN HISTORICAL SOCIETY	3/5/2020	R
107283	\$	(420.00)	MN HISTORICAL SOCIETY	3/16/2020	V
107284	\$	3,717.36	MOORHEAD MACHINERY & BOILER CO	3/5/2020	R
107285	\$	215.00	MN SCHOOL BOARDS ASSN	3/5/2020	R
107286	\$	530.00	MN SUPERINTENDENTS OFC PERSONNEL	3/5/2020	R
107287	\$	62.00	MUSCANTO, STEPHEN	3/5/2020	R
107288	\$	15.00	MN YOUTH READING AWARDS	3/5/2020	R
107289	\$	146.77	NAPA AUTO PARTS	3/5/2020	R
107290	\$	161.50	NARDINI FIRE EQUIPMENT CO INC	3/5/2020	R
107291	\$	80.00	NATL GEOGRAPHY CHALLENGE	3/5/2020	R
107292	\$	32.00	NATL MAH JONGG LEAGUE INC	3/5/2020	R
107293	\$	212.00	NAVIS, NANCY	3/5/2020	R
107294	\$	144.00	NCPERS MINNESOTA	3/5/2020	R
107295	\$	325.70	NCS PEARSON INC	3/5/2020	R
107296	\$	475.73	NORTH CENTRAL BLUE BIRD BUS SALES	3/5/2020	R
107297	\$	905.40	NORTHBOUND CREATIVE	3/5/2020	R
107298	\$	262,152.05	NORTHEAST METRO INTERMEDIATE DISTRICT 916	3/5/2020	R
107299	\$	176.86	O'REILLY AUTOMOTIVE INC	3/5/2020	R
107300	\$	595.70	OFFICE DEPOT	3/5/2020	R
107301	\$	148.00	ON SITE SANITATION INC	3/5/2020	R
107302	\$	74.40	OXYGEN SERVICE CO INC	3/5/2020	R
107304	\$	3,677.00	PAN-O-GOLD	3/5/2020	R
107305	\$	98.00	PETERS, BRIAN	3/5/2020	R
107306	\$	295.00	PETERSON-SCHURKE, CHERYL	3/5/2020	R
107307	\$	514.00	PETERSON BROS ROOFING & CONST	3/5/2020	R
107308	\$	366.80	PIONEER RIM & WHEEL CO	3/5/2020	R
107309	\$	712.00	THE PLUMBER	3/5/2020	R
107310	\$	1,100.00	POSTMASTER	3/5/2020	R
107311	\$	40.70	PRO-ED INC	3/5/2020	R
107312	\$	127.14	PROFORMA	3/5/2020	R
107313	\$	112.50	R & R SPECIALTIES INC	3/5/2020	R
107314	\$	945.00	RAMSEY COUNTY PARKS/REC DEPT	3/5/2020	R
107315	\$	477.95	REDWOOD TOXICOLOGY LABORATORY	3/5/2020	R
107316	\$	5,058.00	REGION 4AA	3/5/2020	R
107317	\$	285.00	REGION 5AA	3/5/2020	R
107318	\$	23,561.88	REHBEIN TRANSIT CO	3/5/2020	R
107319	\$	241.00	REVOLUTION SPORTING GOODS	3/5/2020	R
107320	\$	1,102.40	RIVERSIDE INSIGHT	3/5/2020	R

107321	\$	771.67	ROE, ERIN	3/5/2020	R
107322	\$	79.00	RONNING RAFE	3/5/2020	R
107323	\$	223.00	ROW-LOFF PRODUCTIONS	3/5/2020	R
107324	\$	90.00	RUTHERFORD, KENDALL	3/5/2020	R
107325	\$	114.40	SAFETY-KLEEN CORP	3/5/2020	R
107326	\$	215.00	SAGDALEN, REBEKAH	3/5/2020	R
107327	\$	310.14	SAM'S CLUB/SYNCHRONY BANK	3/5/2020	S
107328	\$	747.85	SAM'S CLUB/SYNCHRONY BANK	3/5/2020	S
107329	\$	92.14	SAM'S CLUB/SYNCHRONY BANK	3/5/2020	S
107330	\$	1,305.83	SAM'S CLUB/SYNCHRONY BANK	3/5/2020	S
107331	\$	220.21	SAM'S CLUB/SYNCHRONY BANK	3/5/2020	S
107332	\$	157.90	SARGENT-WELCH	3/5/2020	R
107333	\$	7,658.00	SCENARIO LEARNING LLC	3/5/2020	R
107334	\$	250.00	SCHMIT TOWING	3/5/2020	R
107335	\$	194.03	SCHOOL FIX CATALOG	3/5/2020	R
107336	\$	65.00	SCHOOL HEALTH CORPORATION	3/5/2020	R
107337	\$	670.96	SCHOOL SPECIALTY	3/5/2020	R
107338	\$	385.00	SCIENCE MUSEUM OF MINNESOTA	3/5/2020	R
107339	\$	79.00	SCOTT ELECTRIC	3/5/2020	R
107340	\$	416.00	SCPA NASP ARCHERY TOURNAMENT	3/5/2020	R
107341	\$	32.26	SEBCO BOOKS	3/5/2020	R
107342	\$	120.00	SECRETARY OF STATE	3/5/2020	R
107343	\$	160.00	SEEVER, GRAY	3/5/2020	R
107344	\$	650.00	SHAMELESS INC	3/5/2020	R
107345	\$	95.00	SHEA, JEFFREY	3/5/2020	R
107346	\$	141.11	SITEONE LANDSCAPE SUPPLY	3/5/2020	R
107347	\$	891.00	SKOW, KAREN	3/5/2020	R
107348	\$	100.00	SMITLEY, SHARON	3/5/2020	R
107349	\$	35.00	SOLA, RAMON	3/5/2020	R
107350	\$	4,106.56	SOUTHWEST METRO EDUC COOP	3/5/2020	R
107351	\$	79.00	SPANOVICH, BRIAN	3/5/2020	R
107352	\$	844.25	SPECIAL EVENTS INC	3/5/2020	R
107353	\$	994.70	SPECIALTY PROMOTIONS	3/5/2020	R
107354	\$	79.00	SPENCER, RICKY	3/5/2020	R
107356	\$	543.89	STAPLES ADVANTAGE	3/5/2020	R
107357	\$	146.00	STERNBERG, ZOE	3/5/2020	R
107358	\$	4,739.25	STRATEGIC STAFFING SOLUTIONS	3/5/2020	R
107359	\$	510.00	STREAMLINE DESIGN INC	3/5/2020	R
107360	\$	49.95	SUBSCRIPTION SERV OF AMER INC	3/5/2020	R
107361	\$	580.00	SUMMIT COMPANIES	3/5/2020	R
107362	\$	400.00	SUPINSKI, MIKE	3/5/2020	R
107363	\$	317.00	SURPLUS SERVICES	3/5/2020	R
107364	\$	12,233.58	SYSCO OF WESTERN MN	3/5/2020	R
107365	\$	4.90	TEACHER SYNERGY LLC	3/5/2020	R
107366	\$	22.89	TEACHERS DISCOVERY	3/5/2020	R
107367	\$	79.00	THOMPSON, ERROL	3/5/2020	R
107368	\$	350.00	TOTAL ENTERTAINMENT PRODUCTIONS	3/5/2020	R

107369	\$	869.00	TRADE PRESS INC	3/5/2020	R
107370	\$	126.27	TRANS-MISSISSIPPI BIO SUPPLY	3/5/2020	R
107371	\$	50,123.29	TREASURED TRANSPORTATION	3/5/2020	R
107372	\$	1,369.20	T.R.F. SUPPLY CO	3/5/2020	R
107375	\$	2,982.06	TRIO SUPPLY COMPANY	3/5/2020	R
107376	\$	940.24	TSA CONSULTING GROUP	3/5/2020	R
107377	\$	589.00	TWIN CITY JANITOR SUPPLY CO	3/5/2020	R
107378	\$	145.00	UNIVERSITY OF MINNESOTA	3/5/2020	R
107379	\$	1,194.83	URBAN AIR	3/5/2020	R
107380	\$	1,165.95	US FOODS CULINARY EQUIP & SUPPLIES	3/5/2020	R
107381	\$	839.94	US TOY CO INC	3/5/2020	R
107382	\$	2,175.00	VAIL RESORTS MANAGEMENT CO., INC.	3/5/2020	R
107383	\$	1,653.72	VERIZON WIRELESS	3/5/2020	R
107389	\$	4,002.15	VIKING ELECTRIC SUPPLY	3/5/2020	R
107390	\$	278.83	WARD'S SCIENCE	3/5/2020	R
107391	\$	13,175.00	WHITE BEAR CENTER FOR THE ARTS	3/5/2020	R
107392	\$	120.00	WHITE BEAR FLORAL SHOP	3/5/2020	R
107393	\$	200.00	WELLNER LAW PLLC	3/5/2020	R
107394	\$	172.27	WEST MUSIC COMPANY	3/5/2020	R
107395	\$	120.00	WHITE BEAR MAKERSPACE	3/5/2020	R
107396	\$	1,634.00	WILD MOUNTAIN	3/5/2020	R
107397	\$	150.00	WIMER, MARY	3/5/2020	R
107398	\$	77.00	WINSOR LEARNING INC	3/5/2020	R
107399	\$	1,167.50	WL HALL COMPANY	3/5/2020	R
107400	\$	1,037.50	THE WORKS	3/5/2020	R
107401	\$	1,500.00	WORLD'S FINEST CHOCOLATE INC	3/5/2020	R
107402	\$	98.00	ZABADAL, GEORGE	3/5/2020	R
107403	\$	274.94	GURSTEL CHARGO ATTORNEYS AT LAW	3/6/2020	R
107404	\$	292.34	MESSERLI & KRAMER PA	3/6/2020	R
107405	\$	234.89	SOCIAL SECURITY ADMINISTRATION	3/6/2020	R
107406	\$	121.00	GREATER TWIN CITIES UNITED WAY	3/6/2020	R
107407	\$	1,204.50	IUOE LOCAL 70	3/6/2020	R
107409	\$	7,123.34	SCHOOL SERVICE EMPLOYEES	3/6/2020	R
107410	\$	217.72	US DEPT OF EDUCATION	3/6/2020	R
107411	\$	629.00	WBLA EDUCATIONAL FOUNDATION	3/6/2020	R
107412	\$	3,000.00	COLBURN, RICHARD & SIGNE	3/17/2020	R
107413	\$	185.00	AARP DRIVER SAFETY PROGRAM	3/19/2020	R
107414	\$	163.95	ACP DIRECT	3/19/2020	R
107415	\$	1,450.85	ALBIN AQUISITION CORP	3/19/2020	R
107416	\$	4,236.32	ALLSTREAM	3/19/2020	R
107417	\$	32.16	AMAZON	3/19/2020	R
107430	\$	7,919.57	AMAZON CAPITAL SERVICES	3/19/2020	R
107431	\$	1,209.65	AMERIPRIDE SERVICES	3/19/2020	R
107432	\$	98.00	ANDERSON, CHRIS	3/19/2020	R
107433	\$	128.00	ASL INTERPRETING SERVICES	3/19/2020	R
107434	\$	1,844.70	BARTHOLD	3/19/2020	R
107436	\$	745.52	BATTERIES PLUS BULBS	3/19/2020	R

107437	\$	80.00	BENDER, CARMEN	3/19/2020	R
107438	\$	12.75	BENSON, SYLVIA	3/19/2020	R
107439	\$	799.96	BEST BUY BUSINESS ADVANTAGE ACCT	3/19/2020	R
107441	\$	21,433.12	BEVSO	3/19/2020	R
107442	\$	50.00	BIG BELL ICE CREAM CO	3/19/2020	R
107443	\$	979.19	BSN SPORTS	3/19/2020	R
107444	\$	30.00	CANTRELL, PAM	3/19/2020	R
107445	\$	991.31	CAPITAL ONE COMMERCIAL	3/19/2020	R
107446	\$	20.40	CARDINAL, KATHLEEN	3/19/2020	R
107447	\$	1,603.49	CDW GOVERNMENT INC	3/19/2020	R
107448	\$	527.40	CERTIFIED LABORATORIES	3/19/2020	R
107449	\$	4.00	CHRISTENSON, ANNE	3/19/2020	R
107450	\$	102.23	CINTAS CORP #470	3/19/2020	R
107451	\$	13.60	CLARK, CYNTHIA JEAN	3/19/2020	R
107452	\$	180.00	CLIA LABORATORY PROGRAM	3/19/2020	R
107453	\$	315.00	COMMERCIAL KITCHEN SERVICES	3/19/2020	R
107454	\$	181.60	CONNEY SAFETY	3/19/2020	R
107455	\$	10,800.00	CONSCIOUS DISCIPLINE	3/19/2020	R
107456	\$	362.03	CONTINENTAL RESEARCH CORP	3/19/2020	R
107457	\$	160.00	CORNERSTONE OCCUPATIONAL	3/19/2020	R
107458	\$	196.00	COURTNEY, MICHAEL	3/19/2020	R
107460	\$	1,037.72	CUB FOODS OF WHITE BEAR TWSHP	3/19/2020	R
107461	\$	15,028.03	CULINEX	3/19/2020	R
107462	\$	415.89	CUMMINS NPOWER LLC	3/19/2020	R
107463	\$	49,755.00	DAKOTA TRUCK UNDERWRITERS	3/19/2020	R
107473	\$	37,542.64	DALCO CORPORATION	3/19/2020	R
107474	\$	176.00	DAVICK, BRAD	3/19/2020	R
107475	\$	188.19	DISCOUNT SCHOOL SUPPLY	3/19/2020	R
107476	\$	3,293.18	DIVERSIFIED SNACK DISTRIBUTION	3/19/2020	R
107477	\$	628.00	DOOR SERVICE COMPANY	3/19/2020	R
107478	\$	317.42	DEFINITIVE TECHNOLOGY SOLUTIONS	3/19/2020	R
107479	\$	12,994.00	DEFINITIVE TECHNOLOGY SOLUTION	3/19/2020	R
107480	\$	261.00	ECKROTH MUSIC	3/19/2020	R
107481	\$	3,800.00	EHLERS	3/19/2020	R
107482	\$	20,000.00	ENVISIO SOLUTIONS INC	3/19/2020	R
107483	\$	3,533.33	ETS CONSULTING, LLC	3/19/2020	R
107484	\$	356.25	FAIRVIEW	3/19/2020	R
107485	\$	546.19	FESTIVAL FOODS-KNOWLAN'S	3/19/2020	R
107486	\$	120.00	FILTER RECYCLING SERVICES	3/19/2020	R
107487	\$	175.00	FOREST LAKE HIGH SCHOOL	3/19/2020	R
107491	\$	516.79	FRATTALONES HARDWARE STORES	3/19/2020	R
107492	\$	841.58	FRONTIER AG & TURF	3/19/2020	R
107493	\$	1,249.13	GALLAGHERS NORTHWESTERN TIRE CO INC	3/19/2020	R
107494	\$	19,648.00	GOOD NEWS TOUR & TRAVEL	3/19/2020	R
107494	\$	(19,648.00)	GOOD NEWS TOUR & TRAVEL	3/26/2020	V
107495	\$	2,239.44	GOODSOURCE SOLUTIONS	3/19/2020	R
107499	\$	3,581.15	GRAINGER	3/19/2020	R

107500	\$	334.85	GREATAMERICA FINANCIAL SERVICES	3/19/2020	R
107501	\$	500.00	GREATER WBL COMM FOUNDATION	3/19/2020	R
107502	\$	600.00	GRITZMACHER, SHAWN	3/19/2020	R
107503	\$	125.00	GRUPA PORTRAIT STUDIO	3/19/2020	R
107504	\$	79.00	GUERIN KERRY	3/19/2020	R
107505	\$	15.30	HAMER, KAREN	3/19/2020	R
107506	\$	1,500.00	HEART OF DANCE	3/19/2020	R
107507	\$	98.00	HEATHER, BRIAN	3/19/2020	R
107508	\$	709.95	HEINEMANN	3/19/2020	R
107509	\$	1,631.92	HERITAGE FOOD SERVICE GROUP	3/19/2020	R
107510	\$	2,086.00	HIAWATHA HOMECARE	3/19/2020	R
107511	\$	1,575.45	HISDAHL INC	3/19/2020	R
107512	\$	969.86	HOBART SERVICE	3/19/2020	R
107513	\$	62.00	HOFFMAN, RICHARD	3/19/2020	R
107515	\$	1,660.61	HOGLUND BUS AND TRUCK CO	3/19/2020	R
107516	\$	148.19	HUNT, BARBARA	3/19/2020	R
107519	\$	122,272.05	IFD	3/19/2020	R
107520	\$	5,944.00	INNOVATEK12 SBC	3/19/2020	R
107521	\$	208.00	INNOVATIVE GRAPHICS	3/19/2020	R
107523	\$	627.30	INNOVATIVE OFFICE SOLUTIONS	3/19/2020	R
107524	\$	9,542.50	INSPEC INC	3/19/2020	R
107525	\$	2,126.28	JAYTECH INC	3/19/2020	R
107526	\$	345.00	JUELICH, PAUL	3/19/2020	R
107527	\$	9.00	JW PEPPER & SON INC	3/19/2020	R
107528	\$	4,219.53	KAJEET	3/19/2020	R
107529	\$	616.05	KAPLAN	3/19/2020	R
107530	\$	445.20	KARLSBURGER FOODS INC	3/19/2020	R
107531	\$	79.00	KARNAS, MIKE	3/19/2020	R
107532	\$	29.84	KIMBALL MIDWEST	3/19/2020	R
107533	\$	163.11	KONICA MINOLTA PREMIER FINANCE	3/19/2020	R
107534	\$	48.45	KOREEN, GLORIA	3/19/2020	R
107535	\$	3,052.82	KRAFT CONTRACTING & MECHANICAL	3/19/2020	R
107536	\$	606.00	KULLY SUPPLY COMPANY	3/19/2020	R
107537	\$	1,281.03	LAKESHORE LEARNING MATERIALS	3/19/2020	R
107538	\$	22.52	LALIBERTE, ELAINE	3/19/2020	R
107539	\$	27.45	LEARNING WITHOUT TEARS	3/19/2020	R
107540	\$	1,692.00	LIBERTY CLASSICAL ACADEMY	3/19/2020	R
107541	\$	14.00	LINK, MARY JANE	3/19/2020	R
107542	\$	91.99	LITERARY RESOURCES, LLC	3/19/2020	R
107543	\$	348.74	L T G POWER EQUIPMENT	3/19/2020	R
107544	\$	31.45	MAC RUNNEL, MINDY	3/19/2020	R
107545	\$	530.26	MACKIN EDUCATIONAL RESOURCES	3/19/2020	R
107546	\$	89.00	MN ASSOC FOR CHILDREN'S MENTAL HEALTH	3/19/2020	R
107547	\$	120.00	MN ASSOC OF SCH BUSINESS OFFICIALS	3/19/2020	R
107548	\$	4.00	MATHISON, ANDREA	3/19/2020	R
107549	\$	79.00	MAUER, BRIAN	3/19/2020	R
107550	\$	966.00	MN CENTER FOR BOOK ARTS	3/19/2020	R

107551	\$	3,840.15	MCDONOUGH'S WATERJETTING AND	3/19/2020	R
107552	\$	368.00	MN COMMUNITY EDUC ASSOC (MCEA)	3/19/2020	R
107553	\$	900.00	MN COUNCIL OF TEACHERS OF MATH	3/19/2020	R
107554	\$	32.75	MEADOWOOD TOOL CO	3/19/2020	R
107555	\$	4,486.50	METRO MEALS ON WHEELS INC	3/19/2020	R
107556	\$	2,089.64	MID CITY SERVICES - INDUSTRIAL LAUNDRY	3/19/2020	R
107557	\$	519.65	MIDAMERICA BOOKS	3/19/2020	R
107558	\$	445.00	MIDWEST SOUND DJ ENTERTAINMENT	3/19/2020	R
107559	\$	69.00	MILLIGAN, THERESA	3/19/2020	R
107560	\$	546.48	MINVALCO INC	3/19/2020	R
107561	\$	28,463.00	MLA	3/19/2020	R
107562	\$	100.00	MN DEPT OF LABOR & INDUSTRY	3/19/2020	R
107563	\$	290.00	MN HS CYCLING LEAGUE	3/19/2020	R
107564	\$	125.00	MN INTERSCHOLASTIC ATHLETIC ADM ASSOC	3/19/2020	R
107565	\$	60.20	MOBILE RADIO ENGINEERING INC	3/19/2020	R
107566	\$	6.00	MOE, MOLLY	3/19/2020	R
107567	\$	70.51	MOTZKO, WAYNE	3/19/2020	R
107568	\$	112.50	NAPA AUTO PARTS	3/19/2020	R
107569	\$	29.25	NASCO	3/19/2020	R
107570	\$	29,450.59	NASSEFF MECH CONTRACTORS	3/19/2020	R
107571	\$	59.00	NATL COUNCIL OF TEACHERS OF MATH	3/19/2020	R
107572	\$	44.67	NATL RECOGNITION PRODUCTS	3/19/2020	R
107573	\$	52.00	NORCENTRONIX DISTRIBUTING	3/19/2020	R
107575	\$	5,086.29	NORTH CENTRAL BLUE BIRD BUS SALES	3/19/2020	R
107576	\$	1,248.00	NORTHBOUND CREATIVE	3/19/2020	R
107577	\$	244,412.34	NORTHEAST METRO INTERMEDIATE DISTRICT 916	3/19/2020	R
107578	\$	62.00	NOVAK, JAMES	3/19/2020	R
107580	\$	667.06	O'REILLY AUTOMOTIVE INC	3/19/2020	R
107581	\$	74.13	OFFICE DEPOT	3/19/2020	R
107582	\$	800.00	OLSEN FIRE PROTECTION	3/19/2020	R
107583	\$	333.01	ONLY 1 AUTO GLASS	3/19/2020	R
107584	\$	12.18	OXYGEN SERVICE CO INC	3/19/2020	R
107585	\$	360.00	PAI	3/19/2020	R
107587	\$	2,960.90	PAN-O-GOLD	3/19/2020	R
107588	\$	538.35	PARTSMASTER	3/19/2020	R
107589	\$	1,957.93	PETERSON BROS ROOFING & CONST	3/19/2020	R
107590	\$	79.00	PHIPPS, JAHMAI	3/19/2020	R
107591	\$	189.00	PICTURE THAT!	3/19/2020	R
107592	\$	88.56	PINZ	3/19/2020	R
107593	\$	123.36	PIONEER RIM & WHEEL CO	3/19/2020	R
107594	\$	2,087.16	POLAR CHEVROLET MAZDA	3/19/2020	R
107595	\$	1,100.00	POSTMASTER	3/19/2020	R
107596	\$	35.01	PRAXAIR DISTRIBUTION INC	3/19/2020	R
107597	\$	1,564.00	PRESS PUBLICATIONS	3/19/2020	R
107598	\$	37.50	R & R SPECIALTIES INC	3/19/2020	R
107599	\$	15.99	RASSMUSSEN, ERICA	3/19/2020	R
107600	\$	1,003.20	READING READING BOOKS	3/19/2020	R

107601	\$	688.00	REGION 4AA	3/19/2020	R
107603	\$	7,029.00	REHBEIN TRANSIT CO	3/19/2020	R
107604	\$	3,955.00	RENTAL REHAB & REPAIR	3/19/2020	R
107605	\$	8,399.76	REPUBLIC SERVICES #899	3/19/2020	R
107606	\$	345.40	THE RETROFIT COMPANIES INC	3/19/2020	R
107607	\$	437.00	REV.COM	3/19/2020	R
107608	\$	46.75	ROETTGER, DEBRA	3/19/2020	R
107609	\$	22.00	ROETTGER, DORIS	3/19/2020	R
107610	\$	23,250.00	ROOF SPEC INC	3/19/2020	R
107611	\$	370.34	SAFETY-KLEEN CORP	3/19/2020	R
107612	\$	3,360.00	SAFETYFIRST PLAYGROUND SURFACING LLC	3/19/2020	R
107613	\$	15.30	SAIKO, KATHY	3/19/2020	R
107614	\$	80.00	SCHMITT MUSIC COMPANY	3/19/2020	R
107615	\$	60.00	SCHOOL CHECK IN	3/19/2020	R
107616	\$	323.31	SCHOOL HEALTH CORPORATION	3/19/2020	R
107617	\$	517.44	SCHOOL SPECIALTY	3/19/2020	R
107618	\$	12.00	SCROGGINS, RENEE	3/19/2020	R
107619	\$	57.89	SEBCO BOOKS	3/19/2020	R
107620	\$	160.00	SEEVER, GRAY	3/19/2020	R
107621	\$	2,000.00	SHIPSTAD, BRAD	3/19/2020	R
107622	\$	90.00	SHOMION, RICK	3/19/2020	R
107623	\$	400.62	SHRED-IT USA - MINNEAPOLIS	3/19/2020	R
107624	\$	146.00	SIEH, BRADY	3/19/2020	R
107625	\$	792.00	SKOW, KAREN	3/19/2020	R
107626	\$	4.00	SKUTA, NANCY	3/19/2020	R
107627	\$	4,630.00	SKYWARD INC	3/19/2020	R
107628	\$	3.50	SMITH, ANNA	3/19/2020	R
107629	\$	98.00	SNODDY, JASON	3/19/2020	R
107630	\$	198.00	ST PAUL PARKS AND RECREATION	3/19/2020	R
107637	\$	1,978.69	STAPLES ADVANTAGE	3/19/2020	R
107638	\$	700.00	STATE OF FUN	3/19/2020	R
107639	\$	1,493.84	STATE SUPPLY CO	3/19/2020	R
107640	\$	45.00	STILLWATER AREA HIGH SCHOOL	3/19/2020	R
107641	\$	4,583.50	STRATEGIC STAFFING SOLUTIONS	3/19/2020	R
107642	\$	2,000.00	SULLIVAN, CHARLES	3/19/2020	R
107643	\$	290.00	SUMMIT COMPANIES	3/19/2020	R
107644	\$	373.05	SUPER DUPER PUBLICATIONS	3/19/2020	R
107645	\$	754.00	SYSCO OF WESTERN MN	3/19/2020	R
107646	\$	136.00	TRADE PRESS INC	3/19/2020	R
107647	\$	256.96	TRANE US INC	3/19/2020	R
107648	\$	49,999.64	TREASURED TRANSPORTATION	3/19/2020	R
107649	\$	662.86	T.R.F. SUPPLY CO	3/19/2020	R
107650	\$	48.22	TRI-STATE BOBCAT	3/19/2020	R
107652	\$	3,396.26	TRIO SUPPLY COMPANY	3/19/2020	R
107653	\$	3,599.00	TROLLHAUGEN	3/19/2020	R
107654	\$	4.99	TUEFFEL, JAMIE	3/19/2020	R
107655	\$	75.00	TUSA, COLLEEN	3/19/2020	R

107656	\$	832.52	TWIN CITY HARDWARE	3/19/2020	R
107657	\$	660.00	TWIN CITY JANITOR SUPPLY CO	3/19/2020	R
107658	\$	44,493.85	TWIN CITY TRANSPORTATION INC	3/19/2020	R
107659	\$	745.76	THE UPS STORE #3299	3/19/2020	R
107660	\$	108.16	US FOODS CULINARY EQUIP & SUPPLIES	3/19/2020	R
107661	\$	2,000.00	VANG, LILIANE & NOU	3/19/2020	R
107665	\$	3,097.57	VIKING ELECTRIC SUPPLY	3/19/2020	R
107666	\$	20.40	WALLACE, SHERYL	3/19/2020	R
107667	\$	649.99	WARNERS' STELLIAN	3/19/2020	R
107668	\$	1,310.43	WASHINGTON CO	3/19/2020	R
107669	\$	9,775.00	WHITE BEAR CENTER FOR THE ARTS	3/19/2020	R
107670	\$	6,234.54	WHITE BEAR LAKE (CITY OF)	3/19/2020	R
107671	\$	16,307.50	WHITE BEAR LAKE SPORTS CENTER	3/19/2020	R
107672	\$	100.00	WELLNER LAW PLLC	3/19/2020	R
107673	\$	4,126.36	WINDSTREAM	3/19/2020	R
107674	\$	299,970.30	WOLD ARCHITECTS AND ENGINEERS	3/19/2020	R
107675	\$	540.00	X-GRAIN SPORTSWEAR	3/19/2020	R
107676	\$	80,823.56	XCEL ENERGY	3/19/2020	S
107677	\$	66,171.74	XCEL ENERGY	3/19/2020	S
107678	\$	49,340.00	YMCA OF THE GREATER TWIN CITIES	3/19/2020	R
107679	\$	444.00	ZONEONE LOCATING	3/19/2020	R
107680	\$	318.66	GURSTEL CHARGO ATTORNEYS AT LAW	3/19/2020	R
107681	\$	330.00	MESSERLI & KRAMER PA	3/19/2020	R
107682	\$	121.00	GREATER TWIN CITIES UNITED WAY	3/19/2020	R
107683	\$	1,159.50	IUOE LOCAL 70	3/19/2020	R
107684	\$	7.16	RAUSCH, STURM, ISRAEL,	3/19/2020	R
107686	\$	7,490.82	SCHOOL SERVICE EMPLOYEES	3/19/2020	R
107687	\$	236.69	US DEPT OF EDUCATION	3/19/2020	R
107688	\$	629.00	WBLA EDUCATIONAL FOUNDATION	3/19/2020	R
107689	\$	2,000.00	LINDEN, DANIEL & JANE	3/24/2020	R
192000843	\$	417.75	ANDERSON, CHRISTINA	3/5/2020	A
192000844	\$	65.00	ANDERSON, JON	3/5/2020	A
192000845	\$	11.00	ANDERSEN, KATHRYN	3/5/2020	A
192000846	\$	51.95	BARTH, CARRIE	3/5/2020	A
192000847	\$	52.44	BATTAGLIA, JENNA	3/5/2020	A
192000848	\$	416.89	BEACH, RODNEY	3/5/2020	A
192000849	\$	181.16	BECKERS, TERI	3/5/2020	A
192000850	\$	90.00	BIANCO, ANGELA	3/5/2020	A
192000851	\$	80.50	BRAASCH, HANNAH	3/5/2020	A
192000852	\$	113.68	BRUESS, DAWN	3/5/2020	A
192000853	\$	74.98	BUBOLTZ, EDENIA	3/5/2020	A
192000854	\$	80.00	CASE, ABIGAIL	3/5/2020	A
192000855	\$	858.42	COOK, TRACY	3/5/2020	A
192000856	\$	80.00	CORNER, AMY	3/5/2020	A
192000857	\$	99.99	DEUEL, LYN	3/5/2020	A
192000858	\$	64.40	EGEMO, PATRICIA	3/5/2020	A
192000859	\$	65.00	ENGSTRAN, PAUL	3/5/2020	A

192000860	\$	70.00	FERNANDEZ, KEVIN	3/5/2020	A
192000861	\$	22.36	FREEMAN, CHRISTINA	3/5/2020	A
192000862	\$	68.08	GUTHRIE, ASHLEY	3/5/2020	A
192000863	\$	10.00	HANNIGAN, TAMMIE	3/5/2020	A
192000864	\$	1,240.58	HARRIMAN, DION	3/5/2020	A
192000865	\$	1,448.82	HARRIMAN, GRETCHEN	3/5/2020	A
192000866	\$	196.82	HIGGINS, SHEILA	3/5/2020	A
192000867	\$	134.48	HOLMAN, KRISTIE	3/5/2020	A
192000868	\$	238.30	HOUSE, VANESSA	3/5/2020	A
192000869	\$	36.51	JOHANNECK, PATRICIA	3/5/2020	A
192000870	\$	26.36	KAY MCPHERSON, CAROLYN	3/5/2020	A
192000871	\$	46.89	KERBAGE, STEPHANIE	3/5/2020	A
192000872	\$	49.95	KERL, RUTH	3/5/2020	A
192000873	\$	97.18	KILGO, GRACE	3/5/2020	A
192000874	\$	150.00	KIRSCHLING, JULIENNE	3/5/2020	A
192000875	\$	34.06	LANGER, EMILY	3/5/2020	A
192000876	\$	90.00	LARSON, ALYSSA	3/5/2020	A
192000877	\$	559.18	LEHN, BRIDGET	3/5/2020	A
192000878	\$	160.21	LUNDBLAD, ANGELA	3/5/2020	A
192000879	\$	47.61	MADER, SETH	3/5/2020	A
192000880	\$	209.00	MAJERLE, MEGAN	3/5/2020	A
192000881	\$	35.65	MANLEY, KATHLEEN	3/5/2020	A
192000882	\$	37.87	MARKUSON, RACHAEL	3/5/2020	A
192000883	\$	363.88	MCKENZIE, MICHAEL	3/5/2020	A
192000884	\$	182.95	MELVIN, DAVID	3/5/2020	A
192000885	\$	7.48	MILES, STACY	3/5/2020	A
192000886	\$	78.66	MIRON, ARIANA	3/5/2020	A
192000887	\$	368.94	MOORE, JENNIFER	3/5/2020	A
192000888	\$	28.16	MOREAU, CALLI	3/5/2020	A
192000889	\$	325.00	MOSENG, AMANDA	3/5/2020	A
192000890	\$	188.65	MOSSER, LORI	3/5/2020	A
192000891	\$	323.07	MYERS, ANN	3/5/2020	A
192000892	\$	62.89	NODGAARD, TRUDY	3/5/2020	A
192000893	\$	100.00	PELOQUIN, BRIAN	3/5/2020	A
192000894	\$	390.00	PHETTEPLACE, WANDA	3/5/2020	A
192000895	\$	64.00	RIEBOW, SHANNON	3/5/2020	A
192000896	\$	374.55	SALENGER, SETH	3/5/2020	A
192000897	\$	161.42	SANTOSCOY, BRIANA	3/5/2020	A
192000898	\$	10.00	SELBY, MARY	3/5/2020	A
192000899	\$	576.69	SITKA, LEAH	3/5/2020	A
192000900	\$	145.06	STOFFEL, JAMES	3/5/2020	A
192000901	\$	920.00	STONEHOUSE, JULIA	3/5/2020	A
192000902	\$	20.00	SVIR, SARA	3/5/2020	A
192000903	\$	25.76	SWANSON, SAMANTHA	3/5/2020	A
192000904	\$	217.00	SWANSON, SHANNON	3/5/2020	A
192000905	\$	10.75	TELAE, CASSANDRA	3/5/2020	A
192000906	\$	31.14	THILL, MARYCLARE	3/5/2020	A

192000907	\$	68.65	TREICHEL, SHANNON	3/5/2020	A
192000908	\$	56.46	VOLLMER, JENNA	3/5/2020	A
192000909	\$	930.58	YANG, NIRVANA	3/5/2020	A
192000910	\$	140.50	ANDERSEN, KATHRYN	3/19/2020	A
192000911	\$	1,658.13	ANDERSON, MARGARET	3/19/2020	A
192000912	\$	82.80	ANDERSON, MELISSA	3/19/2020	A
192000913	\$	86.43	BABIASH, JENNIFER	3/19/2020	A
192000914	\$	40.23	BACIGALUPO, STACEY	3/19/2020	A
192000915	\$	106.38	BOOTH, KARLA	3/19/2020	A
192000916	\$	42.55	BRADLEY, LYDIA	3/19/2020	A
192000917	\$	337.02	CAMMACK, CURTIS	3/19/2020	A
192000918	\$	116.15	DEEN, DENISE	3/19/2020	A
192000919	\$	67.67	DERBY, SARA	3/19/2020	A
192000920	\$	115.98	DONAHOE, TRACI	3/19/2020	A
192000921	\$	278.40	FAGERNESS, JILLIAN	3/19/2020	A
192000922	\$	6.00	FOSTER, CATHERINE	3/19/2020	A
192000923	\$	15.18	FUHRMAN, SARAH	3/19/2020	A
192000924	\$	96.60	GALYON, AMY	3/19/2020	A
192000925	\$	86.58	HARDACRE, CALEB	3/19/2020	A
192000926	\$	103.00	HAUGEN, ANNETTE	3/19/2020	A
192000927	\$	624.52	HIGGINS, SHEILA	3/19/2020	A
192000928	\$	21.28	HUBBARD, MICHELLE	3/19/2020	A
192000929	\$	150.00	JOHNSON, JENNIFER	3/19/2020	A
192000930	\$	257.60	JOHNSON, LINDA	3/19/2020	A
192000931	\$	69.00	KAZMIERCZAK, CLARE	3/19/2020	A
192000932	\$	41.40	KENTFIELD, KELLY	3/19/2020	A
192000933	\$	17.00	LAMWERS, LINDSAY	3/19/2020	A
192000934	\$	661.21	LEHN, BRIDGET	3/19/2020	A
192000935	\$	69.05	LEMIEUX, TAMARA	3/19/2020	A
192000936	\$	9.49	MARTINSON, KARA	3/19/2020	A
192000937	\$	64.39	MCCULLOUGH, KAREN	3/19/2020	A
192000938	\$	244.99	MILES, MARY	3/19/2020	A
192000939	\$	98.36	MYERS, ANN	3/19/2020	A
192000940	\$	113.28	NACHTSHEIM, JOHN	3/19/2020	A
192000941	\$	794.22	NASVIK, CRAIG	3/19/2020	A
192000942	\$	78.89	PAUL, SARA	3/19/2020	A
192000943	\$	19.00	PETERSON, ROBERT JR	3/19/2020	A
192000944	\$	550.99	PUJOLS, JUAN	3/19/2020	A
192000945	\$	54.78	RAKOCZY, SUSAN	3/19/2020	A
192000946	\$	49.99	RANCOUR, RACHEL	3/19/2020	A
192000947	\$	15.52	SEARLES, BRANDON	3/19/2020	A
192000948	\$	108.95	SOMORA, LORI	3/19/2020	A
192000949	\$	473.20	SUKO, PATRICK	3/19/2020	A
192000950	\$	23.00	VADNAIS, MOLLY	3/19/2020	A
192000951	\$	230.62	VAVRICKA, ROCHELLE	3/19/2020	A
192000952	\$	3.70	XU, HUI	3/19/2020	A
	\$	2,596,849.37			

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$100 for Black Excellence Club	White Bear Area Chamber of Commerce	White Bear Lake Area High School – South Campus
\$77,900 for Trap & Skeet Club	Midway USA Foundation	White Bear Lake Area High School – South Campus
\$200 for Wrestling Team	Community Shares of MN Campaign Management	White Bear Lake Area High School – South Campus
\$1,000 for Adapted Athletics	VFW Keep Zimmer Post	White Bear Lake Area High School – South Campus
\$500	Mark Shepler	White Bear Lake Area School District
\$500	Wold Architechts	White Bear Lake Area School District
\$200 for face masks	Hugo Lions Club	White Bear Lake Area School District
\$100 for face masks	Jean Vette	White Bear Lake Area School District

RECOMMENDED ACTION: Approve

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

RACHEL ATCHISON– Nutrition Services Assistant, Sunrise Park Middle School
Employed by District 624 since 12/02/2019
Effective Date: 03/06/2020

ASHLEY CLARK– Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 12/14/2015
Effective Date: 02/05/2020

TARA JEBENS-SINGH– Adult Programs Coordinator, Normandy Park Education Center
Employed by District 624 since 07/06/2015
Effective Date: 04/03/2020

JANE STONEHOUSE– Pupil Support Assistant, Matoska Elementary
Employed by District 624 since 12/17/2019
Effective Date: 03/06/2020

JOCELYN SWEET– Pupil Support Assistant, Hugo Elementary
Employed by District 624 since 08/26/2019
Effective Date: 02/28/2020

RESIGNATION/TERMINATION/NON-RENEWAL– CERTIFIED STAFF

ERIKA HELTNER– School Counselor, Willow Lane Elementary
Employed by District 624 since 08/20/2014
Effective Date: 06/08/2020

LISA KEHE– Mathematics Teacher, WBLAHS – South Campus
Employed by District 624 since 08/19/2019
Effective Date: 06/08/2020

BRITTANY MORELL– Special Education Teacher, Willow Lane Elementary
Employed by District 624 since 08/19/2019
Effective Date: 03/05/2020

ALYSSA NELSON– Special Education Teacher, Lakeaires Elementary
Employed by District 624 since 08/19/2019
Effective Date: 06/08/2020

RETIREMENT– CLASSIFIED STAFF

CATHYANN ACKERKNECHT– Admin. Assist. Principal, WBLAHS – South Campus
Employed by District 624 since 12/13/1993
Effective Date: 06/30/2020

WILLIAM BUCHOLZ– Bus Driver, Bus Garage
Employed by District 624 since 09/01/1989
Effective Date: 06/05/2020

JOHN LOHMANN– Head Engineer, WBLAHS – South Campus and ALC
Employed by District 624 since 02/11/2002
Effective Date: 05/31/2020

MARY MURPHY– Head Cook Manager, Sunrise Park Middle School
Employed by District 624 since 04/24/1992
Effective Date: 06/05/2020

RETIREMENT– CERTIFIED STAFF

ROBERT HANNIGAN– Social Studies Teacher, WBLAHS – South Campus
Employed by District 624 since 08/27/1992
Effective Date: 06/07/2020

MARILYN HOUSE– Intervention Teacher, Willow Lane Elementary
Employed by District 624 since 08/24/1998
Effective Date: 06/07/2020

AMY OPATZ– Grade 3 Teacher, Vadnais Heights Elementary
Employed by District 624 since 08/30/1988
Effective Date: 06/07/2020

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF

DESMALEE HENNAGIR – Program Assistant Leader, Oneka Elementary
From 15.0 hrs. per week To 12.25 hrs. per week
Effective Date: 03/04/2020

FULL TIME LEAVE OF ABSENSE – CERTIFIED STAFF

GRACE BROWN– Spanish Teacher, Lakeaires Elementary
Employed by District 624 since 08/20/2018
Effective Date: 04/06/2020 through 04/29/2020

JANA BUESING– .5 FTE Intervention Teacher, Otter Lake Elementary
Employed by District 624 since 08/22/2016
Effective Date: 01/28/2020 through 06/08/2020

DESSERAY SAMPOANG– Special Education Teacher, Normandy Park Education Center
Employed by District 624 since 02/26/2013
Effective Date: 01/27/2020 through 05/01/2020

RACHEL ZITZOW– .6 FTE EL Teacher, Lakeaires Elementary
Employed by District 624 since 08/24/2011
Effective Date: 2020-2021 School Year

NEW PERSONNEL – CLASSIFIED STAFF

NORRIS BLACKMON– Pupil Support Assistant, WBLAHS – North Campus
\$19.15 per hr., 32.5 hrs., per week, \$7,966.40
Effective Date: 03/02/2020

DESIREE DE LA PAZ– Program Assistant Leader, Birch Lake and Otter Lake Elementary
\$13.98 per hr., 28.75 hrs., per week, \$6,189.64
Effective Date: 03/19/2020

KAYLA TROSKE– Program Assistant Leader, Lakeaires and Matoska Elementary
\$13.98 per hr., 21.15 hrs., per week, \$5,113.38
Effective Date: 03/04/2020

LONG TERM SUBSTITUTE – CLASSIFIED STAFF

CAMELA RAEBURN– Pupil Support Assistant, Matoska Elementary
\$19.15 per hr., 32.5 hrs., per week, \$7,344.02
Effective Date: 03/16/2020 through 06/05/2020

TASHA SCHIFSKY– Behavior Management Assistant, Hugo Elementary
\$19.15 per hr., 32.5 hrs., per week, \$2,489.50
Effective Date: 03/16/2020 through 04/10/2020

LONG TERM SUBSTITUTE – CERTIFIED STAFF

JAYSA DERMODY – .5 FTE Intervention Teacher, Otter Lake Elementary
MA, Step 1, \$11,676.04
Effective Date: 01/28/2020 through 06/08/2020

MICHAEL LEHENBAUER – Grade 5 Teacher, Matoska Elementary
MA, Step 1, \$10,330.62
Effective Date: 03/16/2020 through 05/08/2020

DENISE MORTENSON – Special Education Teacher, Willow Elementary
MA, Step 1, \$13,232.16
Effective Date: 03/16/2020 through 06/08/2020

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.

White Bear Lake Area Schools
April 13 School Board Meeting
Public Forum Comments

Veronica Hoffman

4927 Lake Avenue White Bear Lake MN 55110

If the Pass/No Pass system is not negotiable, as I have been told, then the parents and students are going to need clear criteria for what constitutes "Pass" for each teacher. Also, how will cumulative GPA be calculated? I expect it will only be figured on 7 semesters then instead of 8? More information is needed than was sent in the notice. The lack of information and the way this notice was sent out is completely lacking in professionalism and shows no courtesy to the families that support this district. An apology for the emotional impact this had on the students should be acknowledged.

Kate Hoffman

4927 lake avenue

I am a student who takes higher-level classes and all of my friends take higher-level classes. It's fair to say that we have given up a lot throughout high school to obtain the grades that we have. Many of us put in far more hours of studying and dedication to our work than the average student. In response to Principal Bosch's comments about how students aren't motivated by grades, I have to say that it is completely false. As a student who is working towards acceptance to a highly selective college, the majority of my motivation comes from wanting A's and occasional B's. It's truly heartbreaking and unfair to lower students of our level to the same level as students who have all C's and simply don't work as hard. It feels as though all of our dedication has been for nothing. Furthermore, I believe the distribution of your decision was emotionally destructive to many students due to the complete lack of information about how cumulative GPA will now be calculated. I do understand your concerns for some students who are struggling at this time but to take away the opportunity to learn and improve ourselves as higher-level students is extremely disappointing.

Michael Hoffman

4927 Lake Avenue

Members of the White Bear Lake School Board,

On behalf of the students at both North Campus and South Campus, we would like to express our concerns about the pass/no pass grading system. We understand that this decision was not made lightly and that many students will do better under the pass/no pass method of grading. However, we feel that the more equitable solution for all students is to let each student choose which grading system will benefit them the most.

Students across the district right now recognize the struggles that many of our own peers are facing during this difficult time. Becoming self-motivated while at home for the majority of the day can be a daunting task, and tackling all schoolwork in a different environment with limited resources is challenging. Some students have complicated home situations where they might be working or have less time to dedicate to school. Some homes do not have the resources to learn effectively at home. This makes the option for pass/no pass necessary, but it should not be forced onto all students.

Mahtomedi High School is going as far as to allow their students to choose whether they will be graded with a pass/no pass system or the A through F system for each individual class and giving them until May 29th to make their decision. The students of White Bear Lake are asking to be allowed to choose to be graded with either the pass/no pass system or the A through F system for all of their classes. White Bear

students are asking for a choice that will be less complicated for the district to implement than the choice that a nearby district has already implemented.

Allowing students to choose whether they will be graded with the pass/no pass system or the A through F system is a decision the district can make in order to help the greatest number of students possible. One large demographic that wants to have the A through F grading system is the students in weighted classes. Under the pass/no pass system, no grades will be weighted. This means that AP students will lose the good academic record that they have worked on during third quarter. Furthermore, students who took one or more of the many semester-long AP classes are faced with an additional problem. Students in first semester courses are getting weighted grades for their hard work while students taking the same AP class in the second semester will not get a weighted grade for doing the same work.

The time and effort many students have put into their classes this semester will be discredited because of this new system. We realize that not everything done in school is reflected in a grade, and our learning is what truly matters, but the school system is set up in a way that values grades highly in education, which makes the pass/no pass system very disappointing for many students. As much as learning is the goal of education, grades are the motivation to learn.

Many highly motivated students have already begun to lose the drive to work hard in classes that they do not enjoy due to the implementation of the pass/no pass grading system. The A through F grading system keeps students motivated to work hard in their classes, whereas the pass/no pass system is leading to some students losing the motivation to put their best effort into their classes because there is no incentive to do work beyond the bare minimum. This loss of motivation and decline in learning will negatively impact students' academic futures in years to come. Students that need the A through F system to stay motivated that start doing the bare minimum under the pass/no pass system will carry over their deficit of motivation and knowledge into the future and find themselves unable to successfully readjust to an A through F grading system once school returns to normal.

We respect the intention behind implementing a pass/no pass system during this difficult time. We are simply asking for the choice to be given to students, so they can make the best decision for themselves and their unique situations during this pandemic.

We encourage you to read through the comments of our petition to get a better understanding of the individual opinions and concerns of various students and parents:

https://www.change.org/WBLHS_Grading_System_Petition

Have a terrific Monday, and Go Bears!

Sincerely,

Natalie Andres, Lauren Eckerle, Maija Gale, Jacob Grann, Tim Hannigan, Michael Hoffman, Adam Beloyed, Victoria Lang, Ernest Mattson, Arthur Perron, Gavin Rogers, Anna Ryan, Ella Sagnes, Claire Schneider, and Aidan Shepler

C. INFORMATION ITEMS

AGENDA ITEM: **Student Recognition**

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**
Marisa Vette, Director of Communication and
Community Relations

BACKGROUND:

Due to Governor Walz's Stay at Home Executive Orders, which has resulted in the School Board conducting their meetings by electronic means, the student recognition ceremony that was scheduled before the April 13 regular Board meeting will not take place in person.

Instead, we will recognize students who represented the district at a state level in the Scholastic Art Awards and Alpine Ski during tonight's electronic meeting. Their names will be read during an Informational Item on the agenda. Additionally, certificates and Bear pins have been mailed to the students at their homes. Congratulations, students!

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **April 13, 2020**
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: **Update on School Closure and Distance Learning Plan Implementation**

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Dr. Kazmierczak and Cabinet members will provide an update on implementation of our distance learning plan and other district operations.

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Acceptance of Bid for 2020 Partial Roof Replacement Projects at Central Middle School and White Bear Lake Area High School – North Campus**

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find bid tabulation sheets related to the partial roof replacement projects at Central Middle School and White Bear Lake Area High School - North Campus. These projects are included in the District's Long Term Facilities Maintenance Plan and will be funded using proceeds from Long Term Facilities Maintenance Bonds that were issued in March 2018.

After reviewing the information with our project engineer; Roof Spec, it's recommended we award the Central Middle School roof replacement project to the low bidder; McPhillips Brothers Roofing, with the base bid of \$626,700. The highest bid for the project was \$789,346.

It is also recommended that we award the White Bear Lake Area High School - North Campus roof replacement project to the low bidder; McPhillips Brothers Roofing, with the base bid of \$979,100. The highest bid for the project was \$1,459,179.

RECOMMENDED ACTION: Move to accept the bids for the Central Middle School roofing project in the amount of \$626,700 from McPhillips Brothers Roofing and the White Bear Lake Area High School - North Campus roofing project in the amount of \$979,100 from McPhillips Brothers Roofing.

March 18, 2020

Mr. Daniel Roeser
Building Operations Supervisor
White Bear Lake Area Schools, ISD #624
4855 Bloom Avenue
White Bear Lake, MN 55110

Cell: 651-426-7690
Email: Daniel.roeser@isd624.org

**Roof
Spec
Inc.**



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

**SUBJECT: WHITE BEAR LAKE AREA SCHOOLS
ROOF REPLACEMENT
CENTRAL MIDDLE SCHOOL
RSI PROJECT #19-8780-02**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of the Central Middle School, McPhillips Bros. Roofing is the apparent low bidder with a base bid amount of **\$626,700.00**.

Based on the above, we would recommend award of the base bid package to McPhillips Bros. Roofing for a total contract amount of **\$626,700.00**.

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

Respectfully,
Roof Spec, Inc.

Andrea Noonan
Project Manager

Enclosure – Bid Tab

**Roof
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Inc.**



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

BID OPENING

**White Bear Lake Schools
Central Middle School**

Contractor	Base Bid	Addition #1	Unit Prices		Addendum #1	Bid Bond	Contractor Verification
			Wood Deck/sq.ft.	Concrete Deck/sq.ft.			Attachment A
Central Roofing	\$775,215.00	\$17,625.00	\$3.00	\$25.00	X	X	X
McPhillips Bros. Roofing	\$626,700.00	\$12,000.00	\$8.00	\$30.00	X	X	X
John A. Dalsin & Son, Inc.	\$789,346.00	\$12,650.00	\$21.00	\$350.00	X	X	X
Berwald Roofing	\$667,800.00	\$14,500.00	\$11.00	\$12.00	X	X	X

March 18, 2020

Mr. Daniel Roeser
Building Operations Supervisor
White Bear Lake Area Schools, ISD #624
4855 Bloom Avenue
White Bear Lake, MN 55110

Cell: 651-426-7690
Email: Daniel.roeser@isd624.org

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(651) 639-0644
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800-494-4085

**SUBJECT: WHITE BEAR LAKE AREA SCHOOLS
ROOF REPLACEMENT
NORTH CAMPUS
RSI PROJECT #20-11355-02**

Dear Mr. Roeser:

On the attached tabulation of bids received for the re-roofing of the North Campus High School, McPhillips Bros. Roofing is the apparent low bidder with a base bid amount of **\$979,100.00**.

Based on the above, we would recommend award of the base bid package to McPhillips Bros. Roofing for a total contract amount of **\$979,100.00**.

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

Respectfully,
Roof Spec, Inc.

Andrea Noonan
Project Manager

Enclosure – Bid Tab

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BID OPENING

**White Bear Lake Schools
North Campus High School**

Contractor	Base Bid	Unit Prices					Addendum #1	Bid Bond	Contractor Verification
		Wood Deck/sq.ft.	Metal Deck/sq.ft.	Concrete Deck/sq.ft.	Wood Blocking/Bd Ft.	Two Ply/sq.ft.			Attachment A
Central Roofing	\$1,139,725.00	\$2.50	\$9.00	\$25.00	\$2.50	\$3.25	X	X	X
McPhillips Bros. Roofing	\$979,100.00	\$4.00	\$9.00	\$35.00	\$4.00	\$2.25	X	X	X
John A. Dalsin & Son, Inc.	\$1,459,179.00	\$6.25	\$14.50	\$350.00	\$6.25	\$4.25	X	X	X
Berwald Roofing	\$1,083,000.00	\$2.50	\$12.00	\$35.00	\$2.50	\$3.60	X	X	X
Peterson Bros. Roofing	\$1,198,500.00	\$4.00	\$10.00	\$100.00	\$4.00	\$7.50	X	X	X

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

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

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

The White Bear Lake Area Educational Foundation will fund two E3 Grants this year in the amount of \$4,114. Information on these two E3 Grants is on the following page.

RECOMMENDED ACTION: *Move to approve the two E3 Grants in the amount of \$4,114 from the White Bear Lake Area Educational Foundation.*



The White Bear Lake Area Educational Foundation would like to announce the following E3 Grants awarded in 2020 for the amount totaling \$4,114.

#1. Dawn Maple "How does your garden grow? Growing minds, hearts, and bodies of young learners"

School: Matoska International

Grade level: Kindergarten – all Subject Areas

Impact: Entire school community

Dawn will be attending the Agriculture in the Classroom Conference in June, 2020 in Utah. While it will provide Dawn with new ideas to use with students, and to enrich her professional goal to promote interest and a knowledge base to bring other educators and students to the Outdoor Classroom/ Schoolyard Classroom. This conference will help Dawn to grow personal knowledge of agricultural literacy and provide her ways in which to share these opportunities with others in a collaborative manner with other schools in our district who are working on their own Schoolyard Gardens.

#2. Stephen Gravely, Jen Oyen, John Barnes, Sue Welsh "Outdoor Weather Station"

School: Otter Lake Elementary School

Grade Level: 2nd grade

Impact: 100 students

Stephen and colleagues are asking for funds to build an outdoor weather station to add to Otter Lake's outdoor classroom. This will be a large interactive display of weather instruments to help students have access to scientific tools in order to measure weather conditions during all types of weather and learn about the environment of Minnesota. The instruments will be fixed in place and located at heights that are easy for children to read and aid them in making weather observations.

AGENDA ITEM: **Action on Approval of Property Purchase Agreements**

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The School Board has discussed the acquisition of property near the high school site if it is beneficial to the plan and as properties become available. Three property owners near the high school site have approached the district with a proposal to purchase their property.

If needed, the three purchase agreements we will be discuss in closed session pursuant to Minn. Stat. 13D.05, subd. 3(c) to consider an offer to purchase property identified as PID #143022120013, PID #113022430014, and PID #113022430021 located in the City of White Bear Lake, Ramsey County, State of Minnesota prior to tonight's vote.

RECOMMENDED ACTION: Move to approve the purchase agreements for the properties described as PID #143022120013, PID #113022430014, and PID #113022430021 located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent and the Assistant Superintendent for Finance and Operations to sign all documents as necessary to acquire said properties.

School Board Chair

Date: April 13, 2020

School Board Clerk

Date: April 13, 2020

AGENDA ITEM: **Policy 101, Legal Status of the School District**
MEETING DATE: **April 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 101, Legal Status of the School District, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. There are no recommended changes by the Policy Committee, Cabinet, or Minnesota School Boards Association.

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

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

Adopted: November 13, 1995
Revised: January 10, 2005
Revised: October 8, 2012
Revised: April 11, 2016

White Bear Lake Area School Board Policy #101

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the counties in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

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

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other

acquisition of equipment, supplies, materials, or other property, including real property.

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

E. Textbooks, Educational Materials, and Studies

1. The school district, through its School Board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

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

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

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

AGENDA ITEM: **Policy 101.1, Name of School District**
MEETING DATE: **April 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 101.1, Name of the School District, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. There are two recommended changes in section II, capitalize School Board and section III, the name of the school district shall be White Bear Lake Area Schools.

The purpose of this policy is to clarify the name of the school district.

RECOMMENDED ACTION: To approve School Board Policy 101.1, Name of the School District, as recommended by the School Board Policy Committee and Cabinet.

Adopted: December 10, 2001
Revised: April 11, 2016

White Bear Lake Area School Board Policy #101.1

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is *Independent School District No. 624*. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the School Board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be ~~White Bear Lake Area Public Schools.~~
White Bear Lake Area Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 624 White Bear Lake Area Public Schools, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. §122.02 (Classes, Number)

Cross References:

AGENDA ITEM: **Policy 102, Equal Educational Opportunity**
MEETING DATE: **April 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 102, Equal Educational Opportunities, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for a second reading. There are no recommended changes.

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

RECOMMENDED ACTION: To approve School Board Policy 102, Equal Educational Opportunities, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy #102

Revised: December 10, 2001

Revised: April 11, 2016

Revised: July 11, 2016

Revised: October 8, 2018

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual based on any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, and other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the District Human Rights Officer or the Superintendent.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. § 127.46 (Sexual, Religious, and Racial Harassment and Violence Policy)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

Cross References: WBLASB Policy 402 (Disability Nondiscrimination)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)

AGENDA ITEM: **Policy 103, Complaints – Students, Employees, Parents, Other Persons**

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 103, Complaints – Students, Employees, Parents, Other Persons, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for a second reading. The recommended changes are in section II, General Statement of Policy in B.

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that must be used.

RECOMMENDED ACTION: To approve School Board Policy 103, complaints – Students, Employees, Parents, Other Persons, as recommended by the School Board Policy Committee and Cabinet.

103 COMPLAINTS - STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that must be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or sSchool bBoard. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. If the complaint involves allegations regarding the superintendent, the matter shall promptly be referred to the School Board Chair and Director of Human Resources who shall determine whether an internal or external investigation should be conducted, the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and other law.

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

Cross References: WBLASB Policy 206 (Public Participation in School Board Meetings/
Complaints about Persons at School Board Meetings and Privacy
Considerations
WBLASB Policy 403 (Discipline, Suspension and Dismissal of School
District Employees)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School
Records-Privacy-Access to Data)

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

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Steve Asper, Director of Technology and Innovation**

BACKGROUND:

School Board Policy 524, Electronic Technologies Acceptable Use Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for a second reading. This policy requires an annual review. The recommended changes are in sections I - Purpose; section II – Definitions, which is new; section III – General Statement of Policy; section VI – Unacceptable Uses; and section VII – Filter.

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications.

RECOMMENDED ACTION: To approve School Board Policy 524, Electronic Technologies Acceptable Use Policy, as recommended by the School Board Policy Committee and Cabinet.

Adopted: **September 8, 1997**
Revised: February 28, 2000
December 10, 2001
May 9, 2011
January 13, 2014
February 8, 2016
March 5, 2018 – Annual Review

White Bear Lake Area
School Board Policy 524

524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

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

II. DEFINITIONS

A. The term "users" refers to any person using the district's electronic technologies.

B. The term "internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

C. The term "network" refers to the district's intranet or servers, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers.

D. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

E. The term "learning management system (LMS)" refers to a software application for the administration, documentation, tracking, reporting and delivery of e-learning education supporting any courses or training programs.

III. GENERAL STATEMENT OF POLICY

In making decisions regarding ~~all users'~~ student and employee access to the school district ~~Electronic Technologies~~ computer system and the internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission of the District in ensuring that

our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding. The school district expects that faculty will blend thoughtful use of the school district Electronic Technologies computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. IV. LIMITED EDUCATIONAL PURPOSE

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

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

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

V. VI. UNACCEPTABLE USES

- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the district's electronic technologies. Specifically, the following uses of the district's electronic technologies are considered unacceptable:
 - 1. Users will not use the district electronic technologies to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. pornographic, obscene, or sexually explicit material or other visual depictions that are deemed by the district to be inappropriate and/or otherwise harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Personal use of district electronic technologies must be appropriately limited, consistent with provisions in this and other district policies, and shall not interfere with school duties or responsibilities.
 3. Users will not use the district electronic technologies to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 4. Users will not use the district electronic technologies to engage in any illegal act or violate any local, state, or federal statute or law.
 5. Users will not use the district electronic technologies to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or district electronic technologies performance by spreading computer viruses or by any other means; will not tamper with, modify, or change the district electronic technologies software, hardware, or wiring or take any action to violate the school district's security system; and will not use the district electronic technologies in such a way as to disrupt the use of district electronic technologies by other users.
 6. Users will not district electronic technologies to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.

7. Users will not use the district's electronic technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (e.g., communications with parents or other staff members related to students).

b. Employees creating or posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

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

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

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to,

social networks such as “Facebook,,” “Twitter,,” “Instagram,,” “Snapchat,,” and “Reddit,,” and similar websites or applications.

8. Users will not attempt to gain unauthorized access to district electronic technologies or any other system through district electronic technologies, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the district electronic technologies may not be encrypted without the permission of appropriate school authorities.
 9. Users will not use district electronic technologies to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the internet.
 10. Users will not use district electronic technologies for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the school district. Users will not use district electronic technologies to offer or provide goods or services or for product advertisement. Users will not use district electronic technologies to purchase goods or services for personal use without authorization from the appropriate school district official.
 11. Students in the course of completing assignments, projects, and exams for class, including assignments, projects, and exams involving the use of collaborative and social networking tools on the Internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
- B. Users engaging in the foregoing unacceptable uses of the internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where district electronic technologies is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district electronic technologies and the internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI.VII. FILTER

- A. With respect to any of its computers with internet access, the school district will monitor the online activities of minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter internet access to visual depictions that are obscene, child pornography, violent or harmful to minors:
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. Access to chat rooms, discussion boards, school-issued email and other forms of direct electronic communications are limited to applications approved by the district and/or hosted within the district domain for the safety and security of minors.
- D.E. An administrator, supervisor, or other person authorized by the superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

- E.F. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII.VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII.IX. NO EXPECTATION OF PRIVACY

- A. By authorizing use of district electronic technologies, the school district does not relinquish control over materials stored or transmitted on district electronic technologies files. Users should expect no privacy in the contents of files on district electronic technologies.
- B. Routine maintenance and monitoring of district electronic technologies may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and email files. Parents/guardians have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the district electronic technologies may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through district electronic technologies.

~~IX.~~ X. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

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

~~X.~~ XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

~~XI.~~ XII. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to electronic technologies acceptable use.
- B. This notification shall include the following:
 - 1. Notification that electronic technologies acceptable use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.

- b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the internet.
3. A description of the privacy rights and limitations of school sponsored/managed internet accounts.
4. Notification that, even though the school district may use technical means to limit student internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a user through the internet is the sole responsibility of the user.
6. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
7. Notification that all provisions of the Acceptable Use policy are subordinate to local, state and federal laws.
8. Notification that student email addresses may be provided to District-approved third-party providers for access to educational tools and content.

~~XII.~~ XIII. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the district electronic technologies and of the internet if the student is accessing district electronic technologies from home or a remote location.

- B. Parents/guardians will be notified that their students will be using school district resources/accounts to access the internet and that the school district will provide parents the option to request alternative activities not requiring internet access. This notification should include:
1. A copy of the user notification form provided to the student user
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents/guardians have the option to request alternative educational activities not requiring internet access and the material to exercise this option.
 4. A statement that the electronic technologies acceptable use agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's electronic technologies acceptable use policy is available for parental/guardian review.

~~XIII.~~ **XIV. IMPLEMENTATION; POLICY REVIEW**

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. §54.520 (FCC regulations implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) 524-11
Kowalski v. Berkeley County Sch., 652 F.3d-656 **565** (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
~~J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)~~

Cross References: MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA Model policy 406 (Public and Private Personnel Data)
MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 514 (Bullying Prohibition Policy)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 519 (Interviews of Students by Outside Agencies)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 606 (Textbooks and Instructional Material)
~~WBLASB Policy 804 (Bomb Threats)~~
WBLASB Policy 806 (Crisis Management Policy)
WBLASB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

AGENDA ITEM: **Policy 713, Student Activity Accounting**
MEETING DATE: **April 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

BACKGROUND:

School Board Policy 713, Student Activity Accounting, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for a second reading. The recommended changes are in sections II- General Statement of Policy; section IV - Management and Control of Activity Funds; and section V – Demonstration of Accountability.

The School Board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the School Board will assume control over and/or oversee funds for student activities as set forth in this policy.

RECOMMENDED ACTION: To approve School Board Policy 713, Student Activity Accounting, as recommended by the School Board Policy Committee and Cabinet.

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The School Board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the School Board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The School Board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular Activities

The School Board shall **take charge of and control over** ~~review~~ all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the School Board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Co-curricular Activity

A “co-curricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, theater, etc.). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the School Board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Co-curricular Activities

1. All money received on account of co-curricular activities shall be turned over to the Director of Finance, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the School Board upon properly allowed itemized claims.

2. The Director of Finance shall account for all revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Manual for Activity Fund Accounting (MAFA) to the extent applicable, and school district policies and procedures.

B. Extracurricular Activities

1. ~~Extracurricular Activities Under School Board Control~~

- ~~a.1.~~ Any and all costs of extracurricular activities under School Board control may be provided from school revenues.
- ~~b.2.~~ All money received or expended for extracurricular activities ~~under School Board control~~ shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the Director of Finance, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the School Board upon properly allowed itemized claims.
- ~~e.3.~~ The Director of Finance shall account for all revenues and expenditures related to extracurricular activities ~~under School Board control~~ in accordance with UFARS and MAFA and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a) in compliance with school district policies and procedures;
 - b) under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c) in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d) for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e) in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The School Board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually, which will be reviewed by the School Board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
~~Manual for Activity Fund Accounting (MAFA)~~
WBLASB Policy 510 (School Activities)
WBLASB Policy 511 (Student Fundraising)
WBLASB Policy 701 (Establishment and Adoption of School District Budget)
WBLASB Policy 701.1 (Modification of School District Budget)
WBLASB Policy 702 (Accounting)
WBLASB Policy 703 (Annual Audit)
WBLASB Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
WBLASB Policy 706 (Acceptance of Gifts)

AGENDA ITEM: **Policy 721, Uniform Grant Guidance Policy
Regarding Federal Revenue Sources**

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is recommended for a second reading. The recommended changes are in sections II- Definitions and section VI – Financial Management Requirements.

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

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

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

I. PURPOSE

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

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1.
 - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under

the federal Acquisition Regulations.

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

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

E. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000 except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).

2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$175,000~~ **\$250,000** (periodically adjusted for inflation).

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

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

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

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

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

- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures

are used, price or rate quotations must be obtained from an adequate number of qualified sources.

3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

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

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

B. Equipment

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

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

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

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

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash

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

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

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

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

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

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

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

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

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the

administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

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

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;

15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

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

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;

12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allow Ability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.

- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

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

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program

funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to non-participating students.

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

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

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

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

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

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and

practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and workers' compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.

6. Costs of severance pay are allowable only to the extent that, in each case,

severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 - 1. Critical and necessary for the conduct of the project;
 - 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 - 3. Consistent with the school district's cost accounting practices and school district policy; and
 - 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

- 1. Participation of the individual is necessary to the federal award; and
- 2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
2 C.F.R. § 200.338 (Remedies for Noncompliance)

2 C.F.R. § 200.403(c) (Factors Affecting Allow Ability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References: WBLASB Policy 208 (Development, Adoption, and Implementation of Policies)
WBLASB Policy 210 (Conflict of Interest – School Board Members)
WBLASB Policy 412 (Expense Reimbursement)
WBLASB Policy 701 (Establishment and Adoption of School District Budget)
WBLASB Policy 701.1 (Modification of School District Budget)
WBLASB Policy 702 (Accounting)
WBLASB Policy 703 (Annual Audit)

AGENDA ITEM: **Policy 802, Disposition of Obsolete Equipment and Material**

MEETING DATE: **April 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations**
Steve Asper, Director of Technology and Innovation

BACKGROUND:

School Board Policy 802, Disposition of Obsolete Equipment and Material, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is being recommended for a second reading. The recommended changes by MSBA are in sections IV – Manner of Disposition.

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

RECOMMENDED ACTION: To approve School Board Policy 802, Disposition of Obsolete Equipment and Material, as recommended by the School Board Policy Committee and Cabinet.

Adopted: August 18, 1997

Revised: August 27, 2001

Revised: March 9, 2009

Revised: May 11, 2015

Revised: July 15, 2019

*White Bear Lake Area
School District #624 Policy 802*

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of students, staff, and visitors will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

- A. Authorization.

The superintendent, or his/her designee, shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the School Board. The superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

- B. Contracts over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not go below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less the contract may be made either upon quotation or in the open market in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation.

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees.

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction, or by the quotation procedures specified above. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, **including a tablet device**, by conveying the property and title to:

1.a. another school district;

2.b. the State Department of Corrections;

- 3.c. the Board of Trustees of Minnesota State Colleges and Universities; or
 - 4.d. the family of a student residing in the district whose total family income meets the federal definition of poverty.
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph IV, H.1., upon adoption of a written resolution of the School Board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the School Board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. §15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalties)
Minn. Stat. §123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. §471.345 (Uniform Municipal Contracting Law)
Minn. Stat. §645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)