

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

July 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: July 6, 2020

A meeting of the White Bear Lake Area School Board will be held on **Monday, July 13, 2020** at 5:30 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting will be posted on our website on Tuesday, July 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. Superintendent's Report

D. DISCUSSION ITEMS

1. Review of Minnesota State High School League "Why We Play" Training Video
2. Overview of Equity Audit Report

E. OPERATIONAL ITEMS

1. Action on Refinancing of 2013 and 2014 Leases
2. Action on 10-Year Long-Term Facility Maintenance Plan
3. Action on Intermediate District 916 Long Term Facilities Maintenance Plan
4. Action on Approving Two Grants for Nutrition Services
5. Action on 2020-2021 Resolution for Membership in the Minnesota State High School League
6. Action on Approving North Suburban Summer Academy Joint Powers Agreement for 2020-2022
7. Action on Approval of Property Purchase Agreement
8. Second Reading of School Board Policies:
 - a. Policy 201, Legal Status of the School Board
 - b. Policy 202, School Board Officers
 - c. Policy 203, Operation of the School Board – Governing Rules
 - d. Policy 203.2, Order of the Regular School Board Meeting
 - e. Policy 203.5, School Board Meeting Agenda
 - f. Policy 203.6, Consent Agenda
 - g. Policy 204, School Board Minutes
 - h. Policy 205, Open Meetings and Closed Meetings
 - i. Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy

- j. Policy 207, Public Hearings
- k. Policy 208, Development, Adoption, and Implementation of Policies
- l. Policy 209, Code of Ethics
- m. Policy 211, Criminal or Civil Action Against School District, School Board Members, Employee or Student
- n. Policy 212, School Board Member Development
- o. Policy 214, Out-of-State Travel by School Board Members
- p. Policy 215, School Board Member Code of Conduct

9. Action on Equity Audit Report and Commitment to Action

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **July 1, 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: **July 1, 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 meeting of the White Bear Lake Area School Board was held on **Monday, June 8, 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 5:30 p.m.
2. Roll Call – Present: Thompson (5:33 p.m.), Arcand, Chapman, Ellison, Mullin, Newmaster. Absent: Beloyed.
Ex-Officio: Dr. Wayne Kazmierczak
3. Pledge of Allegiance
4. Chapman moved and Arcand seconded to approve the agenda as presented. ***Roll call vote: ayes, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.***
5. Ellison moved and Newmaster seconded to approve the consent agenda consisting of:
 - Approval of minutes for regular Board meeting of May 11 and work session on May 18;
 - 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;
 - Passage of resolution to approve personnel issues to include:
 - **RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF**
Kristine Anderson –Health Assistant, Matoska Elementary
Employed by District 624 since 09/24/2012
Effective Date: 06/05/2020
Katherine Peper –Health Assistant, Lincoln Elementary
Employed by District 624 since 08/23/2019
Effective Date: 06/05/2020
 - **RESIGNATION/TERMINATION/NON-RENEWAL– CERTIFIED STAFF**
Jennifer Tantt–School Nurse, WBLAHS – South Campus
Employed by District 624 since 09/04/2018
Effective Date: 06/08/2020
Christine Wainio–Preschool Teacher, Tamarack
Employed by District 624 since 09/04/2015
Effective Date: 06/30/2020
Laura Williams–Special Education Teacher, Otter Lake Elementary
Employed by District 624 since 01/06/2020
Effective Date: 06/08/2020
 - **RESIGNATION/TERMINATION/NON-RENEWAL–PROFESSIONAL**
John Larson–Assistant Director of Student Support Services, District Center
Employed by District 624 since 07/16/2019
Effective Date: 06/30/2020
Sara Paul–Assistant Superintendent for Teaching and Learning, District Center
Employed by District 624 since 07/14/2014
Effective Date: 06/30/2020
 - **RETIREMENT– CLASSIFIED STAFF**
Debra Currier– Pupil Support Assistant, Lincoln Elementary
Employed by District 624 since 09/05/2000
Effective Date: 06/05/2020

Gary Currier– Bus Driver, Bus Garage

Employed by District 624 since 12/12/2016

Effective Date: 06/05/2020

David Mellgren– Bus Aide, Bus Garage

Employed by District 624 since 04/18/2005

Effective Date: 05/08/2020

➤ **RETIREMENT– CERTIFIED STAFF**

Joseph Christensen– Social Studies Teacher, WBLAHS – North Campus

Employed by District 624 since 08/21/1997

Effective Date: 06/30/2020

Karla Keller– 1ST Grade Teacher, Birch Lake Elementary

Employed by District 624 since 09/02/1987

Effective Date: 10/16/2020

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

Monica Schlais – From Instructional Assistant, Sunrise Middle School

To Pupil Support Assistant, Central Middle School

\$21.12 per hr., 32.5 hrs. per week, \$24,984.96

Effective Date: 2020-2021 School Year

➤ **FULL TIME LEAVE REQUEST – CERTIFIED STAFF**

Daniel Barrett– Grade 4 Teacher, Oneka Elementary

Employed by District 624 since 08/22/2016

Effective Date: 08/31/2020 through 09/30/2020

Susan Welsh– Grade 2 Teacher, Otter Lake Elementary

Employed by District 624 since 09/16/1991

Effective Date: 01/08/2020 through 06/08/2020

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

Ashlie Anzel– Administrative Assistant - Principal, WBLAHS – South Campus

\$21.37 per hr., 40 hrs., per week, \$44,449.60

Effective Date: 07/01/2020

➤ **NEW PERSONNEL – CERTIFIED STAFF**

Emily Anderson– Language Arts Teacher, Central Middle School

BA Step 1, \$45,659.00

Effective Date: 2020-2021 School Year

Lisa Chevalier– Special Education Teacher, Willow Elementary

MA Step 1, \$50,061.00

Effective Date: 2020-2021 School Year

Daniel Gray– Special Education Teacher, Sunrise Park Middle School

MA Step 11, \$72,129.00

Effective Date: 2020-2021 School Year

Brittany Johannsen– EL Teacher, Vadnais Heights Elementary

BA+45 Step 7, \$56,865.00

Effective Date: 2020-2021 School Year

Ross Lefebvre– Physical Education Teacher, Central Middle School

BA Step 2, \$46,577.00

Effective Date: 2020-2021 School Year

Anthony Mcneely– Language Arts Teacher, Central Middle School

BA Step 4, \$48,494.00

Effective Date: 2020-2021 School Year

Julie Nelson– Instructional Coach, Lincoln Elementary

MA+15, Step 12, \$76,781.00 plus 10 days

Effective Date: 2020-2021 School Year

Tara Ostendorf– Special Education Teacher, Otter Lake Elementary

BA Step 1, \$45,659.00

Effective Date: 2020-2021 School Year

Summer Parzyck– 1st Grade Teacher, Birch Lake Elementary

BA Step 1, \$38,363.68

Effective Date: 10/19/2020

Karrisa Rankin– Language Arts Teacher, Central Middle School

BA Step 2, \$46,577.00

Effective Date: 2020-2021 School Year

Jenna Wakefield– Special Education Teacher, Central Middle School

BA+60 Step 2, \$50,629.00

Effective Date: 2020-2021 School Year

➤ **NEW PERSONNEL – PROFESSIONAL STAFF**

Alison Gillespie - Assistant Superintendent for Teaching and Learning, District Center

\$163,812.00

Effective Date: 07/01/2020

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

Jessica Petrik – 3rd Grade Teacher, Vadnais Heights Elementary

BA, Step 2, \$46,577.00

Effective Date: 2020-2021 School Year

Brandon Searles – Social Studies Teacher, Central Middle School

BA+45, Step 1, \$48,493.00

Effective Date: 2020-2021 School Year

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

B. PUBLIC FORUM – The following person sent in a comment: Kera Peterson, President of Saint Paul Regional Labor Federation.

C. INFORMATION ITEMS

1. Update on Summer Programming - Mr. Maurer, Mr. Peloquin, & Mr. Salenger provided information and updates pertaining to upcoming summer programming opportunities available through Community Services & Recreation and White Bear Lake Area High School Athletics & Activities.
2. Superintendent's Report – Dr. Kazmierczak talked about the following: Graduation events, mental well-being support line, free summer meals, honoring retirees, thanked Sara Paul for her service with White Bear Lake Area School District, and welcomed Alison Gillespie as the new Assistant Superintendent for Teaching and Learning, starting July 1.

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. Policy 201, Legal Status of the School Board
 - b. Policy 202, School Board Officers
 - c. Policy 203, Operation of the School Board – Governing Rules
 - d. Policy 203.2, Order of the Regular School Board Meeting
 - e. Policy 203.5, School Board Meeting Agenda
 - f. Policy 203.6, Consent Agenda
 - g. Policy 204, School Board Minutes
 - h. Policy 205, Open Meetings and Closed Meetings

- i. Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy
 - j. Policy 207, Public Hearings
 - k. Policy 208, Development, Adoption, and Implementation of Policies
 - l. Policy 209, Code of Ethics
 - m. Policy 211, Criminal or Civil Action Against School District, School Board Members, Employee or Student
 - n. Policy 212, School Board Member Development
 - o. Policy 214, Out-of-State Travel by School Board Members
 - p. Policy 215, School Board Member Code of Conduct
- These policies will be on the July 13, 2020 meeting agenda for action.

E. OPERATIONAL ITEMS

1. Chapman moved and Arcand seconded to approve the property and casualty insurance package with the Minnesota Insurance Scholastic Trust (MIST) in the amount of \$520,943.33 effective July 1, 2020 through June 30, 2021. **Roll call vote: ayes, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**
2. Newmaster moved and Thompson seconded to approve the resolution stating the intention of the School Board to issue a lease-purchase financing and refunding certificates of participation, Series 2020B. **Roll call vote: ayes, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**
3. Thompson moved and Chapman seconded to approve the agreement with Twin City Transportation, Inc., Treasured Transportation, Inc, HALO, Inc to provide type III student transportation services for two years commencing August 1, 2020 and ending July 31, 2022, with an option to extend for two years, consistent with Minnesota Statutes 2015, Section 123B.52, Subds. 1 and 3.

Amend the motion to include First Student and MTN Student Transportation in the agreements. Thompson moved and Chapman seconded.

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

4. Ellison moved and Arcand seconded to approve the NJPA purchase agreement for the security and office renovation at the Area Learning Center. **Roll call vote: ayes, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays, Thompson. Motion carried.**
5. Arcand moved and Newmaster seconded to approve the fiscal year 2021 preliminary budget as presented. **Roll call vote: ayes, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**
6. Chapman moved and Thompson seconded to approve the two purchase agreements for the properties described as PID #113022430020 and PID#143022120008 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, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**

7. Second Reading of School Board Policies:

- a. Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
- b. Policy 535, Service Animals on School Property
- c. Policy 604, Instructional Curriculum
- d. Policy 624, Online Learning Options
- e. Policy 806, Crisis Management Policy

Newmaster moved and Thompson seconded to approve School Board Policies 415, Mandated Reporting of Maltreatment of Vulnerable Adults; Policy 535, Service Animals on School Property; Policy 604, Instructional Curriculum; Policy 624, Online Learning Options; and Policy 806, Crisis Management Policy as recommended by the School Board Policy Committee and Cabinet. **Roll call vote: ayes, Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.**

F. BOARD FORUM – Dr. Newmaster.- I would just like to congratulate again all of our retirees in all the areas that people have worked for us for many, many years. But I'd like especially to mention someone who's kind of invisible sometimes to most of the world, but Jean Rasmussen has solved all kinds of snarly problems for us over the years with software and technology and had endless patience and I know everybody, you know, will miss her. She helped me a lot when I was a media specialist but she has many expertise areas that have helped lots of us, so thank you Jean, best wishes and best wishes to everyone else, a safe summer. Ellison - I just wanted to commend leadership and all of the staff for a tremendous job the past couple of months. It's been so weird and difficult and challenging, and from what I've seen, leadership has worked really hard to make this happen and with my parent hat on I could not be prouder to be a Bear. I also want to thank Sara Paul for service to the district and wish her the best of luck. Chapman - I just want to echo that, as far as Sara Paul, I have enjoyed working with her and look forward to hearing how things are going in North Branch, I wish her the best there. And one other item that I want to mention too is I don't know how many of the Board Members have noticed but COVID-19 took one of our colleagues, the Board Chair of the St. Paul School District, I noticed today had passed away yesterday at the age of 31 from COVID-19, so clearly what we are doing to try to social distance and all of the different measures to keep people safe, you know, it just brings it back to light and hits home that those measures are needed and have been needed and we're going to have to work through it all to try and get back to some form of normalcy, but nonetheless, I just feel very bad for her family, I guess her name was Marny Xiong, and for the St. Paul community. Mullin - Chair Xiong was a great leader and a fierce advocate for education, I've worked with her on many occasions and thank you very much for your comments. Is there anybody else that has anything under Board forum? I just want to end by saying that congratulations to all of our seniors, kind of bittersweet for myself and I'm sure Mr. Chapman, but I want to thank the staff for their work on putting together the virtual graduation, they did a tremendous job, I thought it was very well put together and I just want to thank them for their work.

G. ADJOURNMENT – Arcand motioned and Chapman second to adjourn the meeting. Roll call vote: Thompson, Arcand, Chapman, Ellison, Mullin, Newmaster. Nays: none. Motion carried.

Submitted by Jessica Ellison, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **July 1, 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 - June 2020

		<u>6/15/2020</u>	<u>6/30/2020</u>
Direct Deposit	586536-587866	7,742,811.03	
Direct Deposit	587867-588427		527,337.40
Burnet Title	Land Purchase	6/8/2020	343,967.50
Burnet Title	Land Purchase	6/25/2020	479,517.50

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
109210	GURSTEL CHARGO ATTORNEYS AT LAW	\$ 317.39	6/1/2020	R
109211	MESSERLI & KRAMER PA	\$ 12.28	6/1/2020	R
109212	GREATER TWIN CITIES UNITED WAY	\$ 116.00	6/1/2020	R
109213	IUOE LOCAL 70	\$ 1,138.37	6/1/2020	R
109214	RAUSCH, STURM, ISRAEL,	\$ 227.01	6/1/2020	R
109216	SCHOOL SERVICE EMPLOYEES	\$ 7,296.89	6/1/2020	R
109217	WBLA EDUCATIONAL FOUNDATION	\$ 629.00	6/1/2020	R
109218	ABRAMS, DONALD & DIANE	\$ 2,000.00	6/5/2020	R
109219	MCCOY, JACK & REBECCA	\$ 2,000.00	6/5/2020	R
109220	A-1 HYDRAULIC SALES & SERVICE	\$ 156.11	6/11/2020	R
109222	ABBOTT PAINT & CARPET INC	\$ 1,278.30	6/11/2020	R
109223	ALBIN AQUISITION CORP	\$ 175.85	6/11/2020	R
109224	ALLSTREAM	\$ 4,203.75	6/11/2020	R
109232	AMAZON CAPITAL SERVICES	\$ 9,505.16	6/11/2020	R
109233	AMERICAN MESSAGING	\$ 13.60	6/11/2020	R
109235	AMERIPRIDE SERVICES	\$ 1,166.37	6/11/2020	R
109236	ANCHOR SOLAR INVESTMENTS, LLC	\$ 2,013.31	6/11/2020	R
109237	ANOKA COUNTY TREASURY DEPT	\$ 469.58	6/11/2020	R
109238	APADANA	\$ 6,093.30	6/11/2020	R
109239	ATC GROUP SERVICES LLC	\$ 4,116.70	6/11/2020	R
109240	BARNETT WB CHRYSLER JEEP DODGE	\$ 803.92	6/11/2020	R
109241	BETTER3	\$ 1,485.30	6/11/2020	R
109242	BEVSO	\$ 9,622.08	6/11/2020	R
109243	BILL WEIGEL SIGNS	\$ 191.25	6/11/2020	R
109244	BIRDIE MARKETING INC	\$ 2,320.00	6/11/2020	R
109245	BLICK ART MATERIALS	\$ 8.97	6/11/2020	R
109246	BLUE CROSS / BLUE SHIELD OF MN	\$ 12,274.00	6/11/2020	R
109247	BLUE TARP FINANCIAL INC	\$ 38.95	6/11/2020	R
109248	BRUDZINSKI, ANNA	\$ 50.00	6/11/2020	R
109249	BSN SPORTS	\$ 37.00	6/11/2020	R
109250	BUSHIVE	\$ 7,000.00	6/11/2020	R
109251	BUSINESS TO BUSINESS	\$ 403.32	6/11/2020	R
109252	CAPITAL CITY GLASS	\$ 12,733.90	6/11/2020	R
109253	CENTRAL ROOFING CO	\$ 199,168.73	6/11/2020	R
109254	CERENITY SENIOR CARE	\$ 560.00	6/11/2020	R
109255	CINTAS CORP #470	\$ 753.97	6/11/2020	R
109256	CONNEY SAFETY	\$ 1,909.96	6/11/2020	R
109257	CONTINENTAL RESEARCH CORP	\$ 527.02	6/11/2020	R
109258	COOPS SPORTSWEAR	\$ 1,132.00	6/11/2020	R
109259	CRISIS PREVENTION INSTITUTE INC	\$ 150.00	6/11/2020	R
109260	CUMMINS NPOWER LLC	\$ 397.09	6/11/2020	R
109261	CUSTOM IMAGE	\$ 409.96	6/11/2020	R
109267	DALCO CORPORATION	\$ 16,688.10	6/11/2020	R
109268	DELLWOOD COUNTRY CLUB	\$ 2,844.00	6/11/2020	R
109269	DEMCO INC	\$ 245.20	6/11/2020	R

109270 DOOR SERVICE COMPANY	\$	1,057.00	6/11/2020 R
109271 DWYER, DEBORAH	\$	3,000.00	6/11/2020 R
109272 EDUCERE, LLC	\$	149.50	6/11/2020 R
109273 EGAN	\$	1,615.00	6/11/2020 R
109274 ETA HAND2MIND	\$	217.43	6/11/2020 R
109275 EVERSON, MARK	\$	1,110.00	6/11/2020 R
109276 EYE MED	\$	4,610.36	6/11/2020 R
109277 FASTENAL COMPANY	\$	47.40	6/11/2020 R
109278 FIREFLY COMPUTERS	\$	529.00	6/11/2020 R
109279 FOREST LAKE CONTRACTING, INC.	\$	1,509.67	6/11/2020 R
109282 FRATTALONES HARDWARE STORES	\$	466.74	6/11/2020 R
109283 FRONTLINE TECHNOLOGIES GROUP	\$	38,809.62	6/11/2020 R
109284 GEPHART TRUCKING	\$	2,500.00	6/11/2020 R
109285 GOPHER STATE ONE CALL	\$	286.20	6/11/2020 R
109287 GRAINGER	\$	1,220.42	6/11/2020 R
109288 GROUP MEDICAREBLUE RX	\$	12,555.00	6/11/2020 R
109294 HAAS MUSICAL INSTRUMENT REPAIR	\$	2,664.14	6/11/2020 R
109295 HALO TRANSPORTATION	\$	46,851.79	6/11/2020 R
109296 HAUPT, MARY	\$	163.40	6/11/2020 R
109297 HEALTHPARTNERS	\$	7,833.93	6/11/2020 R
109298 HEINEMANN	\$	38,532.55	6/11/2020 R
109299 HILLYARD INC MINNEAPOLIS	\$	6,796.48	6/11/2020 R
109300 HISDAHL INC	\$	199.50	6/11/2020 R
109301 HOENIGSCHMIDT, KAYLEA	\$	647.50	6/11/2020 R
109303 HOGLUND BUS AND TRUCK CO	\$	3,824.63	6/11/2020 R
109304 IFD	\$	34,479.52	6/11/2020 R
109305 INDUSTRIAL UTILITIES INC	\$	2,405.00	6/11/2020 R
109306 INNOVATIVE OFFICE SOLUTIONS	\$	553.74	6/11/2020 R
109307 INSPEC INC	\$	2,710.00	6/11/2020 R
109308 INSTITUTE FOR MULTI SENSORY EDUCATION	\$	48.85	6/11/2020 R
109309 JOHN HENRY FOSTER	\$	378.70	6/11/2020 R
109310 JAYTECH INC	\$	2,359.01	6/11/2020 R
109311 JOHN DEERE FINANCIAL	\$	524.53	6/11/2020 R
109312 JOHNSON, SHARON	\$	543.17	6/11/2020 R
109314 JW PEPPER & SON INC	\$	376.75	6/11/2020 R
109315 KIDCREATE STUDIO	\$	46.00	6/11/2020 R
109316 KIMBALL MIDWEST	\$	300.03	6/11/2020 R
109317 KOCH MECHANICAL LLC	\$	8,710.39	6/11/2020 R
109318 KONICA MINOLTA PREMIER FINANCE	\$	6,837.59	6/11/2020 R
109321 KRAFT CONTRACTING & MECHANICAL	\$	6,387.61	6/11/2020 R
109322 LAKESHORE LEARNING MATERIALS	\$	50.53	6/11/2020 R
109323 LEBENS FLORAL	\$	704.21	6/11/2020 R
109324 LEICK, LINDA	\$	2,430.00	6/11/2020 R
109325 LIBERTY CLASSICAL ACADEMY	\$	4,655.34	6/11/2020 R
109326 LIBRARYSKILLS, INC.	\$	143.04	6/11/2020 R
109327 LIGHT SWITCH	\$	400.00	6/11/2020 R
109328 LIGHTING PLASTICS OF MN INC	\$	62.30	6/11/2020 R

109329 LONESTAR CUTTING SOLUTIONS	\$	2,113.00	6/11/2020 R
109330 LORENZ RECOGNITION CO	\$	323.80	6/11/2020 R
109331 L T G POWER EQUIPMENT	\$	226.24	6/11/2020 R
109332 MACKIN EDUCATIONAL RESOURCES	\$	528.99	6/11/2020 R
109333 MADISON NATIONAL LIFE	\$	40,766.29	6/11/2020 R
109334 MANUFACTURING SKILL STANDARDS COUNCIL	\$	680.00	6/11/2020 R
109335 MAPLEWOOD PARKS & REC DEPT	\$	16,774.85	6/11/2020 R
109336 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	865.00	6/11/2020 R
109337 MCDONOUGH'S WATERJETTING AND	\$	2,442.81	6/11/2020 R
109338 MN ELEMENTARY SCH PRIN ASSOC	\$	3,726.00	6/11/2020 R
109339 METAL CRAFT	\$	649.93	6/11/2020 R
109340 METRO ECSU	\$	185.00	6/11/2020 R
109341 MIDWEST BUS PARTS INC	\$	273.88	6/11/2020 R
109342 MIDWEST TECHNOLOGY PRODUCTS	\$	762.00	6/11/2020 R
109343 MINNESOTA MOLE	\$	400.00	6/11/2020 R
109344 MLA	\$	86,250.00	6/11/2020 R
109345 MN DEPT OF HEALTH	\$	180.00	6/11/2020 R
109346 MN SWORD PLAY	\$	480.00	6/11/2020 R
109347 MOBILE RADIO ENGINEERING INC	\$	3,647.15	6/11/2020 R
109348 MORELL, BRITTANY	\$	58.50	6/11/2020 R
109349 MP NEXLEVEL LLC	\$	1,167.00	6/11/2020 R
109350 MPS	\$	17,124.24	6/11/2020 R
109351 NAPA AUTO PARTS	\$	130.56	6/11/2020 R
109352 NASCO	\$	224.00	6/11/2020 R
109354 NATL RECOGNITION PRODUCTS	\$	25,709.59	6/11/2020 R
109355 NCPERS MINNESOTA	\$	144.00	6/11/2020 R
109356 NELSON'S PRO SHOP	\$	300.00	6/11/2020 R
109362 NORTH CENTRAL BLUE BIRD BUS SALES	\$	4,278.96	6/11/2020 R
109363 NORTHBOUND CREATIVE	\$	1,064.50	6/11/2020 R
109364 NORTON, ELAINE	\$	61.55	6/11/2020 R
109365 OFFICE DEPOT	\$	316.83	6/11/2020 R
109366 ONLY 1 AUTO GLASS	\$	287.33	6/11/2020 R
109367 OPATRNY, ANDREA	\$	340.36	6/11/2020 R
109368 OXYGEN SERVICE CO INC	\$	431.18	6/11/2020 R
109369 PADE, SEAN	\$	23.30	6/11/2020 R
109370 PAR CODE SYMBOLOGY INC	\$	126.00	6/11/2020 R
109371 PATIENT TOOLS INC	\$	282.00	6/11/2020 R
109372 PATRICK TROPHIES	\$	269.66	6/11/2020 R
109373 PBBS EQUIPMENT CORP	\$	568.98	6/11/2020 R
109374 PEARSON JENDERNY, JILL	\$	535.00	6/11/2020 R
109375 PETERSON-SCHURKE, CHERYL	\$	40.00	6/11/2020 R
109376 PITNEY BOWES PURCHASE POWER	\$	34.51	6/11/2020 R
109377 PLANK ROAD PUBLISHING INC	\$	119.45	6/11/2020 R
109378 PRESS PUBLICATIONS	\$	694.12	6/11/2020 R
109379 QUADIENT LEASING	\$	431.82	6/11/2020 R
109380 RIO GRANDE	\$	169.10	6/11/2020 R
109381 ROE, ERIN	\$	455.00	6/11/2020 R

109382 RYDLAND, KARENA	\$	170.18	6/11/2020 R
109383 SAM'S CLUB/SYNCHRONY BANK	\$	85.00	6/11/2020 R
109384 SAMUELSON, RICHARD	\$	37.69	6/11/2020 R
109385 SCHOLASTIC BOOK FAIRS	\$	1,314.50	6/11/2020 R
109386 SCHOLASTIC	\$	632.52	6/11/2020 R
109387 SCHOLASTIC BOOK CLUB	\$	1,115.00	6/11/2020 R
109388 SCHOOL FIX CATALOG	\$	376.96	6/11/2020 R
109389 SCHOOL SPECIALTY	\$	625.97	6/11/2020 R
109390 SDI INNOVATIONS	\$	409.73	6/11/2020 R
109391 SEACREST, GREENLEE	\$	340.36	6/11/2020 R
109392 SHELDON, TINA	\$	4.15	6/11/2020 R
109393 SHORT ELLIOTT HENDRICKSON, INC	\$	1,263.75	6/11/2020 R
109394 SHRED-IT USA - MINNEAPOLIS	\$	62.00	6/11/2020 R
109395 SOCIAL STUDIES SCHOOL SERVICE	\$	104.99	6/11/2020 R
109396 SOUTHEAST SERVICE COOP	\$	3,500.00	6/11/2020 R
109397 STAPLES ADVANTAGE	\$	359.27	6/11/2020 R
109398 STATE SUPPLY CO	\$	694.57	6/11/2020 R
109399 STEVE WEISS MUSIC	\$	339.95	6/11/2020 R
109400 STRATEGIC STAFFING SOLUTIONS	\$	8,321.50	6/11/2020 R
109401 SWAIN, JESSIE	\$	20.40	6/11/2020 R
109402 SYNOVIA SOLUTIONS	\$	1,551.40	6/11/2020 R
109403 TEACHER SYNERGY LLC	\$	5.60	6/11/2020 R
109404 THYSSENKRUPP ELEVATOR CORP	\$	5,305.50	6/11/2020 R
109405 TR ENVIRONMENTAL CONSULTING, LLC	\$	336.00	6/11/2020 R
109406 TRADE PRESS INC	\$	371.00	6/11/2020 R
109407 TRANE US INC	\$	2,290.60	6/11/2020 R
109408 TRI-STATE BOBCAT	\$	1,645.95	6/11/2020 R
109410 TRIO SUPPLY COMPANY	\$	1,594.11	6/11/2020 R
109411 TURFWERKS INC	\$	458.68	6/11/2020 R
109412 ULINE	\$	52.08	6/11/2020 R
109413 UPCHURCH, AYSHA	\$	50.00	6/11/2020 R
109414 VERIZON WIRELESS	\$	1,329.10	6/11/2020 R
109415 VEX ROBOTICS INC	\$	35,697.31	6/11/2020 R
109416 VIAVATTINE, JOSEPH	\$	1,228.45	6/11/2020 R
109418 VIKING ELECTRIC SUPPLY	\$	1,343.33	6/11/2020 R
109419 VISTA HIGHER LEARNING	\$	162.20	6/11/2020 R
109420 WB AREA EMERGENCY FOOD SHELF	\$	2,683.65	6/11/2020 R
109421 WHITE BEAR AREA CHAMBER	\$	285.00	6/11/2020 R
109422 WEST MUSIC COMPANY	\$	201.75	6/11/2020 R
109424 WOLD ARCHITECTS AND ENGINEERS	\$	613,529.02	6/11/2020 R
109425 YOUNG MATTHEW	\$	144.91	6/11/2020 R
109426 T-MOBILE	\$	91,020.00	6/11/2020 R
109427 GURSTEL CHARGO ATTORNEYS AT LAW	\$	449.76	6/18/2020 R
109428 MESSERLI & KRAMER PA	\$	12.28	6/18/2020 R
109429 IUOE LOCAL 70	\$	1,138.37	6/18/2020 R
109430 RAUSCH, STURM, ISRAEL,	\$	77.13	6/18/2020 R
109431 SCHOOL SERVICE EMPLOYEES	\$	10,113.81	6/18/2020 R

109433 ABBOTT PAINT & CARPET INC	\$	790.49	6/25/2020 R
109434 ACADEMIC THERAPY PUBLICATIONS	\$	586.30	6/25/2020 R
109435 ALBIN AQUISITION CORP	\$	77.00	6/25/2020 R
109436 ALL CITIES CLEANING LLC	\$	4,697.72	6/25/2020 R
109437 AMAZON	\$	283.63	6/25/2020 R
109442 AMAZON CAPITAL SERVICES	\$	4,700.33	6/25/2020 R
109443 AMERICAN TIME	\$	809.90	6/25/2020 R
109444 ANCHOR SOLAR INVESTMENTS, LLC	\$	2,013.31	6/25/2020 R
109445 ANDERSON, ALYSSA	\$	50.00	6/25/2020 R
109446 APPLE COMPUTER INC	\$	1,495.00	6/25/2020 R
109447 ASL INTERPRETING SERVICES	\$	128.00	6/25/2020 R
109448 ASSOC OF RECOVERY IN HIGHER	\$	300.00	6/25/2020 R
109449 ATC GROUP SERVICES LLC	\$	3,987.50	6/25/2020 R
109450 BALAND, MICHELLE	\$	975.00	6/25/2020 R
109451 BALFOUR YEARBOOKS	\$	1,298.85	6/25/2020 R
109452 BATTERIES PLUS BULBS	\$	562.47	6/25/2020 R
109453 BAYADA HOME HEALTH CARE	\$	420.00	6/25/2020 R
109454 BEISSWENGER'S HARDWARE	\$	3,799.99	6/25/2020 R
109455 BELISLE, JEN	\$	125.00	6/25/2020 R
109456 BETMAR LANGUAGES	\$	3,730.00	6/25/2020 R
109457 BETTER3	\$	742.65	6/25/2020 R
109458 BILL WEIGEL SIGNS	\$	212.50	6/25/2020 R
109459 BLOOM, ANNA MARIE	\$	25.40	6/25/2020 R
109460 BLUE CROSS / BLUE SHIELD OF MN	\$	12,008.00	6/25/2020 R
109461 BLUE TARP FINANCIAL INC	\$	205.96	6/25/2020 R
109462 BOOKSAMILLION.COM	\$	47.50	6/25/2020 R
109463 BREMER BANK	\$	798.37	6/25/2020 R
109464 BSN SPORTS	\$	2,158.18	6/25/2020 R
109465 BUREAU OF EDUCATION & RESEARCH	\$	279.00	6/25/2020 R
109466 CAPITAL CITY GLASS	\$	19,100.84	6/25/2020 R
109467 CAPTIVATE MEDIA & CONSULTING	\$	4,300.00	6/25/2020 R
109468 CENGAGE LEARNING	\$	341.00	6/25/2020 R
109469 CENTRAL ROOFING CO	\$	160,245.33	6/25/2020 R
109470 CENTURY FENCH CO.	\$	35,078.00	6/25/2020 R
109471 CINTAS CORP #470	\$	368.53	6/25/2020 R
109472 CL BENSEN CO., INC	\$	879.00	6/25/2020 R
109473 CLOUDCOVER USA/B1 GROUP	\$	500.00	6/25/2020 R
109474 THE COLLEGE BOARD-MRO	\$	235.00	6/25/2020 R
109475 THE COLLEGE BOARD	\$	80,679.00	6/25/2020 R
109476 COMCAST	\$	294.67	6/25/2020 R
109477 COMPUTER EXPLORERS	\$	1,170.00	6/25/2020 R
109478 CONTINENTAL RESEARCH CORP	\$	1,709.80	6/25/2020 R
109479 CULLIGAN BOTTLED WATER	\$	185.10	6/25/2020 R
109480 CUMMINS NPOWER LLC	\$	499.93	6/25/2020 R
109490 DALCO CORPORATION	\$	40,534.20	6/25/2020 R
109491 DAUBENSPECK, TRACY	\$	36.85	6/25/2020 R
109492 DAVIS, CHRISTINA	\$	25.00	6/25/2020 R

109493 DEROSIER, JANET	\$	85.09	6/25/2020 R
109494 DIMENSION STUDIOS	\$	385.00	6/25/2020 R
109495 DISCOUNT SCHOOL SUPPLY	\$	2,101.08	6/25/2020 R
109496 DOMINOS PIZZA	\$	150.00	6/25/2020 R
109497 DOOR SERVICE COMPANY	\$	15,653.00	6/25/2020 R
109498 DEFINITIVE TECHNOLOGY SOLUTIONS	\$	15,004.88	6/25/2020 R
109499 DEFINITIVE TECHNOLOGY SOLUTION	\$	12,994.00	6/25/2020 R
109500 ECKROTH MUSIC	\$	133.09	6/25/2020 R
109501 ECOCONSILIUM, INC.	\$	640.00	6/25/2020 R
109502 EHLERS	\$	5,000.00	6/25/2020 R
109503 ELECTRIC MOTOR REPAIR	\$	645.98	6/25/2020 R
109504 ERICKSON, DARLYS	\$	2,016.00	6/25/2020 R
109505 ERICKSON, PATRICE	\$	16.95	6/25/2020 R
109506 ESTATE OF RUTH JOHNSON	\$	2,016.00	6/25/2020 R
109507 ETS CONSULTING, LLC	\$	28,125.00	6/25/2020 R
109508 FASTENAL COMPANY	\$	55.21	6/25/2020 R
109509 FEDEX	\$	56.36	6/25/2020 R
109510 FENWAY INNOVATION CENTER	\$	7,650.00	6/25/2020 R
109511 FLANAGAN, HOPE	\$	1,350.00	6/25/2020 R
109512 FLEETPRIDE	\$	4.60	6/25/2020 R
109513 FLINN SCIENTIFIC INC	\$	24.35	6/25/2020 R
109514 FORST, SUZI	\$	125.00	6/25/2020 R
109515 FRASSATI CATHOLIC ACADEMY	\$	16,399.86	6/25/2020 R
109518 FRATTALONES HARDWARE STORES	\$	317.10	6/25/2020 R
109519 GAGLIARDI, NATALIE	\$	10.00	6/25/2020 R
109520 GARNER, TOM	\$	40.00	6/25/2020 R
109521 GENERATOR SPECIALTY CO., INC.	\$	888.45	6/25/2020 R
109522 GENT, KAREN	\$	21.75	6/25/2020 R
109523 GOPHER	\$	196.74	6/25/2020 R
109524 GOUDREAU, JENNIFER	\$	26.40	6/25/2020 R
109526 GRAINGER	\$	3,338.99	6/25/2020 R
109527 GREATAMERICA FINANCIAL SERVICES	\$	334.85	6/25/2020 R
109528 GROUP MEDICAREBLUE RX	\$	9,532.00	6/25/2020 R
109528 GROUP MEDICAREBLUE RX	\$	(9,532.00)	6/25/2020 V
109529 H2O FOR LIFE	\$	1,400.00	6/25/2020 R
109530 HEINEMANN	\$	4,704.46	6/25/2020 R
109531 HELLMARK, MARY	\$	85.15	6/25/2020 R
109532 HENNIG, VALERIE	\$	128.90	6/25/2020 R
109533 HERITAGE FOOD SERVICE GROUP	\$	643.49	6/25/2020 R
109534 HISDAHL INC	\$	51.00	6/25/2020 R
109535 HOENIGSCHMIDT, KAYLEA	\$	813.75	6/25/2020 R
109536 HOGLUND BUS AND TRUCK CO	\$	171.04	6/25/2020 R
109537 HOGLUND BUS & TRUCK CO	\$	140,123.20	6/25/2020 R
109538 HOGLUND BODY & EQUIPMENT INC	\$	481.81	6/25/2020 R
109539 HUMANEX VENTURES	\$	2,000.00	6/25/2020 R
109540 IFD	\$	1,748.13	6/25/2020 R
109541 INNOVATIVE OFFICE SOLUTIONS	\$	163.19	6/25/2020 R

109542	INSPEC INC	\$	2,000.00	6/25/2020	R
109543	INSTITUTE FOR MULTI SENSORY EDUCATION	\$	450.00	6/25/2020	R
109544	INSTRUMENTALIST AWARDS	\$	138.00	6/25/2020	R
109545	JOHN HENRY FOSTER	\$	1,834.62	6/25/2020	R
109546	J.R.'S ADVANCED RECYCLERS	\$	180.00	6/25/2020	R
109547	JACOB, JENNIFER	\$	125.00	6/25/2020	R
109549	JAYTECH INC	\$	6,333.61	6/25/2020	R
109550	JOHNSTON, NANCY	\$	125.00	6/25/2020	R
109551	JOHNSON CONTROLS FIRE PROTECTION LP	\$	709.00	6/25/2020	R
109552	JORGENSEN, AMY	\$	37.58	6/25/2020	R
109553	JW PEPPER & SON INC	\$	43.90	6/25/2020	R
109554	KAPLAN	\$	2,328.75	6/25/2020	R
109555	KATH FUEL OIL SERVICE CO	\$	3,147.35	6/25/2020	R
109556	KOCH MECHANICAL LLC	\$	4,446.00	6/25/2020	R
109557	KRAFT CONTRACTING & MECHANICAL	\$	3,488.24	6/25/2020	R
109558	KURTA, JUSTIN	\$	1,200.00	6/25/2020	R
109559	LACH, TRACY	\$	125.00	6/25/2020	R
109560	LACROSSE UNLIMITED	\$	11,350.00	6/25/2020	R
109561	LAKESHORE LEARNING MATERIALS	\$	288.54	6/25/2020	R
109562	LANG, TARA	\$	32.21	6/25/2020	R
109563	LANGUAGE LINE SERVICES	\$	491.37	6/25/2020	R
109564	LANGUAGE TESTING INTL	\$	75.00	6/25/2020	R
109565	LIBERTY CLASSICAL ACADEMY	\$	5,999.82	6/25/2020	R
109566	LIGHTING PLASTICS OF MN INC	\$	534.00	6/25/2020	R
109567	MACKIN EDUCATIONAL RESOURCES	\$	344.48	6/25/2020	R
109568	MANSHIP, HEATHER	\$	125.00	6/25/2020	R
109569	MASA	\$	465.00	6/25/2020	R
109570	MN ASSOC OF SCH BUSINESS OFFICIALS	\$	110.00	6/25/2020	R
109571	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$	865.00	6/25/2020	R
109572	MATH FOR LOVE	\$	39.90	6/25/2020	R
109573	MCBRIDE, CHRISTINA	\$	170.20	6/25/2020	R
109574	MCCLURE, KARI LYNN	\$	203.45	6/25/2020	R
109575	MCPHILLIPS BROS ROOFING CO	\$	915,985.82	6/25/2020	R
109576	MEADOWOOD TOOL CO	\$	402.54	6/25/2020	R
109577	MEDIN, PETER	\$	37.58	6/25/2020	R
109578	METRO DEAF SCHOOL	\$	8,701.00	6/25/2020	R
109579	MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	352.80	6/25/2020	R
109580	MIDWEST BUS PARTS INC	\$	68.88	6/25/2020	R
109581	MN DEPT OF HEALTH	\$	640.00	6/25/2020	R
109582	MN HISTORICAL SOCIETY	\$	35,681.95	6/25/2020	R
109583	MOBILE RADIO ENGINEERING INC	\$	297.80	6/25/2020	R
109584	MN SCHOOL BOARDS ASSN	\$	14,635.00	6/25/2020	R
109586	NAPA AUTO PARTS	\$	471.72	6/25/2020	R
109588	NARDINI FIRE EQUIPMENT CO INC	\$	3,362.52	6/25/2020	R
109589	NASCO	\$	6,118.30	6/25/2020	R
109590	NATL RECOGNITION PRODUCTS	\$	273.51	6/25/2020	R
109591	NCPERS MINNESOTA	\$	144.00	6/25/2020	R

109592 NELSON'S PRO SHOP	\$	770.00	6/25/2020 R
109593 NEW DOMINION SCHOOL	\$	3,715.35	6/25/2020 R
109594 NOBLE CONSERVATION SOLUTIONS	\$	8,845.20	6/25/2020 R
109595 NORCROSS, MICHAEL	\$	150.00	6/25/2020 R
109596 NORTH CENTRAL BLUE BIRD BUS SALES	\$	56.96	6/25/2020 R
109597 NORTHBOUND CREATIVE	\$	600.00	6/25/2020 R
109598 NORTHERN LANDSCAPE & IRRIGATION INC	\$	8,764.00	6/25/2020 R
109599 O'REILLY AUTOMOTIVE INC	\$	385.94	6/25/2020 R
109600 O'SHEA, KATHRYN	\$	32.21	6/25/2020 R
109601 OLSEN FIRE PROTECTION	\$	855.00	6/25/2020 R
109602 OLSON, CHRISTINA	\$	152.50	6/25/2020 R
109603 ON SITE SANITATION INC	\$	644.01	6/25/2020 R
109604 OXYGEN SERVICE CO INC	\$	18.06	6/25/2020 R
109605 PARTSMASTER	\$	4,661.49	6/25/2020 R
109606 PERNSTEINER CREATIVE GROUP	\$	275.00	6/25/2020 R
109607 PETERSON BROS ROOFING & CONST	\$	998.07	6/25/2020 R
109608 PINNACLE ENGINEERING	\$	4,533.75	6/25/2020 R
109609 POLAR CHEVROLET MAZDA	\$	4,465.95	6/25/2020 R
109610 PRAIRIE RESTORATIONS	\$	300.00	6/25/2020 R
109611 PRAXAIR DISTRIBUTION INC	\$	34.29	6/25/2020 R
109612 PREMIER BIOTECH	\$	102.93	6/25/2020 R
109613 PRO-ED INC	\$	606.89	6/25/2020 R
109614 PROFESSIONAL TURF & RENOVATION	\$	6,425.00	6/25/2020 R
109615 RAMSEY COUNTY	\$	1,969.76	6/25/2020 R
109616 REPUBLIC SERVICES #899	\$	2,279.78	6/25/2020 R
109617 RINEHART, ELIZABETH	\$	35.50	6/25/2020 R
109618 ROE, ERIN	\$	508.33	6/25/2020 R
109619 ROOF SPEC INC	\$	8,750.00	6/25/2020 R
109620 ROSS, SHANAN	\$	125.00	6/25/2020 R
109621 RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$	1,895.24	6/25/2020 R
109622 SAFETYFIRST PLAYGROUND SURFACING LLC	\$	2,105.00	6/25/2020 R
109623 SAVVAS LEARNING COMPANY, LLC	\$	2,497.00	6/25/2020 R
109624 SCHUETTE, JANET	\$	5.00	6/25/2020 R
109625 SCIENCE EXPLORERS, INC.	\$	181.00	6/25/2020 R
109626 SENIOR SERVICES CONSORTIUM	\$	1,500.00	6/25/2020 R
109627 SENTRY SYSTEMS INC	\$	199.00	6/25/2020 R
109628 SHELDON, TINA	\$	36.30	6/25/2020 R
109629 SHERRICK, BRIAN	\$	125.00	6/25/2020 R
109630 SITEONE LANDSCAPE SUPPLY	\$	1,740.89	6/25/2020 R
109631 SKJEGSTAD, JACLYN	\$	32.21	6/25/2020 R
109632 SMITH, RENEE	\$	32.21	6/25/2020 R
109633 SOURCEWELL TECHNOLOGY	\$	538.00	6/25/2020 R
109634 SOUTH WASHINGTON COUNTY SCHOOLS	\$	6,138.35	6/25/2020 R
109635 ST PAUL UTILITIES & EXCAVATING, INC.	\$	18,800.00	6/25/2020 R
109636 STAPLES ADVANTAGE	\$	284.98	6/25/2020 R
109637 STATE SUPPLY CO	\$	982.41	6/25/2020 R
109638 STEENSLAND, MELANIE	\$	125.00	6/25/2020 R

109639 STOUT, KIMBERLY	\$	125.00	6/25/2020 R
109640 STRATEGIC STAFFING SOLUTIONS	\$	4,005.00	6/25/2020 R
109641 STREAMLINE DESIGN INC	\$	576.00	6/25/2020 R
109642 STUDENT MEDICAL SHOP	\$	1,659.89	6/25/2020 R
109643 SUMMERBRIDGE ACTIVITIES.ORG	\$	689.77	6/25/2020 R
109648 SUMMIT COMPANIES	\$	22,526.00	6/25/2020 R
109649 SYSCO OF WESTERN MN	\$	10,206.70	6/25/2020 R
109650 TEACHERS CURRICULUM INSTITUTE	\$	447.00	6/25/2020 R
109651 TEACHSTONE TRAINING LLC	\$	6,525.00	6/25/2020 R
109652 TR ENVIRONMENTAL CONSULTING, LLC	\$	1,344.00	6/25/2020 R
109655 TRIO SUPPLY COMPANY	\$	4,201.08	6/25/2020 R
109656 TRUE NORTH CONSULTING GROUP	\$	4,735.50	6/25/2020 R
109657 TSA CONSULTING GROUP	\$	940.24	6/25/2020 R
109658 TSCHETTER, DANA	\$	340.36	6/25/2020 R
109659 TWIN CITY JANITOR SUPPLY CO	\$	4,699.75	6/25/2020 R
109660 TWIN CITY TRANSPORTATION INC	\$	176,550.92	6/25/2020 R
109661 UHL CO INC	\$	477.00	6/25/2020 R
109662 US FOODS CULINARY EQUIP & SUPPLIES	\$	188.80	6/25/2020 R
109663 VANG, MY PANG	\$	50.00	6/25/2020 R
109665 VIKING ELECTRIC SUPPLY	\$	1,100.34	6/25/2020 R
109666 VISTA HIGHER LEARNING	\$	298.50	6/25/2020 R
109667 WAHOO! ADVENTURES	\$	210.00	6/25/2020 R
109668 WARNERS' STELLIAN	\$	2,516.74	6/25/2020 R
109669 WHITE BEAR GLASS INC	\$	1,430.00	6/25/2020 R
109670 WHITE BEAR MONTESSORI	\$	184.51	6/25/2020 R
109671 WHITE BEAR LAKE (CITY OF)	\$	4,715.94	6/25/2020 R
109672 WHITE BEAR LAKE SPORTS CENTER	\$	2,500.00	6/25/2020 R
109673 WILLCOXON, PETER SR	\$	578.40	6/25/2020 R
109674 WL HALL COMPANY	\$	9,065.00	6/25/2020 R
109675 WOLFLEY, MARY	\$	25.00	6/25/2020 R
109676 WOODBURY CITY HALL	\$	440.00	6/25/2020 R
109677 XCEL ENERGY	\$	5,856.85	6/25/2020 S
109678 XCEL ENERGY	\$	53,258.88	6/25/2020 S
109679 YOUNG MATTHEW	\$	195.00	6/25/2020 R
109680 BEMIDJI STATE UNIVERSITY	\$	1,000.00	6/29/2020 S
109681 CARLETON COLLEGE	\$	500.00	6/29/2020 S
109682 CEDARVILLE UNIVERSITY	\$	285.00	6/29/2020 S
109683 CENTURY COLLEGE	\$	2,000.00	6/29/2020 S
109684 CENTURY COLLEGE	\$	5,500.00	6/29/2020 S
109685 CENTURY COLLEGE	\$	500.00	6/29/2020 S
109686 CENTURY COLLEGE	\$	3,000.00	6/29/2020 S
109687 CENTURY COLLEGE	\$	3,000.00	6/29/2020 S
109688 CENTURY COLLEGE	\$	500.00	6/29/2020 S
109689 CENTURY COLLEGE	\$	1,000.00	6/29/2020 S
109690 CENTURY COLLEGE	\$	500.00	6/29/2020 S
109691 CENTURY COLLEGE	\$	1,000.00	6/29/2020 S
109692 CENTURY COLLEGE	\$	1,000.00	6/29/2020 S

109693 GUSTAVUS ADOLPHUS COLLEGE	\$	1,000.00	6/29/2020 S
109694 GUSTAVUS ADOLPHUS COLLEGE	\$	1,000.00	6/29/2020 S
109695 HAMLINE UNIVERSITY	\$	750.00	6/29/2020 S
109696 KENYON COLLEGE	\$	1,000.00	6/29/2020 S
109697 LAWRENCE UNIVERSITY	\$	250.00	6/29/2020 S
109698 LAWRENCE UNIVERSITY	\$	6,000.00	6/29/2020 S
109699 MARQUETTE UNIVERSITY	\$	2,000.00	6/29/2020 S
109700 MARQUETTE UNIVERSITY	\$	285.00	6/29/2020 S
109701 MILWAUKEE SCHOOL OF ENGINEERING	\$	1,200.00	6/29/2020 S
109702 MINNEAPOLIS COLLEGE OF ART AND DESIGN	\$	500.00	6/29/2020 S
109703 SAN DIEGO STATE UNIVERSITY FINANCIAL AID	\$	1,289.00	6/29/2020 S
109704 SANTA MONICA COLLEGE	\$	1,000.00	6/29/2020 S
109705 SMITH COLLEGE	\$	1,000.00	6/29/2020 S
109706 SOUTH DAKOTA STATE UNIVERSITY	\$	1,000.00	6/29/2020 S
109707 SOUTH DAKOTA STATE UNIVERSITY	\$	500.00	6/29/2020 S
109708 ST CLOUD STATE UNIV	\$	750.00	6/29/2020 S
109709 ST MARYS UNIVERSITY	\$	1,000.00	6/29/2020 S
109710 ST OLAF COLLEGE	\$	1,000.00	6/29/2020 S
109711 COLLEGE OF ST SCHOLASTICA	\$	500.00	6/29/2020 S
109712 COLLEGE OF ST SCHOLASTICA	\$	1,000.00	6/29/2020 S
109713 UNIVERSITY OF MINNESOTA DULUTH	\$	1,000.00	6/29/2020 S
109714 UNIVERSITY OF MINNESOTA DULUTH	\$	6,000.00	6/29/2020 S
109715 UNIVERSITY OF MINNESOTA DULUTH	\$	500.00	6/29/2020 S
109716 UNIVERSITY OF MINNESOTA DULUTH	\$	1,000.00	6/29/2020 S
109717 UNIVERSITY OF MINNESOTA DULUTH	\$	1,000.00	6/29/2020 S
109718 UNIVERSITY OF NOTRE DAME	\$	792.00	6/29/2020 S
109719 UNIVERSITY OF WI LACROSSE	\$	1,000.00	6/29/2020 S
109720 UNIVERSITY OF WI LACROSSE	\$	1,000.00	6/29/2020 S
109721 UNIVERSITY OF WI LACROSSE	\$	1,000.00	6/29/2020 S
109722 UNIVERSITY OF NORTHWESTERN	\$	1,000.00	6/29/2020 S
109723 UNIVERSITY OF COLORADO, DENVER	\$	1,000.00	6/29/2020 S
109724 UNIVERSITY OF COLORADO, DENVER	\$	1,000.00	6/29/2020 S
109725 UNIVERSITY OF COLORADO, DENVER	\$	3,500.00	6/29/2020 S
109726 UNIVERSITY OF HAWAII, HILO	\$	1,000.00	6/29/2020 S
109727 UNIVERSITY OF HAWAII, HILO	\$	500.00	6/29/2020 S
109728 UNIVERSITY OF MINNESOTA	\$	500.00	6/29/2020 S
109729 UNIVERSITY OF MINNESOTA	\$	1,000.00	6/29/2020 S
109730 UNIVERSITY OF MINNESOTA	\$	1,000.00	6/29/2020 S
109731 UNIVERSITY OF MINNESOTA	\$	1,000.00	6/29/2020 S
109732 UNIVERSITY OF MINNESOTA	\$	1,000.00	6/29/2020 S
109733 UNIVERSITY OF MINNESOTA	\$	500.00	6/29/2020 S
109734 UNIVERSITY OF MINNESOTA	\$	1,000.00	6/29/2020 S
109735 UNIVERSITY OF MINNESOTA	\$	2,000.00	6/29/2020 S
109736 UNIVERSITY OF MINNESOTA	\$	500.00	6/29/2020 S
109737 UNIVERSITY OF MINNESOTA	\$	250.00	6/29/2020 S
109738 UNIVERSITY OF MINNESOTA	\$	1,500.00	6/29/2020 S
109739 UNIVERSITY OF MINNESOTA	\$	1,000.00	6/29/2020 S

109740 UNIVERSITY OF MINNESOTA	\$	2,000.00	6/29/2020 S
109741 UNIVERSITY OF MINNESOTA	\$	500.00	6/29/2020 S
109742 UNIVERSITY OF MINNESOTA	\$	285.00	6/29/2020 S
109743 UNIVERSITY OF UTAH	\$	1,000.00	6/29/2020 S
109744 WINONA STATE UNIVERSITY	\$	1,000.00	6/29/2020 S
109745 ADJUSTED EQUITY SOLUTIONS	\$	46,500.00	6/30/2020 R
109747 AMAZON CAPITAL SERVICES	\$	737.55	6/30/2020 R
109748 ARAMARK REFRESHMENT SERVICES	\$	126.00	6/30/2020 R
109749 BSN SPORTS	\$	5,826.57	6/30/2020 R
109750 CENTURY COLLEGE - BUSINESS OFFICE	\$	1,192.00	6/30/2020 R
109751 CONSCIOUS DISCIPLINE	\$	1,125.95	6/30/2020 R
109753 DALCO CORPORATION	\$	1,924.45	6/30/2020 R
109754 DEMCO INC	\$	105.40	6/30/2020 R
109755 FLINN SCIENTIFIC INC	\$	57.24	6/30/2020 R
109756 FRATTALONES HARDWARE STORES	\$	58.73	6/30/2020 R
109757 GRAINGER	\$	1,016.60	6/30/2020 R
109758 HASS, AMY	\$	1,300.00	6/30/2020 R
109759 HOENIGSCHMIDT, KAYLEA	\$	210.00	6/30/2020 R
109760 HOME DEPOT CREDIT SERVICES	\$	140.78	6/30/2020 R
109761 INNOVATIVE OFFICE SOLUTIONS	\$	117.85	6/30/2020 R
109762 JW PEPPER & SON INC	\$	175.60	6/30/2020 R
109763 LAKESHORE LEARNING MATERIALS	\$	36.98	6/30/2020 R
109764 LIBERTY CLASSICAL ACADEMY	\$	1,860.00	6/30/2020 R
109766 MACKIN EDUCATIONAL RESOURCES	\$	14,557.90	6/30/2020 R
109767 MAGNUSON CHRISTIAN SCHOOL	\$	706.78	6/30/2020 R
109768 METRO APPRAISAL SERVICES, INC.	\$	450.00	6/30/2020 R
109769 METRO MEALS ON WHEELS INC	\$	283.50	6/30/2020 R
109770 MN BOARD OF SCHOOL ADMINISTRATORS	\$	100.00	6/30/2020 R
109771 NARDINI FIRE EQUIPMENT CO INC	\$	58.40	6/30/2020 R
109772 NCS PEARSON INC	\$	525.94	6/30/2020 R
109773 NOBLE CONSERVATION SOLUTIONS	\$	4,376.07	6/30/2020 R
109774 OFFICE DEPOT	\$	139.52	6/30/2020 R
109775 OLSON MADAUS, KIRSTEN	\$	16.00	6/30/2020 R
109776 PERFECTION LEARNING CORP	\$	2,034.48	6/30/2020 R
109777 RAHS BAND BOOSTER CLUB	\$	250.00	6/30/2020 R
109778 REHBEIN TRANSIT CO	\$	21,719.88	6/30/2020 R
109779 SAVVAS LEARNING COMPANY, LLC	\$	640.00	6/30/2020 R
109780 SCHINDLER ELEVATOR CORP	\$	860.12	6/30/2020 R
109781 SENTRY SYSTEMS INC	\$	300.00	6/30/2020 R
109782 SHORT ELLIOTT HENDRICKSON, INC	\$	237.75	6/30/2020 R
109783 STEVENS, PATTI	\$	9.99	6/30/2020 R
109784 SYNOVIA SOLUTIONS	\$	1,551.40	6/30/2020 R
109785 TREND ENTERPRISES INC	\$	36.91	6/30/2020 R
109786 VERIZON WIRELESS	\$	1,352.76	6/30/2020 R
109787 VIKING ELECTRIC SUPPLY	\$	296.44	6/30/2020 R
109788 VISTA HIGHER LEARNING	\$	99.50	6/30/2020 R
109789 WASHINGTON CO	\$	1,310.43	6/30/2020 R

109790 WENER, JESSICA	\$	750.00	6/30/2020 R
109791 WORLD BOOK INC	\$	2,742.60	6/30/2020 R
109792 IUOE LOCAL 70	\$	1,089.74	6/30/2020 R
109793 RAUSCH, STURM, ISRAEL,	\$	228.51	6/30/2020 R
109794 SCHOOL SERVICE EMPLOYEES	\$	859.04	6/30/2020 R
109795 MESSERLI & KRAMER PA	\$	12.65	6/30/2020 R
9991967 AIG	\$	20,106.15	6/15/2020 R
9991987 BMO	\$	9,994.04	6/5/2020 R
192001065 VIAVATTINE, JOSEPH	\$	(1,228.45)	6/4/2020 V
192001099 ANDERSON, CHRISTINA	\$	194.69	6/11/2020 A
192001100 ANDERSON, JON	\$	37.50	6/11/2020 A
192001101 BEACH, RODNEY	\$	311.10	6/11/2020 A
192001102 DARGAY, ANGELA	\$	105.00	6/11/2020 A
192001103 DENNIS, MICHAEL	\$	235.60	6/11/2020 A
192001104 DERBY, SARA	\$	50.00	6/11/2020 A
192001105 DONAHOE, TRACI	\$	55.58	6/11/2020 A
192001106 DOTTE, BRENDA	\$	84.57	6/11/2020 A
192001107 DURAND, JENNIFER	\$	654.49	6/11/2020 A
192001108 ENGSTRAN, PAUL	\$	65.00	6/11/2020 A
192001109 GRAVLEY, STEPHEN	\$	1,314.68	6/11/2020 A
192001110 HIGGINS, SHEILA	\$	361.96	6/11/2020 A
192001111 HJELM, GREGORY	\$	151.35	6/11/2020 A
192001112 INDLECOFFER, TRACI	\$	154.13	6/11/2020 A
192001113 KATH, ABBY	\$	337.50	6/11/2020 A
192001114 KENDALL, NICOLE	\$	75.34	6/11/2020 A
192001115 KNOPS, ROXANNE	\$	31.65	6/11/2020 A
192001116 KORNBAUM, ALLEKS	\$	515.76	6/11/2020 A
192001117 LAMWERS, DAVID	\$	624.65	6/11/2020 A
192001118 LANIGAN, CHERYL	\$	503.54	6/11/2020 A
192001119 LAVALLEY, NICOLE	\$	400.99	6/11/2020 A
192001120 LEMIEUX, TAMARA	\$	50.03	6/11/2020 A
192001121 MARIER, JAMES	\$	426.37	6/11/2020 A
192001122 MISGEN, MARK	\$	500.00	6/11/2020 A
192001123 MOORE, JENNIFER	\$	195.00	6/11/2020 A
192001124 NORCROSS, MICHELE	\$	66.86	6/11/2020 A
192001125 NYREN, DELROY	\$	240.81	6/11/2020 A
192001126 OGDEN, TERESA	\$	86.71	6/11/2020 A
192001127 OTTAVIANI, AMY	\$	88.94	6/11/2020 A
192001128 PEPER, ALLISON	\$	97.00	6/11/2020 A
192001129 PERRON, MARGARET	\$	161.00	6/11/2020 A
192001130 PUJOLS, JUAN	\$	335.88	6/11/2020 A
192001131 QUARFOTH, LYNN	\$	119.00	6/11/2020 A
192001132 RAU, EMILY	\$	67.28	6/11/2020 A
192001133 ROESER, DANIEL	\$	383.28	6/11/2020 A
192001134 SATHER, JOELLE	\$	34.74	6/11/2020 A
192001135 SCANLON, EMILY	\$	20.00	6/11/2020 A
192001136 SCHMID, NICOLE	\$	573.57	6/11/2020 A

192001137	SHELSTAD, JACQUALINE	\$	141.16	6/11/2020	A
192001138	SICARD, HEIDI	\$	79.99	6/11/2020	A
192001139	SKOGEN, MATTHEW	\$	240.00	6/11/2020	A
192001140	STOFFEL, JAMES	\$	26.23	6/11/2020	A
192001141	SULLIVAN, MAUREEN	\$	197.36	6/11/2020	A
192001142	TAYLOR, LA'SONYA	\$	119.48	6/11/2020	A
192001143	THILL, MARYCLARE	\$	20.70	6/11/2020	A
192001144	THOM, NANCY	\$	75.00	6/11/2020	A
192001145	TREICHEL, SHANNON	\$	40.00	6/11/2020	A
192001146	WALD, TIMOTHY	\$	390.00	6/11/2020	A
192001147	WANLESS, TAMELA	\$	163.44	6/11/2020	A
192001148	WILLEMSEN, ABBY	\$	245.20	6/11/2020	A
192001149	WILLIAMS, LAURA	\$	426.65	6/11/2020	A
192001150	XU, HUI	\$	326.70	6/11/2020	A
192001151	YOUNKER, KATHRYN	\$	30.31	6/11/2020	A
192001152	ZICKERMANN, JORDAN	\$	1,170.65	6/11/2020	A
192001153	ATKINS, SARAH	\$	49.88	6/25/2020	A
192001154	BABIASH, JENNIFER	\$	325.00	6/25/2020	A
192001155	BEACH, RODNEY	\$	226.55	6/25/2020	A
192001156	BERNIER, CARYN	\$	155.55	6/25/2020	A
192001157	BREWER, ROBERT	\$	236.51	6/25/2020	A
192001158	BUBERL, AMBER	\$	10.35	6/25/2020	A
192001159	BUTTERS, CRYSTAL	\$	33.00	6/25/2020	A
192001160	CARLINSCHAUER, KYLE	\$	348.86	6/25/2020	A
192001161	COOK, TRACY	\$	195.00	6/25/2020	A
192001162	DEUEL, LYN	\$	28.95	6/25/2020	A
192001163	DONAHOE, TRACI	\$	100.29	6/25/2020	A
192001164	DRANGE, ANGELA	\$	71.22	6/25/2020	A
192001165	FINKE, CARLA	\$	25.00	6/25/2020	A
192001166	HARRIMAN, GRETCHEN	\$	445.78	6/25/2020	A
192001167	HORAZDOVSKY, LEILA	\$	61.18	6/25/2020	A
192001168	JAGIELLA, ERIKA	\$	234.99	6/25/2020	A
192001169	KALLAS, MELISSA	\$	10.35	6/25/2020	A
192001170	KAZMIERCZAK, WAYNE	\$	195.00	6/25/2020	A
192001171	KENT, SHEILA	\$	52.90	6/25/2020	A
192001172	KOVACS, JAMIE	\$	543.50	6/25/2020	A
192001173	LARSON, BOBBIE	\$	328.24	6/25/2020	A
192001174	LAVALLEY, NICOLE	\$	15.75	6/25/2020	A
192001175	LEAFBLAD, RACHEL	\$	27.61	6/25/2020	A
192001176	LEININGER, JOHN	\$	98.29	6/25/2020	A
192001177	LUKNIC, JONATHAN	\$	620.00	6/25/2020	A
192001178	LUNDBLAD, ANGELA	\$	56.35	6/25/2020	A
192001179	MADER, SETH	\$	106.51	6/25/2020	A
192001180	MAITA, TAYLOR	\$	428.94	6/25/2020	A
192001181	MARTIN, JESSICA	\$	78.63	6/25/2020	A
192001182	MATUZAK, KATHERINE	\$	81.68	6/25/2020	A
192001183	MENIER, MATTHEW	\$	780.00	6/25/2020	A

192001184 MEUWISSEN, MATTHEW	\$	283.26	6/25/2020 A
192001185 MIRON, ARIANA	\$	195.00	6/25/2020 A
192001186 MORRIS, BRIAN	\$	52.33	6/25/2020 A
192001187 NACHTSHEIM, JOHN	\$	122.76	6/25/2020 A
192001188 OUREN, LISA	\$	605.92	6/25/2020 A
192001189 PIERRE, CHRISTINA	\$	259.95	6/25/2020 A
192001190 REBER, JODY	\$	229.98	6/25/2020 A
192001191 RISENG, DAG	\$	847.03	6/25/2020 A
192001192 ROUSH, ROBIN	\$	18.52	6/25/2020 A
192001193 RUHLAND, JENNIFER	\$	84.53	6/25/2020 A
192001194 SALENGER, SETH	\$	65.18	6/25/2020 A
192001195 SAMPOANG, DESSERAY	\$	160.83	6/25/2020 A
192001196 SCHMIDT, DANIEL	\$	1,139.26	6/25/2020 A
192001197 SCHMID, NICOLE	\$	650.00	6/25/2020 A
192001198 SCHULTE, VANESSA	\$	18.63	6/25/2020 A
192001199 SHELSTAD, JACQUALINE	\$	82.48	6/25/2020 A
192001200 SKILDUM, JULIE	\$	49.37	6/25/2020 A
192001201 SMITH, KATHLEEN	\$	44.27	6/25/2020 A
192001202 STOFFEL, JAMES	\$	155.28	6/25/2020 A
192001203 STREIFF OJI, CHRISTINA	\$	455.00	6/25/2020 A
192001204 THIBAULT, DEBRA	\$	395.00	6/25/2020 A
192001205 TREANOR, SARAH	\$	35.00	6/25/2020 A
192001206 VAN ARRAGON, JANEL	\$	200.00	6/25/2020 A
192001207 VETTE, MARISA	\$	195.00	6/25/2020 A
192001208 WALD, TIMOTHY	\$	261.40	6/25/2020 A
192001209 WATTERS, LAURA	\$	366.31	6/25/2020 A
192001210 WIECZOREK, THOMAS	\$	195.00	6/25/2020 A
	\$	3,949,895.86	

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: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$400 for Band Donation	Shelley Jarnagin	White Bear Lake Area High School – South Campus
\$250 for End of Year for 2020 Graduates	Firefly Computers	White Bear Lake Area High School – South Campus
\$19.55 for Students Meal Account Balance	Jeffrey Gunelson	White Bear Lake School District – Nutrition Services
\$18.90 for Students Meal Account Balance	Paul Corcoran	White Bear Lake School District – Nutrition Services
17.20 for Students Meal Account Balance	Sarah Nault	White Bear Lake School District – Nutrition Services
10.00 – Give to the Max Day – dedicated to Art Department	Ann Meyer	Area Learning Center
\$50 for Student Activities	Marcia Savela	Birch Lake Elementary School
\$43.60 for Students Meal Account Balance	Jenny Boxrud	White Bear Lake School District – Nutrition Services
\$10 for Fieldtrips	Target C/O CyberGrants, LLC	Hugo Elementary School
\$32.70	Anonymous	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
--

YOSHY CRISPIN – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 09/12/2018
Effective Date: 06/10/2020

MELONY FOLLMER – Accounts Payable Clerk, District Center
Employed by District 624 since 07/28/2014
Effective Date: 07/03/2020

BETH FRISCH – Nutrition Services Assistant, Matoska Elementary
Employed by District 624 since 09/05/2017
Effective Date: 06/05/2020

LAURIE JOHNSON – Program Assistant Leader, Matoska Elementary
Employed by District 624 since 04/27/2015
Effective Date: 06/10/2020

DONALD LONGENDYKE – Program Assistant Leader, Vadnais Heights Elementary
Employed by District 624 since 01/07/2019
Effective Date: 06/10/2020

LAUREN PETERS – Program Assistant Leader, Lincoln Elementary
Employed by District 624 since 01/20/2020
Effective Date: 06/10/2020

SHRADDHA PINGALE – Program Assistant Leader, Hugo Elementary
Employed by District 624 since 10/03/2016
Effective Date: 06/10/2020

LUCY WILLINGHAM – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 10/05/2016
Effective Date: 06/10/2020

RESIGNATION/TERMINATION/NON-RENEWAL– CERTIFIED STAFF

REAGAN CERZA – Special Education Teacher, Matoska Elementary
Employed by District 624 since 08/20/2014
Effective Date: 06/08/2020

JILL FOLKERS – Mathematics Teacher, WBLAHS – North Campus
Employed by District 624 since 08/20/2014
Effective Date: 06/08/2020

DAG RISENG–Special Education Teacher, Otter Lake Elementary
Employed by District 624 since 08/22/2016
Effective Date: 06/08/2020

MATTHEW STEPHENS–Language Arts Teacher, WBLAHS – North Campus
Employed by District 624 since 08/21/2017
Effective Date: 06/08/2020

RETIREMENT– CLASSIFIED STAFF

MONICA DOLAN– Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 02/22/1999
Effective Date: 06/05/2020

CYNTHIA HEANEY– Media Clerk, Willow Lane Elementary
Employed by District 624 since 08/26/1988
Effective Date: 06/05/2020

MICHAEL MEYERS– Bus Driver, Bus Garage
Employed by District 624 since 04/15/2015
Effective Date: 07/31/2020

RETIREMENT– PROFESSIONAL

REBECCA(ANN) MALWITZ– Professional Learning and Development Coord., District Center
Employed by District 624 since 08/01/1998
Effective Date: 09/07/2020

THOMAS WIECZOREK– Director of Finance, District Center
Employed by District 624 since 08/16/2017
Effective Date: 07/31/2020

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF
--

STACY BERTELSEN – From Extended Day & Lunchroom Assistant, Otter Lake Elementary
To Admin Assistant – Out of School Time Programs
\$19.09 per hr., 40.0 hrs. per week
Effective Date: 06/10/2020

CATHRYN LACHENMEYER – From PT Pupil Support & Lunchroom Assistant, Lincoln Elementary
To Pupil Support Assistant
\$19.53 per hr., 32.5 hrs. per week
Effective Date: 09/07/2020

LAURIE MENCKE – From PT Nutrition Services Assistant, WBLAHS – North Campus
To Nutrition Services Elementary Manager, Birch Lake Elementary
\$20.10 per hr., plus Certification 4, \$.95 per hr., 31.25 hrs. per week
Effective Date: 07/01/2020

TEMPORARY CHANGE IN ASSIGNMENT – CERTIFIED STAFF

ANGELA NELSON – From Associate Principal, WBLAHS – North Campus
To Principal, WBLAHS – North Campus
\$149,143.00
Effective Date: 2020-2021 School Year

FULL TIME LEAVE OF ABSENCE – CERTIFIED STAFF

KRISTI JOSTING–1st Grade Teacher, Hugo Elementary
Employed by District 624 since 08/21/2013
Effective Date: 2020-2021 School Year

BENJAMIN NAKAGAKI– Math Teacher, WBLAHS – North Campus
Employed by District 624 since 08/25/2005
Effective Date: 2020-2021 School Year

PART TIME LEAVE REQUEST – CERTIFIED STAFF

AIMIE POLLARD– Speech/Language Pathologist, Hugo & Oneka Elementary
Position .8 FTE (Leave .2FTE)
Effective Date: 2020-2021 School Year

NEW PERSONNEL – CLASSIFIED STAFF

SCOTT STARK– Custodian, WBLAHS – South Campus and Vadnais Heights Elementary
\$19.09 per hr., plus \$.30 Shift Diff., 40 hrs. per week
Effective Date: 0713//2020

NEW PERSONNEL – CERTIFIED STAFF

ALICIA ARNAL– .8 FTE Licensed School Nurse, WBLAHS – South Campus
BA Step 11, \$47,863.20
Effective Date: 2020-2021 School Year

HUSSEIN ARRALE– Math Teacher, Central Middle School
MA Step 8, \$63,615
Effective Date: 2020-2021 School Year

ALEX DAHM– .9 FTE Business Education Teacher, WBLAHS – North Campus
BA Step 1, \$41,093.10
Effective Date: 2020-2021 School Year

JENNI DELUCA– .7 FTE Intervention Teacher, Lakeaires Elementary
BA+45 Step 4, \$36,346.10
Effective Date: 2020-2021 School Year

JENA LEVELIUS– Music Teacher, Birch Lake, Matoska & Otter Lake Elementary
BA Step 4, \$48,494.00
Effective Date: 2020-2021 School Year

WILLIAM THORSON– .8 FTE Mathematics Teacher, WBLAHS – North Campus
MA Step 7, \$48,448.00
Effective Date: 2020-2021 School Year

TYRIE WILLIAMS– .5 FTE Choir Teacher, Central Middle School
MA Step 3, \$26,377.00
Effective Date: 2020-2021 School Year

NEW PERSONNEL – NON-AFFILIATED

DANNY VOLBRECHT– Grounds Supervisor, Bus Garage
\$75,757 (Prorated based on start date \$74,882.88)
Effective Date: 07/06/2020

LONG TERM SUBSTITUTE – CERTIFIED STAFF

ALICIA ARNAL– .2 FTE Licensed School Nurse, District Wide
BA Step 11, \$11,965.80
Effective Date: 2020-2021 School Year

JAYSA DERMODY – .5 FTE Intervention Teacher, Otter Lake Elementary
MA+60, Step 2, \$27,808.00
Effective Date: 2020-2021 School Year

ALEXANDRA HARDING – 3rd Grade Teacher, Oneka Elementary
MA, Step 2, \$51,626.00
Effective Date: 2020-2021 School Year

ABIGAIL THAO – .8 FTE Math Teacher, WBLAHS – North Campus
BA, Step 1, \$36,527.00
Effective Date: 2020-2021 School Year

ERIN WELTER – Special Education Teacher, WBLAHS – North Campus
BA, Step 1, \$6,825.32
Effective Date: 08/28/20 through 10/09/2020

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.

C. INFORMATION ITEMS

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **July 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: **Review of Minnesota State High School League
“Why We Play” Training Video**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent
Brian Peloquin, Director of Student Activities
Don Bosch, Principal WBHS-South Campus
Angela Nelson, Principal WBHS – North Campus**

BACKGROUND:

The Minnesota State High School League requires our School Board to review the “Why We Play” training video, which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs, prior to approving the 2020-21 Resolution for Membership.

The School Board members have reviewed the video prior to the meeting.

The Minnesota State High School League resolution for membership will be approved in Operational Item E-5.

AGENDA ITEM: **Overview of Equity Audit Report**

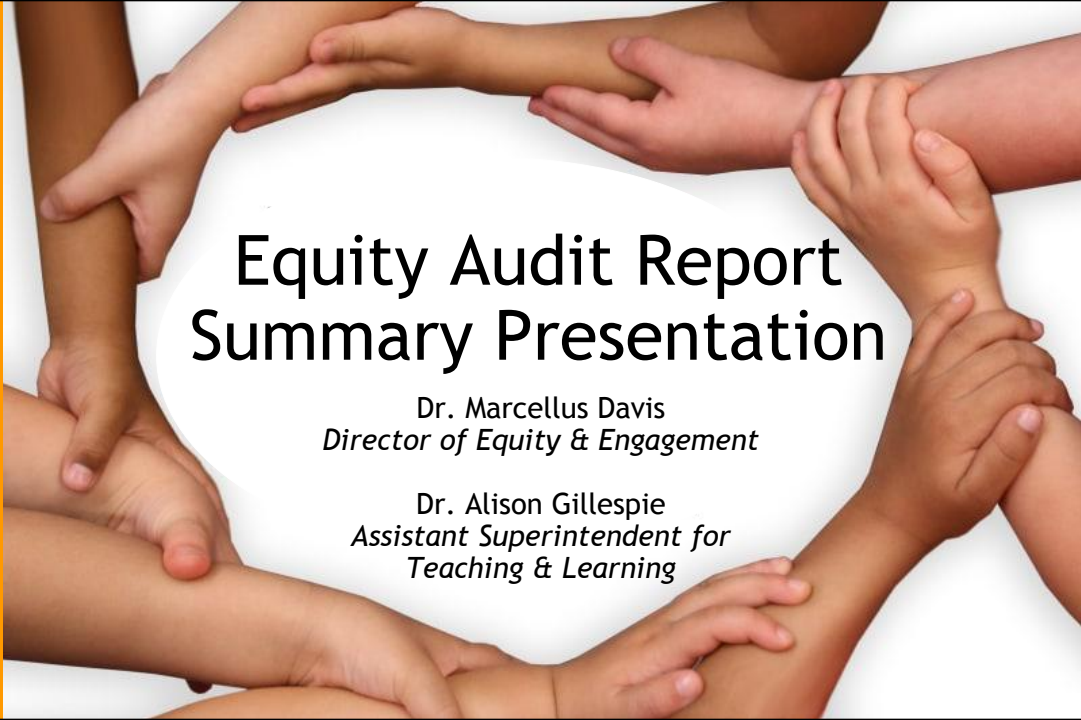
MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**
Dr. Alison Gillespie, Assistant Superintendent for
Teaching and Learning
Dr. Marcellus Davis, Director of Equity and Engagement

BACKGROUND:

Dr. Alison Gillespie, Assistant Superintendent for Teaching & Learning and Dr. Marcellus Davis, Director of Equity & Engagement, will provide an overview of the Equity Audit Report presentation that was part of a special School Board work session on Thursday, July 9. The overview will include the following: 1) Brief Overview and Major Findings, 2) Equity Audit Report Focus Areas, 3) Data Review and Recommendations, and 4) Commitment to Action - Equity Audit Response.



Equity Audit Report Summary Presentation

Dr. Marcellus Davis
Director of Equity & Engagement

Dr. Alison Gillespie
*Assistant Superintendent for
Teaching & Learning*

White Bear Lake Area Schools Equity Commitment

Equity Commitment

To nurture the whole student, we disrupt systemic inequities by recognizing, honoring, and embracing all cultures with humility and respect.

4-Way Equity Decision Making Protocol

1. How does this help to provide opportunities to students who have been marginalized within the system in the past?
2. How does this help to ensure equitable access for all?
3. How does this help to eliminate barriers based on race/ethnicity, gender, disability, age, or other protected groups?
4. How does this ensure that the same rigorous standards for academic performance exist for all students?

Brief Overview and Major Findings



Purpose of the Equity Audit

1. To understand the factors that contribute to achievement inequities in White Bear Lake Area Schools and identify areas of significant performance differences
2. To assist the district in identifying professional development and educational interventions to reduce achievement gaps and enhance school success for all students.

What Questions Does This Equity Audit Address?

1. What does current district data reveal about achievement inequities in our district?
2. What factors do staff, students, and parents identify as contributing to achievement inequities?
3. What initiatives (district-level, school-level, classroom-level) can be implemented to building cultural competency and enhance students' schooling experience?

Equity Audit Methodology

Quantitative Data

- Surveys
 - Families
 - Students
 - Staff
 - Administrators

Qualitative Data

- Focus Groups
 - Central MS
 - Sunrise Park MS
 - WBLAHS - North Campus
 - WBLAHS - South Campus
 - ALC
- Youth Participatory Action Research (YPAR)

Major Findings

- **Achievement Disparities**

WBLAS children of color and children of low socioeconomic status achieve statistically below their White peers.

- **Discipline Disparities**

Students of color and low-income students are receiving disciplinary referrals at a disproportionate rate to their white peers.

- **Relationship/Communication Disparities**

Families/students of color and low-income students/families do not feel connected, heard, or expected to achieve in our district.

- **Leadership and Staff Capacity and Willingness to Change**

Staff have a deep capacity and willingness to change. This is significant because research suggests these two aspects are most necessary in education reform.

Focus Areas



Eight Focus Areas

1. Accepting/ marginalizing students' identity and voice
2. Culturally relevant school leadership, teaching, and curriculum
3. Discriminatory behavior and practices
4. School culture and climate
5. School community relations
6. Thoughts on achievement gaps
7. Thoughts on discipline
8. Teacher rating and expectations

Data Review and Recommendations



Accepting or Marginalizing Student Identity and Voice

- Minoritized students do not always feel their racial and ethnic identity of cultural heritage and language are represented within the schools.
- These students often feel marginalized within the district, where White culture is celebrated as the norm and reinforced with an overall color-blind approach by many teachers.

Culturally Responsive School Leadership Teaching and Curriculum

Student Focus Groups

- Students perceive a lack of evidence of Culturally Relevant Schooling.
 - Strong disappointment with the lack of racial and ethnic diversity amongst their teaching staff
- Students expressed doubt in their teachers' abilities to handle issues of race and culture with seriousness and rigor.

Survey Data

- **This is the lowest rated Equity Area, needing serious attention.**
- Students, staff, and administrators all lack confidence that the district is either competent or making gains in this area.
- Finally, much deeper connections are needed with homes and communities of color.

Overall, there is a lack of evidence of Culturally Relevant Schooling in White Bear Lake.

Discriminatory Behaviors and Practices

- Discriminatory behaviors were identified as exhibited by the students and teachers/ administrators.
 - Students noted several times the tension between white students and students of color
 - More than once respondents stated white students attempting to initiate conflict with students of color, in addition to microaggressions, shaming, and encroachment into physical space.

School Culture and Climate

Student Focus Groups

- Responses were very split and even more so along racial line.
- Many of the students indicated that they had good experiences attending WBLAS, but are concerned with the following:
 - Racism
 - Racialized and ELL bullying
 - Disappointment with the lack of racial diversity staffing.

Survey Data

- Minoritized students and parents feel.
 - Race plays a significant role in how they are treated.
 - Data interprets they feel the school/ district climate as being hostile.

School Community Relationship

Focus Groups

- Students indicated that their cultural knowledge goes unrecognized by educators in our district.
- Minoritized students cited an adversarial relationship between the school (teachers/staff/administrators) and parents.

Survey Data

- Overall, all (families, staff, students) believe the school-community relations are not as good as they should be.
- Parents did not feel invited in their student(s) buildings or did not feel that the staff/administrators were approachable.

Thoughts on Achievement Gap

- Data reveals stakeholder perceptions on why the achievement gap is present in WBLAS.
 - White students, teachers, and other staff seem to blame minoritized students for the Achievement Gap.
 - Others listed SES as a reason
 - Whites students feel minoritized students don't care about grades.

Thoughts on Discipline Gap

Focus Groups

- White students, teachers, and other staff seem to blame minoritized students for being overrepresented in discipline.
- Students of color are often over surveillanced and reported feeling subjected to racialized bullying.

Survey Data

- **District employees feel this is something they are responsible for and that they can address.**
- While some educators likely blame students and communities for the discipline gap, this score demonstrates a willingness (i.e., capacity) to take responsibility and address the discipline gap.

Expectations and Teacher Ratings

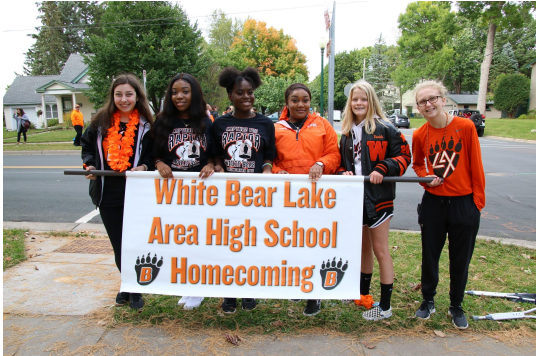
Focus Groups

- Participants perceive different expectations for students based on race, ethnicity, socioeconomic status, and academic status.

Survey Data

- Minoritized students and parents believe that teachers do not have high expectations for minoritized students.
- The data indicates that this is true!
- Teachers and administrators do not recommend minoritized students for advanced classes, engage them in class in positive ways, or have high expectations for their behavior and learning.

Commitment to Action - Equity Audit Response



Immediate Priorities

- Further implementation of professional development around critical self-reflection for all district staff
- Strengthen and systematize YPAR opportunities
- Enhance authentic student engagement opportunities
 - Student leadership
 - Student racial and cultural affinity groups
- Examine and enhance curriculum starting with:
 - US History
 - K-12 Science

Immediate Priorities

- Examine policies that contribute to inequities starting with:
 - Equity and Inclusion
 - Hate Speech
 - Student Discipline
- Examine practices that contribute to inequities starting with:
 - Grading
 - Dress Code
 - Student Discipline
 - Enhance staff hiring protocol
- Implement Equitable Family Engagement Framework and strengthen opportunities for community and family engagement

Where do we go from here?

- 3-5 year Equity/ Race Equity Action Plan development
 - aligned to Strategic Plan
 - inclusive of Achievement and Integration and World's Best WorkForce plans
- Increased Professional Development opportunities for leaders and staff.
- Community Collaboration through *Many Faces*



E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Refinancing of 2013 and 2014 Leases**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Recall that at the regular School Board meeting on June 8, the Board passed the *Resolution Stating the Intention of the School Board to Issue a Lease-Purchase Financing and Refunding Certificates of Participation, Series 2020B*. This refinancing relates to the 2013 and 2014 gymnasium additions at Lakeaires, Matoska, and Willow Lane Elementary Schools.

The sale of the Refunding Certificates occurred on July 9, 2020 and was approved by School Board Chair Mullin and Superintendent Kazmierczak as authorized by the School Board. The next step in the process is for the School Board to ratify the sale.

The low bidder was Hilltop Securities with a true interest cost of 0.969%, which will result in a savings of approximately \$890,000 in interest over the life of the repayment schedule. The district's municipal advisers from Ehlers, Inc., Shelby McQuay and/or Greg Crowe, will present an overview of the process and bid results at the School Board meeting on Monday, July 13.

RECOMMENDED ACTION: Move to approve the *Resolution Relating to a Lease-Purchase Financing and Refunding Certificates of Participation, Series 2020B; Authorizing the Issuance, Determining the Form and Details, Ratifying the Award of the Sale, and Authorizing the Execution, Delivery, and Registration* as presented.

CERTIFICATION OF MINUTES
RELATING TO
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2020B

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
WHITE BEAR LAKE, MINNESOTA

BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING: A regular meeting, held on July 13, 2020, at 5:30 o'clock p.m., by telephone or other electronic means, as permitted by Minnesota Statutes, Section 13D.021 or any other law.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO A LEASE-PURCHASE FINANCING AND
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2020B;
AUTHORIZING THE ISSUANCE, DETERMINING THE FORM AND DETAILS,
RATIFYING THE AWARD OF THE SALE, AND AUTHORIZING THE
EXECUTION, DELIVERY, AND REGISTRATION**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of July, 2020.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

HELD: JULY 13, 2020

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), White Bear Lake, Minnesota, was duly held on July 13, 2020, at ____ o'clock p.m., by telephone or other electronic means, as permitted by Minnesota Statutes Section 13D.021, or any other law for the purpose, in part, of ratifying the sale of the approximately \$7,345,000 Refunding Certificates of Participation, Series 2020B of the District.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO A LEASE-PURCHASE FINANCING AND
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2020B;
AUTHORIZING THE ISSUANCE, DETERMINING THE FORM AND DETAILS,
RATIFYING THE AWARD OF THE SALE, AND
AUTHORIZING THE EXECUTION, DELIVERY, AND REGISTRATION**

BE IT RESOLVED by the School Board of Independent School District No. 624

(White Bear Lake Area Schools), State of Minnesota, as follows:

Section 1. Authorization and Sale.

1.01 Authorization. At a meeting held June 8, 2020, this Board determined to sell and issue Refunding Certificates of Participation, Series 2020B of Independent School District No. 624 (White Bear Lake Area Schools) (the "Issuer" or the "District"). Said Certificates shall hereinafter be referred to as the "Certificates" or the "Refunding Certificates" to provide funds to refund and prepay, through a current refunding, the Previous Leases dated as of March 1, 2013, December 18, 2013 and January 17, 2014, by and between Wells Fargo Municipal Capital Strategies, LLC as lessor and the School District, as lessee (the "Previous Leases"). This Board finds it necessary and expedient for Independent School District No. 624 (White Bear Lake Area Schools) (the "School District") to enter into a Ground Lease Agreement, a Refunding Lease Agreement and a Trust Agreement, and to sell and issue its Refunding Certificates of Participation, Series 2020B Evidencing the Proportionate Interest of the Registered Owners thereof in Lease Payments to be made by Independent School District No. 624 (White Bear Lake Area Schools) pursuant to a Refunding Lease Agreement (the "Certificates") in the total aggregate principal amount of \$_____. The proceeds of the Certificates, together with other available funds of the School District, shall provide funds to refund through a current refunding, and to pay the principal amounts being called of the Previous Leases on July 30, 2020 (the "Call Date"), and to pay related financing costs. The Previous Leases have not previously been refunded.

1.02 Sale. The Board has determined that the Certificates shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2. The proposal of _____ (the "Original Purchaser") to purchase the Certificates at a price of \$_____ plus interest accrued to settlement was accepted by the Superintendent or Assistant Superintendent for Finance and Operations and a Board officer on July 9, 2020 pursuant to the June 8, 2020 resolution of the Board and the award of the sale of the Certificates to the Original Purchaser is hereby ratified in all respects.

1.03 Execution of Documents. The endorsement of the acceptance on both copies of the Certificate Purchase Agreement by the Superintendent or Assistant Superintendent for

Finance and Operations and a Board officer is hereby ratified in all respects.

1.04 Debt Service Savings. Minnesota Statutes Section 475.67, authorizes the issuance of refunding obligations for the purpose of saving debt service costs. It is hereby found and determined that the issuance of the Certificates and the current refunding of the Previous Leases as contemplated by this Resolution and the Trust Agreement will result in substantial debt service savings to the Issuer.

1.05 Redemption of Previous Leases. (a) The Previous Leases shall be redeemed and prepaid on July 30, 2020, in accordance with the terms and conditions of the Notice of Call for Redemption attached hereto as EXHIBIT A, which terms and conditions are hereby approved and incorporated herein by reference. The Trustee shall no less than forty-five (45) days prior to the redemption date direct the Registrar or Paying Agent for the Previous Leases to cause the Notice of Call for Redemption to be mailed to registered owners of the Previous Leases not less than thirty (30) days before the redemption date. The form of the Notice of Call may contain such additional information or different provisions concerning the redemption as may be requested by the Paying Agent for the Previous Leases.

In addition, the Trustee shall cause notice of redemption to be given no later than thirty (30) days after the date of issuance of the Certificates in compliance with Minnesota Statutes, Section 475.67, Subdivision 7 and shall give notice as required by Minnesota Statutes, Section 475.67, Subdivision 10 at the times and in the manner specified therein.

(b) **Compliance.** The Certificates shall provide moneys for a current refunding of the Previous Leases. It is hereby determined and declared that the refunding of the Previous Leases complies with Minnesota law, and is consistent with the covenants made with the holders thereof. The School District has observed and complied with all of the obligations and covenants made by the School Board in connection with the issuance of the Previous Leases.

(c) **Security.** Until retirement and prepayment of the Previous Leases, all provisions made for the security of the Previous Leases shall be observed by the School District.

(d) **Supplemental Resolution.** The resolutions of the School Board authorizing the issuance of the Previous Leases are hereby supplemented to the extent necessary to give effect to the provisions of this resolution.

1.06 Compliance with Law. All acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to the issuance of the Lease and the Certificates having been done, having happened and having been performed in regular and due form, time and manner as required by law, it is necessary for this Board to establish the form and terms of the Certificates, to approve the execution of documentation relating thereto, and to provide for the issuance of the Certificates forthwith.

1.07 Appropriation of Funds. The proceeds of the Refunding Lease Agreement and the Certificates, the sums to be received from U.S. Bank National Association, as Trustee under the Trust Agreement after the prepayment of the Previous Leases, and the amounts directly appropriated from funds on hand, each amount as enumerated in the Trust Agreement, are appropriated for the purposes specified in the Trust Agreement and shall be deposited with the Trustee pursuant to the Trust Agreement.

Section 2. Documentation; Certificate Terms; Execution and Delivery.

2.01 Financing Documents. There will be prepared the following documents, both of which shall be placed on file in the office of the Clerk:

- (a) Refunding Lease Agreement dated as of July 30, 2020, by and between the School District and U.S. Bank Trust National Association, as trustee (the "Trustee");
- (b) Ground Lease Agreement dated as of July 30, 2020 by and between the School District and the Trustee; and
- (c) Trust Agreement dated as of July 30, 2020, by and between the School District and the Trustee.

Upon review by Bond Counsel, such documents are approved, with such variations, insertions and additions as are deemed appropriate by the parties and approved by counsel to the School District. The provisions of those agreements are approved and incorporated herein by reference.

2.02 Execution. Upon finalization of the documents described above, and the execution thereof by the other parties thereto, the Chair and Clerk, or other designated signatories acting on their behalf, shall execute and deliver such documents on behalf of the School District. The Chair and Clerk (or their designated signatories) shall execute on behalf of the School District such other contracts, certifications, documents or instruments as Bond Counsel to the School District shall require (including the Continuing Disclosure Certificate), and all certifications, recitals, warranties and representations therein shall constitute the certifications, recitals, warranties and representations of the School District. Execution of any instrument or document by one or more appropriate officers of the School District shall constitute and shall be deemed conclusive evidence of the approval and authorization by the School District and the Board of the instrument or document so executed.

2.03 Certificate Maturities, Interest Rates and Denominations. The Trustee is authorized and directed to execute and deliver \$_____ principal amount of the Certificates pursuant to, containing the terms and provisions, and in the manner specified in the Trust Agreement, which Certificates shall mature on April 1 in the respective years and amounts stated below and shall bear interest from the date of issue until paid at the respective annual rates set forth opposite such years and amounts, as follows:

Maturity Date	Amount	Rate
--------------------------	---------------	-------------

2.04. Redemption of Certificates.

Redemption. (a) Optional Redemption. The Certificates are not subject to optional redemption and prepayment prior to maturity.

(b) Mandatory Redemption.

(1) The Certificates maturing on April 1, ____ are subject to mandatory redemption at a redemption price equal to the principal amount of the Certificates to be redeemed plus interest accrued thereon to the date fixed for redemption on April 1 in the years and principal amounts set forth below:

<u>Year</u>	<u>Amount</u>
-------------	---------------

(2) The procedures for mandatory redemption shall be as provided in Article II of the Trust Agreement.

(c) Extraordinary Redemption. The Certificates shall be subject to extraordinary redemption and prepayment, in whole or in part, at the option of the District on any date, in certain cases of damage, destruction or condemnation as described in Article VI of the Lease-Purchase Agreement, and subject to a determination by the District that rebuilding, restoration and replacement of the Project would not be economically feasible. Certificates redeemed, pursuant to extraordinary

redemption shall be redeemed at a price of par plus accrued interest, and, if redeemed in part, shall be redeemed in such order as the District shall determine.

Section 3. Certifications; Rebate Requirements; Nondesignation as Qualified Tax-Exempt Obligations, Arbitrage Reporting.

3.01 Arbitrage Rebate Exemption. It is hereby found and determined that all gross proceeds of the Certificates (other than gross proceeds held in a bona fide debt service fund) will be expended for the governmental purpose for which the Certificates are issued within six (6) months of the date of issuance of the Certificates. Therefore, the Issuer shall not be required to comply with the arbitrage rebate requirements of Section 148(f) of the Code with respect to the Certificates. However, if required by federal law or regulations, the Issuer will make such calculations and rebate payments at such times and in such manner as required to comply with Section 148 of the Code and the applicable Regulations pertaining thereto.

3.02 Nondesignation as Qualified Tax-Exempt Obligations. The Board finds that the reasonably anticipated amount of qualified tax-exempt obligations (other than private activity bonds) which will be issued by the School District during calendar year 2020 will exceed \$10,000,000. Thus, the Lease and the Certificates are not designated as "Qualified Tax-Exempt Obligations" for the purposes of Section 265 of the Code relating to the deduction of interest expenses allocable to the Certificates by financial institutions. The Lease and the Certificates issued to current refund the Previous Leases do not exceed the outstanding amount of the Previous Leases, and pursuant to Section 265(c) are not taken into account in determining status as a qualified small issuer.

3.03 Authentication of Transcript. The officers of the School District and the County Auditors of each County in which the School District is located in whole or in part are hereby authorized and directed to prepare and furnish to the Original Purchaser of said Certificates, and to the attorneys approving legality of the issuance thereof, certified copies of all proceedings and records of the School District relating to said Certificates and to the financial condition and affairs of the School District, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of said Certificates as they appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the School District as to the facts recited therein.

3.04 Covenant to Continue Tax Exemption. The School District covenants and agrees with the Owners from time to time of the Certificates herein authorized, that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest payable on the Certificates to become subject to taxation under the United States Internal Revenue Code; and that it will take, or it will cause its officers, employees or agents to take, all affirmative actions within its powers which may be necessary to insure that such interest will not become subject to taxation under the Internal Revenue Code. The term "Internal Revenue Code" or "Code" as used herein includes the Internal Revenue Code of

1986, as amended, and all regulations, amended regulations and proposed regulations issued thereunder, as now existing, or as hereafter amended or proposed.

3.05 Official Statement. The furnishing of the Official Statement to prospective purchasers of the Certificates is hereby ratified and confirmed, insofar as the same relates to the Certificates and the sale thereof.

3.06 Information Reporting. For purposes of compliance with the provisions of Section 149(e) of the Code, the School District shall submit to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Bonds are issued, a statement concerning the issue which meets the requirements of Section 149(e) (2).

3.07 Continuing Disclosure. The Chair and the School District Clerk are authorized and directed to execute and deliver a Continuing Disclosure Certificate to assist the Participating Underwriters in complying with SEC Rule 15c2-12(b)(5) for full disclosure (The "Rule"). The Continuing Disclosure Certificate shall be entered into for the benefit of the Holders of the Certificates and shall constitute the written undertaking required by the Rule to provide or cause to be provided to the MSRB, in an electronic format through the use of the Electronic Municipal Market Access system ("EMMA"), the annual financial information specified therein and to give notice of the occurrence of the Listed Events specified therein, each in the manner specified therein, as required by the Rule. The provisions of the Continuing Disclosure Certificate are incorporated herein as though fully specified in this paragraph.

3.08 Payment of Issuance Expenses. The School District authorizes the Trustee on behalf of the School District to pay issuance expenses from Certificate proceeds on the closing date.

The motion for the adoption of the foregoing resolution was duly seconded by
Member _____, and upon vote being taken

thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

AGENDA ITEM: **Action on 10-Year Long Term Facility Maintenance Plan**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

In 2015 the state legislature established the Long-Term Facilities Maintenance (LTFM) Revenue Program (123B.595) for school districts, intermediate, cooperatives and charter schools. This program replaced Health and Safety, Deferred Maintenance, and Alternative Facilities Bonding and Levy programs.

The District must annually update the plan, submit the plan to the commissioner for approval by July 31 and indicate whether the District will issue bonds to finance the plan. The next LTFM bond sale is scheduled for February, 2021 in the amount of \$25.5 million. The 10 year plan includes pay as you go levy revenue of \$4.4 million for FY 22 (pay 21), \$3 million each in FY 23 and FY 24 with the ongoing plan to levy \$3.5 million for pay as you go LTFM expenditures in FY 25 to FY 30.

Attached is the District's 10-Year Long-Term Facility Maintenance (LTFM) expenditure and revenue plans as well as a more detailed planning document that breaks down the next several fiscal years.

RECOMMENDED ACTION:

Approve the 10-year Long-Term Facility Maintenance Plan as presented.

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/18/2020										
624	<= Type in School District Number													
	WHITE BEAR LAKE SCHOOL DISTRICT		Change only if requiring levy adjustments	Payable 2020 LLC Certification	Current Estimate									
Calculations for Ten Year Projection		Pay 20												
		LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	Initial Formula Revenue													
6	Current year APU	57	9,857.20	9,892.95	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			9,892.95	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25	9,972.25
7	District average building age (uncapped)	451	51.50	51.50	52.50	53.50	54.50	55.50	56.50	57.50	58.50	59.50	60.50	60.50
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453	3,745,736	3,759,320	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456
11	Added revenue for Eligible H&S Projects > \$100,000 / site													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756			-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701			-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755			-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455	-		-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456	-		-	-	-	-	-	-	-	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)													
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457			-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	458			3,759,320	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456	3,789,456
	Old Formula revenue													
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	459	538,289	538,289	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			4,572,150	4,823,625	6,917,325	6,614,138	6,622,065	6,632,253	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765			4,572,150	4,823,625	6,917,325	6,614,138	6,622,065	6,632,253	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460	-		161,711	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	463			-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767			-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769			-	-	-	-	-	-	-	-	-	-

[illegible]

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-06	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.													
District Info.	Enter Information		District Info.	Enter Information									
District Name:	White Bear Lake area Schools		Date:										
District Number:	624		Email:	daniel.roeser@isd624.org									
District Contact Name:	Dan Roeser												
Contact Phone #	651-407-7633												
Fiscal Year (FY) Ending June 30													
Expenditure Categories			2020 (base year)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.													
Finance Code	Category (1)												
347	Physical Hazards		\$230,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000
349	Other Hazardous Materials		\$40,000	\$30,000	\$30,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
352	Environmental Health and Safety Management		\$285,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
358	Asbestos Removal and Encapsulation		\$80,000	\$65,000	\$65,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
363	Fire Safety		\$80,000	\$80,000	\$80,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
366	Indoor Air Quality		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Health and Safety Capital Projects			\$725,000	\$725,000	\$725,000	\$730,000	\$730,000	\$730,000	\$730,000	\$730,000	\$730,000	\$730,000	\$730,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year													
Finance Code	Category (2)												
358	Asbestos Removal and Encapsulation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety		\$0	\$150,000	\$0	\$278,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More			\$0	\$150,000	\$0	\$278,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151													
Finance Code	Category (3)												
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility													
Finance Code	Category (4)												
367	Accessibility		\$25,000	\$0	\$0	\$1,912,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects			\$25,000	\$0	\$0	\$1,912,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects													
Finance Code	Category (5)												
368	Building Envelope		\$1,000,000	\$90,000	\$70,000	\$180,000	\$70,000	\$390,000	\$75,000	\$575,000	\$75,000	\$875,000	\$75,000
369	Building Hardware and Equipment		\$208,457	\$90,000	\$75,000	\$80,000	\$70,000	\$85,000	\$80,000	\$60,000	\$90,000	\$90,000	\$90,000
370	Electrical		\$40,000	\$75,000	\$60,000	\$2,142,200	\$30,000	\$70,000	\$50,000	\$0	\$0	\$0	\$0
379	Interior Surfaces		\$617,014	\$170,000	\$190,000	\$155,000	\$185,000	\$385,000	\$215,000	\$165,000	\$215,000	\$215,000	\$215,000
380	Mechanical Systems		\$601,000	\$655,000	\$100,000	\$20,642,300	\$100,000	\$1,090,000	\$100,000	\$100,000	\$100,000	\$370,000	\$100,000
381	Plumbing		\$75,000	\$990,000	\$1,045,000	\$125,000	\$0	\$0	\$1,500,000	\$0	\$1,300,000	\$0	\$0
382	Professional Services and Salary		\$650,000	\$550,000	\$1,900,000	\$600,000	\$600,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
383	Roof Systems		\$6,417,089	\$100,000	\$100,000	\$1,000,000	\$870,000	\$100,000	\$100,000	\$750,000	\$340,000	\$590,000	\$1,340,000
384	Site Projects		\$641,440	\$195,000	\$135,000	\$155,000	\$345,000	\$150,000	\$150,000	\$620,000	\$150,000	\$130,000	\$450,000
Total Deferred Capital Expense and Maintenance			\$10,250,000	\$2,915,000	\$3,675,000	\$25,079,500	\$2,270,000	\$2,770,000	\$2,770,000	\$2,770,000	\$2,770,000	\$2,770,000	\$2,770,000
Total Annual 10-Year Plan Expenditures			\$11,000,000	\$3,790,000	\$4,400,000	\$28,000,000	\$3,000,000	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000

White Bear Lake Area Schools-Ten Year LTfM Plan
Revised 6/26/2020

FY 2020			FY 2021		
Door Replacement exterior	\$90,000	368	Door Replacement exterior	\$90,000	368
Door Replacement Interior	\$90,000	369	Door Replacement Interior	\$90,000	369
Fence Replacement	\$110,000	384	lighting and electrical replacement	\$75,000	370
Flooring replacement	\$145,000	379	Flooring replacement	\$90,000	379
Painting	\$100,000	379	Painting	\$80,000	379
Profesional services and salaries	\$650,000	382	Profesional services and salaries	\$550,000	382
Parking lot repairs/crackfilling	\$60,000	384	Parking lot repairs/crackfilling	\$100,000	384
Concrete Replacement	\$75,000	384	Concrete Replacement	\$95,000	384
Roofing Maintenance	\$100,000	383	Roofing Maintenance	\$100,000	383
Plumbing Replacement	\$75,000	381	Plumbing Replacement	\$100,000	381
District- HVAC Repairs	\$140,000	380	District- HVAC Repairs	\$150,000	380
Boiler Repairs	\$80,000	380	Boiler Repairs	\$70,000	380
Willow Roof 2/3 cost	\$375,638	383	ALC-Office HVAC replacement	\$120,000	380
Vadnais Roof 17,500sq ft	\$221,910	383	South Kitchen Freezer/cooler replacement	\$150,000	380
Normandy- Roof replacement entire	\$492,970	383	Lincoln Plumbing pipe replacement	\$890,000	381
HIPP-Roof-2/3 cost	\$281,471	383	Lincoln HVAC replacement (North)	\$150,000	380
ALC- Roof Replacement	\$319,295	383	Otter Lake- new freezer condensor	\$15,000	380
Sunrise- Roof Replacement	\$779,805	383	Lincoln-new fire alarm panel	\$150,000	363
Summer 2020 Roofs					
Matoska Roof (E,F,G,H)	\$146,000	383			
South Roof (ABCDEFR)	\$1,800,000	383			
Central Roof (D,D1,F,G,H,I,J,K,L,)	\$700,000	383			
North- Roof (A1,A2,A3,B1,B2,G1,G2,G3)	\$1,200,000	383			
North-Window completion (phase1)	\$245,000	368			
North -windows (phase2)-Summer 2020	\$300,000	368			
South and North-window blinds	\$150,000	379			
South Campus-flooring	\$100,000	379			
Birch Lake-gym floor replacement	\$112,000	379			
Various- Lighting replacement	\$40,000	370			
Otter Lake Tuckpointing-Phase 2	\$250,000	368			
Birch-Replace coat hooks and damaged ca	\$6,600	369			
South-Loading dock repairs	\$41,440	384			
District Freezer (condensors and evaporato	\$45,000	380			
Central/DC lot overlay-back, partial front	\$71,500	384			
ALC Parking lot overlay-entire	\$90,500	384			
Matoska- South lot overlay	\$65,000	384			
Otter Lake-HVAC project	\$336,000	380			
Central -Dishwasher	\$75,000	369			
Otter-Dishwasher	\$36,857	369			
Hipp-Ceiling repair/water damage	\$10,014	379			
Central,Otter,NC- ADA	\$25,000	367			
Lakeaires east concrete	\$15,000	384			
Hugo- main sidewalk repair	\$20,000	384			
DC,So,Sun,Mat,Lin sewer drain repairs	\$80,000	384			
Hugo-Windows old section-partial	\$40,000	368			
Matoska, Lin, -Path overlays	\$13,000	384			
DC-Window leak repair	\$75,000	368			
Health Safety	\$725,000		Health Safety	\$725,000	
Physical Hazards (\$230,000)		347	Physical Hazards (\$250,000)		347
Hazardous Materials (\$40,000)		349	Hazardous Materials (\$35,000)		349
Env, HS Management (\$285,000)		352	Env, HS Management (\$300,000)		352
Asbestos Removal (\$80,000)		358	Asbestos Removal (\$60,000)		358
Fire Safety (\$80,000)		363	Fire Safety (\$70,000) add lincoln FA		363
Indoor Air Quality (\$10,000)		366	Indoor Air Quality (\$10,000)		366
	\$11,000,000			\$3,790,000	
FY 2022			FY 2023		
TBD			TBD		
Door Replacement Exterior	\$70,000	368	Door Replacement Exterior	\$80,000	368
Door Replacement Interior	\$75,000	369	Door Replacement- Interior	\$80,000	369
Flooring Replacement	\$100,000	379	Flooring Replacement (various)	\$75,000	379
Painting	\$90,000	379	Painting	\$80,000	379
Profesional services and salaries	\$1,900,000	382	Profesional services and salaries	\$600,000	382
Parking lot repairs/crackfilling	\$75,000	384	Parking lot repairs/sealcoating	\$75,000	384
Concrete Replacement	\$60,000	384	Concrete Replacement	\$80,000	384
HVAC Replacement	\$100,000	380	HVAC Replacement	\$100,000	380
Roofing Maintenance	\$100,000	383	Roofing Maintenance	\$100,000	383
Birch- Plumbing pipe replacement	\$1,045,000	381	Window replacement	\$100,000	368
Various-electrical/lighting replacement	\$60,000	370	Lincoln- roof replacement	\$900,000	383
Health Safety	\$725,000	2/1/2021	Health Safety	\$730,000	
	\$4,400,000	\$25M Bond		\$3,000,000	
			Bond Projects (North Campus Renovation) \$25M		
			ACCESSIBILITY (ADA REQUIREMENTS)		
			Replace 2 sink and counter combinations	17,800	367
			Replace 12 drinking fountains	\$65,200	367
			Add wing walls at 12 drinking ftns	\$15,900	367
			Install door operators at 8 doors	\$33,500	367
			Install lift in choir rm	\$66,900	367
			Replace sink in rm 607	\$5,100	367
			Replace original louvered wood doors	\$250,000	367
			replace 3 egress doors	10,500	367
			replace 6 gates at top of bleachers	\$17,600	367
			Replace wood studs in aux gym with steel per c	15,600	367
			provide panic hardwre in 315 and 319	\$6,100	367

			replace 2 wood doors with fire rated metal in ha	6,400	367
			major ADA remodel 4 gang restrooms	\$678,100	367
			major ADA remodel of 11 private toilets	\$643,500	367
			Elevator update	\$80,000	367
			MECHANICALand PLUMBING		
			Replace heating plant with hi eff boilers	\$2,370,000	380
			Replace all existing classroom ventelation units	\$16,142,300	380
			Replace gym AHU's	\$430,000	380
			Replace auditorium AHU's	\$430,000	380
			Replace locker room AHU's	\$1,060,000	380
			Replace head end cooling system	\$50,000	380
			Replace original pneumatic controls w digital	\$60,000	380
			Replace domestic water heating system	\$110,000	381
			Replace the main domestic water so valves	15,000	381
			ELECTRICAL		
			Replace med volyage and open vault dist.	750,000	370
			Replace aging 208V dist and breakers	1,352,000	370
			replace lighting contraols in media ctr	6,000	370
			Replace egress lighting	34,200	370
			Replace fire alarm system	278,300	363
				25,000,000	
FY 2024 TBD			FY2025 TBD		
Door Replacement-Exterior	\$70,000	368	Door Replacement-Exterior	\$90,000	368
Door Replacement-Interior	\$70,000	369	Door Replacement-Interior	\$85,000	369
Flooring Replacement	\$95,000	379	Flooring Replacement	\$95,000	379
Painting	\$90,000	379	Painting	\$90,000	379
Profesional services and salaries	\$600,000	382	Profesional services and salaries	\$500,000	382
Parking lot repairs	\$75,000	384	Parking lot repairs	\$70,000	384
Concrete Replacement	\$70,000	384	Concrete Replacement	\$80,000	384
Lighting and electrical replacement	\$30,000	370	Lighting and electrical replacement	\$70,000	370
Roofing Maintenance	\$100,000	383	Roofing Maintenance	\$100,000	383
South- Roof replacement (athletic area)	\$770,000	383	HVAC Replacement and repairs	\$150,000	380
South track replace and repaint surface	\$200,000	384	Tuck Pointing	\$100,000	368
HVAC- replacement and repairs	\$100,000	380	Hugo-Dehumidification (1210-1215)	\$940,000	380
			South- classroom carpet	\$200,000	379
			Window Replacement(TBD)	200,000	368
Health Safety	\$730,000		Health Safety	730,000	
	\$3,000,000			\$3,500,000	
FY 2026 TBD			FY 2027 TBD		
Door Replacement-Exterior	\$75,000	368	Door Replacement-Exterior	\$75,000	368
Door Replacement-Interior	\$80,000	369	Door Replacement-Interior	\$60,000	369
Flooring replacement	\$125,000	379	Flooring replacement	\$75,000	379
Districtwide painting	\$90,000	379	Districtwide painting	\$90,000	379
Profesional services and salaries	\$500,000	382	Profesional services and salaries	\$500,000	382
Parking lot repairs	\$75,000	384	Parking lot repairs	\$60,000	384
Concrete repairs/replacement	\$75,000	384	Concrete repairs/replacement	\$60,000	384
Roofing Mtce	\$100,000	383	Roofing Mtce	\$100,000	383
Electrical and lighting replacement	\$50,000	370	Turf replace 2026 (new in 8/2015)	\$500,000	384
South-Plumbing replacement (phase1)	\$1,500,000	381	Tuck Pointing (various)	\$500,000	368
HVAC Replacement	\$100,000	380	Roof replacement (TBD)	\$650,000	383
			HVAC Replacement	\$100,000	380
Health Safety	\$730,000		Health Safety	\$730,000	2/1/2026
	\$3,500,000			\$3,500,000	\$25M Bond)
FY 2028 TBD			FY 2029 TBD		
Door Replacement-Exterior	\$75,000	368	Door Replacement-Exterior	\$75,000	368
Door Replacement-Interior	\$90,000	369	Door Replacement-Interior	\$90,000	369
Flooring Replacement	\$125,000	379	Flooring Replacement	\$125,000	379
Districtwide Painting	\$90,000	379	Districtwide Painting	\$90,000	379
Professional Services and Salaries	\$500,000	382	Professional Services and Salaries	\$500,000	382
Parking lot repairs	\$90,000	384	Parking lot repairs	\$70,000	384
Concrete repairs/replacement	\$60,000	384	Concrete repairs/replacement	\$60,000	384
Roofing Mtce	\$90,000	383	Roofing Mtce	\$90,000	383
Roofing Replacement	\$250,000	383	Roofing Replacement (TBD)	\$500,000	383
South Campus-plumbing replace (#2)	\$1,300,000	381	ALC- New windows and Tuck point	\$800,000	368
HVAC Replacement	\$100,000	380	HVAC Replacement	\$370,000	380
Health Safety	\$730,000		Health and Safety	\$730,000	
	\$3,500,000			\$3,500,000	
FY 2030 TBD					
Door Replacement-Exterior	\$75,000	368			
Door Replacement-Interior	\$90,000	369			
Flooring Replacement	\$125,000	379			
Districtwide Painting	\$90,000	379			
Professional Services and Salaries	\$500,000	382			
Parking lot repairs/replacement (TBD)	\$390,000	384			
Concrete repairs/replacement	\$60,000	384			
Roofing Mtce	\$90,000	383			
Roofing Replacement	\$1,250,000	383			
HVAC Replacement	\$100,000	380			
Health Safety	\$730,000				
	\$3,500,000				

AGENDA ITEM: **Action on Intermediate District 916 Long Term Facilities Maintenance Plan**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Intermediate school districts became eligible for Long Term Facility Maintenance (LTFM) revenue beginning with the 2016-2017 school year. This revenue program replaces the Intermediate Health and Safety levy.

The School Board of Northeast Metropolitan Intermediate School District 916 approved its LTFM budget of \$173,600, and each member district must also pass a resolution approving the budget in order for member districts to levy for these costs. The approved budget includes the 2021 and 2022 school year.

Attached please find information related to Northeast Metro 916's LTFM budget. White Bear Lake Area Schools' proportionate share of project costs for the 2022 school year (pay 2021) is \$13,966.47. Also attached, please find a document titled Resolution Approving Northeast Metropolitan Intermediate School District No. 916's Long Term Facility Maintenance Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long Term Facility Maintenance Revenue.

RECOMMENDED ACTION: Move to approve the Resolution Approving Northeast Metropolitan Intermediate School District No. 916's Long Term Facility Maintenance Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long Term Facility Maintenance Revenue as presented.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #624
(White Bear Lake)

STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of School Board of Independent School District No. 624, State of Minnesota, was held on _____, 2020, at _____-o'clock __.m., for the purpose, in part, of approving the Northeast Metropolitan Intermediate School District No. 916's long-term facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING NORTHEAST METROPOLITAN INTERMEDIATE
SCHOOL DISTRICT NO. 916'S LONG-TERM FACILITY MAINTENANCE
BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE
SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR
LONG-TERM FACILITY MAINTENANCE REVENUE**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long-term facility maintenance budget for its facilities for the 2021 and 2022 school year (pay 2021 levy) in the amount of \$173,600. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's o budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of ADM utilization by district to the total ADM

utilization. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2021 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF _____

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 624 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metropolitan Intermediate School District No. 916's long-term facility maintenance budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2020.

Clerk

Independent School District No. 624

AGENDA ITEM: **Action on Approving Two Grants for Nutrition Services**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations; Bridget Lehn, Nutrition Services Supervisor**

BACKGROUND:

Nutrition Services applied for and received two grants:

1. Share Our Strength's No Kid Hungry Campaign in the amount of \$5,000 to increase food preparation and food safety efficiency with datecode genie labeling systems at WBLAHS-North and South Campuses.
2. Minnesota Department of Agriculture AGRI grant in the amount of \$4,500 to purchase new milk coolers for Willow Lane Elementary, Birch Lake Elementary and Lincoln Elementary.

RECOMMENDED ACTION: Move to approve acceptance of both grants for a total amount of \$9,500 to fund Nutrition Services Equipment needs throughout the district.

AGENDA ITEM: **Action on Renewal Membership in the Minnesota State High School League for 2020-2021**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**
Brian Peloquin, Director of Student Activities
Don Bosch, Principal WBHS-South Campus
Angela Nelson, Principal WBHS – North Campus

BACKGROUND:

Each year the White Bear Lake Area School Board is required to approve the resolution to renew the White Bear Lake Area High School's membership in the Minnesota State High School League. Each School Board member reviewed the "Why We Play" training video as required by the Minnesota State High School League.

RECOMMENDED ACTION: Approve membership in the Minnesota State High School League for 2020-21.



2020-2021 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number **624**, County of **Ramsey**, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

White Bear Lake Area High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. ☐ Renew its membership in the Minnesota State High School League; and,
OR;
☐ Make new application for membership in the Minnesota State High School League;
School Enrollment (9-12): **Click or tap here to enter text.**
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: **7/13/2020**

Date: **7/13/2020**

District Office address, City, Zip: **4855 Bloom Avenue, White Bear Lake, MN 55110**

School Superintendent's Phone: **651-407-7563**

School Superintendent's Email: **Wayne.Kazmierczak@isd624.org**

2020-2021 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School: **White Bear Lake Area High School**

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member: **Scott Arcand**

Email Address: **Scott.Arcand@isd624.org**

Designated School Representative: **Brian Peloquin**

Email Address: **Brian.Peloquin@isd624.org**

208.02 ACTIVITY REPRESENTATIVES

Boys Sports: **Brian Peloquin**

Girls Sports: **Brian Peloquin**

Speech: **Brian Peloquin**

Music: **Brian Peloquin**

*Mailing Representative: **Brian Peloquin** - Brian.Peloquin@isd624.org - 3551 McKnight Road, White Bear Lake, MN 55110

*The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings and email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member: **Scott Arcand**

Student: _____

Parent: _____

Faculty Member: **Matt St. Martin**

Please complete and submit this form with your school's 2020-2021 Resolution for Membership to mshsl_info@mshsl.org If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

AGENDA ITEM: **Action on Approving North Suburban Summer Academy
Joint Powers Agreement for 2020-2022**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent
Alison Gillespie, Assistant Superintendent for Teaching
and Learning**

BACKGROUND:

The North Suburban Summer Academy Joint Powers Agreement is between Anoka-Hennepin School District; Centennial Public Schools; Columbia Heights Public Schools; Forest Lake Area Schools; Fridley Public Schools; Mahtomedi Public Schools; Mounds View Public Schools; North St. Paul-Maplewood-Oakdale School District; Roseville Area Schools; St. Anthony-New Brighton School District; Spring Lake Park Schools; and White Bear Lake Area Schools. The North Suburban Summer Academy provides dynamic and relevant programming for diverse gifted and talented learners through a collaborative commitment by these twelve districts.

RECOMMENDED ACTION: Approve the Joint Powers Agreement as recommended by the Administration for 2020-2022.

JOINT POWERS AGREEMENT

THIS AGREEMENT, is made and entered into by and between Independent School District No. 11, Anoka-Hennepin School District; Independent School District No. 12, Centennial Public Schools; Independent School District No. 13, Columbia Heights Public Schools; Independent School District No. 831, Forest Lake Area Schools; Independent School District No. 14, Fridley Public Schools; Independent School District No. 832, Mahtomedi Public Schools; Independent School District No. 621, Mounds View Public Schools; Independent School District No. 622, North St. Paul-Maplewood- Oakdale School District; Independent School District No. 623, Roseville Area Schools; Independent School District No. 282, St. Anthony-New Brighton School District; Independent School District No. 16, Spring Lake Park Schools; and Independent School District No. 624, White Bear Lake Area Schools.

WHEREAS, the school districts named above have a mutual desire to continue to provide gifted and talented enrichment opportunities through the North Suburban Summer Academy Program ("Summer Academy"); and

WHEREAS, the Parties to this Agreement desire to make available to each participating school district the administrative and financial benefits of cooperative educational enrichment summer programming for students served by their respective school districts; and

WHEREAS, the Parties to this Agreement desire to enter into a Joint Powers Agreement to facilitate the provision of educational enrichment summer programming through Summer Academy, as described herein, pursuant to Minn. Stat. § 471.59, as amended, which authorizes

political subdivisions to enter into an agreement to exercise jointly the governmental powers and functions each has individually;

NOW, THEREFORE, it is hereby agreed, by and between the Parties hereto as follows:

I. PURPOSE

- A. The North Suburban Summer Academy is established as a cooperative, rigorous summer educational program for district identified students.
- B. The management and control of the North Suburban Summer Academy shall be vested in the Summer Academy Board of Directors.

II. ORGANIZATION OF THE SUMMER ACADEMY BOARD

- A. The Summer Academy shall be governed by a Board of Directors composed of the Superintendent or designee of each participating school district. It is preferred that designee have a Minnesota K-12 Principal license. In addition, the host district, the school district serving as fiscal agent, and a participating school district employing Summer Academy's Executive Director, if any, shall each have an additional voting administrative representative on the Summer Academy Board of Directors. The Academy's Executive Director shall be an ex-officio member of the Board of Directors.
- B. The Officers of the Summer Academy Board shall be a Chair, Vice-Chair, and recording Secretary who shall be representatives of the participating districts.
- C. The Summer Academy Board officers shall be determined by the members of the Summer Academy Board at its first fall meeting of each school year. A term of an officer is for one year and such term shall expire at the meeting at which the new officers are determined. Officers may serve consecutive terms.
- D. The Summer Academy Board shall meet at least quarterly and at such other times as deemed necessary. Meetings of the Board shall be called by the Chair or by any two Board Members. Board meeting shall be conducted in accordance with the Minnesota Open Meeting Law, except at least a five-day notice shall be given for meetings held outside the regular schedule. A majority of participating representatives shall constitute a quorum for the transaction of business. A simple majority of those Board Members present is required for all matters, with the exception of budget adoption and approval of the Executive Director's contract, which shall require a vote of two-thirds of the Board Members.
- E. Representation on the Summer Academy Board is essential to the operation of the Academy. Participating districts are strongly encouraged to make sure they are represented at each meeting.

- F. The Board of Directors shall retain an Executive Director as an independent contractor who shall attend to the daily operations of the Summer Academy.
- G. The Summer Academy shall have an Executive Committee composed of the following: the Officers of the Summer Academy Board of Directors, the Summer Academy Executive Director, an administrative representative from the school district serving as the fiscal agent of Summer Academy and one at large administrative representative from a participating school district, designated by the Board of Directors of Summer Academy.
- H. The Executive Committee shall convene as necessary during periods between Board of Directors' meetings to address matters and engage in decision-making related to the operation of the Summer Academy, **except those matters** delineated in Article III, which are exclusively Board powers. Decisions of the Executive Committee shall be by a majority vote of the Executive Committee members in attendance, provided a quorum is present. Each Executive Committee member shall have one vote. Actions/decisions taken by the Executive Committee shall be submitted to the Board of Directors at its next regularly scheduled meeting for review, and actions/decisions of the Executive Committee are subject to ratification or rescission by the Board of Directors.
- I. The Superintendents of all member districts shall receive a copy of the current Summer Academy brochure, and an annual written summary of the most recent concluded Summer Academy shall be submitted to each Superintendent.

III. POWERS AND RESPONSIBILITIES OF THE SUMMER ACADEMY BOARD

- A. The Summer Academy Board is empowered to act in the interest of the participating districts.
- B. The Summer Academy Board may:
 - 1. Take and hold by purchase, lease, grant or assignment, property for its use within the scope of this Agreement, to provide and to dispose of the same when the need for it is ended.
 - 2. Apply for and receive federal, state, local, private or other funds for which it is eligible.
 - 3. Enter into contracts and disburse funds, as it deems appropriate, for the purpose of the Academy programs and in accord with the adopted budget.
 - 4. Retain contractors, employees, support staff, and consultants as and when the need arises, but only to the extent that funds have been made available to it for that purpose.

5. Organize and establish educational programs and services.
 6. Approve by majority vote the participation of and addition to the Summer Academy Board of Directors additional school districts after the execution of this Agreement.
- C. The Summer Academy Board shall:
1. Approve job descriptions, qualifications and compensation for employees, consultants and independent contractors who serve the Summer Academy.
 2. Enter into a contract with the Executive Director as an independent contractor, who shall be responsible to the Summer Academy Board for the administration of the Summer Academy.
 3. Obtain criminal background checks on all employees, consultants and independent contractors retained by the Board.
 4. Establish and adopt policy and guidelines for the operation of the Summer Academy program.
 5. Review and approve the Summer Academy annual budget submitted by the Executive Director on or before April 1 each year.
 6. Review and approve the Summer Academy financial statements following the conclusion of each Summer Academy program year on or before October 1 each year.
- D. The Summer Academy Board shall also have authority and duties necessary to achieve the purpose of this Agreement, to the extent that its action(s) is consistent with the intent and purpose of this Agreement and complies with all state and federal statutes applicable to the participating districts.

IV. OBLIGATIONS AND RESPONSIBILITIES OF PARTICIPATING DISTRICTS

- A. Appoint one representative (Superintendent or designee) and provide release time as necessary to serve as a member of the Summer Academy Board.
- B. Refer qualified students to the Summer Academy.
- C. Assist with recruitment of employees, consultants and independent contractors, such as:
 1. Summer Academy Board members participating on interview teams and the selection process for employees, consultants and independent contractors.

2. Summer Academy Board members providing input into the approval of course offerings.
 3. Posting and/or advertising for Summer Academy staff within member districts.
- D. Provide equipment for Summer Academy programs, including but not limited to computers.

V. POWERS AND RESPONSIBILITIES OF THE HOST DISTRICT

- A. The Host District for the Summer Academy shall be Independent School District No. 13, Columbia Heights Schools, unless the Summer Academy Board decides otherwise.
- B. The Host District shall provide the physical facilities and related services, such as custodial, technology, food service and other services, as determined by the Summer Academy Board.
- C. \$12,500.00 shall be paid to the Host District each fiscal year in compensation for services provided as the Host District.

VI. PROGRAMS AND SERVICES

- A. The rigorous summer enrichment opportunities shall be available for participating district-identified students. Summer Academy programs and services will be coordinated with district programs to enhance opportunities without conflicting with district programs through duplication of efforts.
- B. Joint research, evaluation and planning related to programs for district-identified students shall be carried out when authorized by the Summer Academy Board.
- C. Summer program attendance for students from non-participating districts shall be permitted on a space available basis, after a specified date, and may be at an alternative fee, as determined by the Summer Academy Board.

VII. FINANCING THE NORTH SUBURBAN SUMMER ACADEMY

The Summer Academy Board shall be empowered to finance the education programs implemented pursuant to the Agreement as follows:

- A. By payments in the form of student tuition to attend the Summer Academy, the amount to be determined by the Summer Academy Board.

- B. Student tuition shall cover all actual costs of the Summer Academy, including, but not limited to staff, transportation, field trips and supplies.
- C. By maintaining records, disbursing funds and accepting receipts in accordance with the budget as established by the Summer Academy Board.
- D. By recommending that the reserve fund balance be set at 5% of the most recent year's net tuition, to be reviewed annually.
- E. The fiscal year for the North Suburban Summer Academy shall be from July 1 through June 30.

VIII. POWERS AND RESPONSIBILITIES OF THE FISCAL AGENT

- A. The Summer Academy Board shall contract with a fiscal agent. The fiscal agent shall be Independent School District No. 13, Columbia Heights Schools, unless the Summer Academy Board decides otherwise.
- B. The fiscal agent shall pay bills, issue payroll checks, and receive monies for the Summer Academy, as well as provide financial statements of revenues and expenditures.
- C. The fiscal agent shall receive \$12,500.00 each fiscal year on June 30, as payment for services rendered.
- D. The Summer Academy Executive Director shall have authority to approve expenditures that are no more than \$30,000. All expenditures in excess of \$30,000 must receive advance approval by the Summer Academy Board, or, if necessary, by the Executive Committee prior to disbursement of funds. All expenditures must be reported to the fiscal agent and the Summer Academy Board.
- E. The fiscal agent shall submit a report of any interest earned on Summer Academy funds to the Summer Academy Board each fiscal year for a determination regarding allocation.
- F. The duties and obligations of the fiscal agent are further set forth in Exhibit A, attached hereto and made a part hereof.

IX. TERM OF AGREEMENT, WITHDRAWAL AND TERMINATION

- 1. This Agreement shall remain in effect from June 30, 2020 through June 30, 2022, subject to termination described in this Agreement.
- 2. This Agreement shall terminate: (a) upon written agreement of all member districts; (b) upon operation of law or court order; or (c) when there are no more than two participating member districts.

3. A member district may withdraw from the North Suburban Summer Academy Program and this Agreement with written notice to all member school districts on or before December 31 of a contract year. A withdrawing member shall satisfy all of its financial responsibilities and other commitments up to the effective date of withdrawal.
4. Upon expiration or termination of this Agreement, any Summer Academy funds shall be distributed to the member districts at the time of expiration/termination, in amounts determined by the Summer Academy Board. Any property acquired on behalf of the Summer Academy as a result of this Agreement shall either be: (a) sold on the open market, on whatever terms the Board deems legal and desirable, and the proceeds (subject to outstanding interests of third parties) shall be distributed among participating member districts; or (b) distributed to participating member districts, as determined by the Academy Board.

X. INDEMNIFICATION AND LIMITATION OF LIABILITY

- A. Action by Parties to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single government unit” for the purposes of liability, as set forth in Minnesota Statutes §471.59, subd. 1a(a), provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts of omissions of the other Parties. The tort cap limits specified for cooperative agreements under Minnesota Statutes §471.59 shall apply to this Agreement and to the activities of the Parties to this Agreement. The statutory limits for the Parties may not be added together or stacked.
- B. To the fullest extent permitted by law, each member district of the North Suburban Summer Academy Program agrees to defend and indemnify the others, their school board members, and employees from and against all claims, damages, losses, and expenses, including attorneys’ fees, arising out of or resulting from the activities under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of the member district, or anyone directly or indirectly employed or hired by the member district, or anyone whose acts the member district may be liable.
- C. The Board of Summer Academy shall purchase a policy of liability insurance, and may purchase such other insurance as it deems appropriate and necessary, covering the acts and omissions of the Board and the Parties to this Agreement and their employees, officials and agents, in an amount not less than the statutory maximum set forth in Minnesota Statutes §466.04. The cost of the liability insurance policy shall be paid from Summer Academy funds.
- D. Nothing in this section shall be construed as a waiver by any participating member of the Summer Academy of any immunity, defenses or other limitations on liability to which the member is entitled by law.

XI. NOTICES

Any notices to or communication regarding Summer Academy for purposes of this Agreement shall be sent to:

Kathy Kelly, Superintendent
Columbia Heights Public Schools
1440 49th Avenue, N.E.
Columbia Heights, MN 55421

Summer Academy Executive Director:
Michael Schroeder
Michael.schroeder@isd623.org

XII. COUNTERPARTS; FACSIMILE COPIES

This Agreement may be executed in two or more counterparts, each of which shall be considered an original, but all of which together shall constitute the same instrument. The Parties to this Agreement acknowledge and agree to accept and be bound by facsimile transmitted copies of this Agreement and its counterparts.

IN WITNESS WHEREOF, ISD No.11, ISD No. 12, ISD No.13, ISD No. 831, ISD No. 14, ISD No. 832, ISD No. 621, ISD No. 622, ISD No. 623, ISD No. 282, ISD No. 16, and ISD No. 624 have executed this Agreement by the signatures below and have approved this Agreement by their respective school boards, on the dates written below.

Independent School District No. 11

Date: _____

Independent School District No. 12

Date: _____

Independent School District No. 13

Date: _____

Independent School District No. 831

Date: _____

Independent School District No. 14

Date: _____

Independent School District No. 832

Date: _____

Independent School District No. 621

Date: _____

Independent School District No. 622

Date: _____

Independent School District No. 623

Date: _____

Independent School District No. 282

Date: _____

Independent School District No. 16

Date: _____

Independent School District No. 624

Date: _____

EXHIBIT A

FISCAL AGENCY AGREEMENT BETWEEN ISD NO. 13 AND NORTH SUBURBAN SUMMER ACADEMY

THIS AGREEMENT, is made and entered into by and between the North Suburban Summer Academy, hereinafter known as the "Academy", and Independent School District No. 13, Columbia Heights Minnesota, hereinafter known as the "District".

WHEREAS, the Academy provides a rigorous summer educational programs for district identified students in accordance with the Joint Powers Agreement by and between the twelve participating school districts, for the term July 1, 2020 through June 30, 2022; and

WHEREAS, the Academy obtains its funding through tuition, grants and other resources available to it; and

WHEREAS, the District's sole obligation shall be to act as fiscal agent as set forth in this Agreement; and

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, it is agreed as follows:

1. The District shall serve as the fiscal agent to the Academy. Services shall include the reporting of the financial condition of the Academy in accordance with UFARS and standard financial practices. All funds and accounts of the Academy shall be maintained separate and apart from District funds and accounts.
2. The District shall include the Academy as part of its annual fiscal report, and that report shall be subject to regular District and State audits as required by law.
3. As payment for services provided by the District as fiscal agent, including but not limited to, custodial services provided during regular custodial shift hours, the Academy shall pay the District \$12,500.00 each fiscal year on June 30th. Such payments shall be made to the District on an annual basis and shall be received on or before the end of each contract year.

4. The Academy shall have access to District copy and duplication equipment for office and administrative purposes only. Said use shall be subject to mutual agreement by the Academy and the District, and shall be in accordance with duplication procedures in place within the District. The Academy shall provide at its expense all supplies needed for its use of district duplication equipment.
5. The Academy is organized as a cooperative, self-sustaining educational program through a Joint Powers Agreement, and is not a part of the legal structure of the District. The Academy is governed by its own Board of Directors, which is comprised of participating school districts. The Academy Board of Directors shall enter into whatever contracts it deems necessary to facilitate its purposes and programs.
6. To the extent that any profit or loss is sustained by the Academy, such profit or loss is attributed only to the Academy and its Board of Directors, and not to the District. The Academy Board of Directors shall designate the individual who shall have authority to approve and submit expenditures to the District for payment and shall provide to the District minutes of the Academy Board of Directors meeting(s) at which the Board designated such individual who shall have authority to approve and submit expenditures to the District. The Academy Board of Directors or its designee shall also provide the District with copies of all contracts or agreements, which are submitted to the District for payment, and all such contracts must be signed by the Chairperson or designee of the Summer Academy Board of Directors. As the fiscal agent for the Academy, the District shall not have authority to approve or disapprove expenditures, but shall only function as the conduit of monies received and expenditures made by the Academy, which have been approved by the Summer Academy Board of Directors in accordance with the Joint Powers Agreement.
7. The Academy may use the District's taxpayer identification number to purchase supplies and services necessary for the operation of the Academy.
8. The District shall issue a P-card for the Academy's use, permitting funds to be withdrawn directly from or deposited directly to the Academy's accounts payable and accounts receivable.
9. If the District provides services beyond those described in this Exhibit and the Joint Powers Agreement, such services and related payment must be approved by the Summer Academy Board or the Executive Committee (subject to Board Approval).

10. The Academy Board shall acquire and keep in full force and effect liability insurance coverage as is necessary to adequately insure against any and all potential losses resulting directly or indirectly from the operation of the Academy, and shall provide proof of such insurance to the District on an annual basis. The District shall be named as an additional insured on such insurance policy.
11. The Academy and the District shall assume full liability for its own activities and programs and shall indemnify and hold harmless each other, their officers, agents, and employees from any suits, claims, or liability arising under this Agreement or arising from their own operations.
12. The Academy and its Board shall determine what programs are offered each year, and shall determine all staffing needs each year, without the consultation or approval of the District.
13. All payments made in the operation of the Academy, shall be made from funds generated by the Academy and it is understood that under no circumstances is the District undertaking or obligated to provide its funds for the operation of the Academy.
14. No employee, independent contractor or agent of the Academy shall be considered an employee of the District for any purpose, including, but not limited to, salaries, wages or other compensation or fringe benefits; worker's compensation; unemployment compensation; teachers' or public employees' retirement; social security; liability; insurance; keeping of personnel records; termination or discharge of employment; individual contracts; and continuing contract rights.
15. The District shall have no authority under any circumstances to hire or retain, discipline, supervise, evaluate, provide work direction, set hours of work or operation of the Academy, or discharge any employee, independent contractor, or agent of the Academy.
16. This Agreement may be amended only in writing executed by both Parties.
17. This Agreement shall be governed by the laws of the State of Minnesota.
18. This Agreement shall be in full force and effect for the period from July 1, 2020 through June 30, 2022 and may be extended by mutual agreement. Either party wishing to terminate this Agreement must give a 90-day notice prior to the expiration date.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and each warrants that s/he is empowered and authorized to execute this Agreement.

North Suburban Summer Academy

By _____
Its _____

Date: _____

Independent School District No. 13

By _____
Its _____

Date: _____

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

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne 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. A property owner near the high school site has approached the district with a proposal to purchase their property.

If needed, the purchase agreement will be discussed in closed session pursuant to Minn. Stat. 13D.05, subd. 3(c) to consider an offer to purchase property identified as PID #113022430018, 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 agreement for the property described as PID #113022430018 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 property.

School Board Chair

Date: July 13, 2020

School Board Clerk

Date: July 13, 2020

AGENDA ITEM: **Policy 201, Legal Status of the School Board**
MEETING DATE: **June 8, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 201, Legal Status of the School Board, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The change to this policy was to capitalize School Board in numerous locations.

The purpose of this policy is the care, management and control of the schools is vested by statutory and constitutional authority in the School Board. The School Board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the School Board in carrying out its mission.

RECOMMENDED ACTION: Approve Policy 201, Legal Status of the School Board, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995
Revised: September 13, 1999
Revised: September 10, 2001
Revised: November 8, 2010
Revised: November 13, 2017

White Bear Lake Area School Board Policy 201

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the ~~school board~~ **School Board**. The ~~school board~~ **School Board** shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the ~~school board~~ **School Board** in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The ~~school board~~ **School Board** is the governing body of the school district. As such, the ~~school board~~ **School Board** has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the ~~school board~~ **School Board** have binding authority only when acting as a ~~school board~~ **School Board** legally in session, except where specific authority is provided to ~~school board~~ **School Board** members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual ~~school board~~ **School Board** member unless the action is specifically directed or authorized by the ~~school board~~ **School Board**.

III. DEFINITION

“School Board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the ~~school board~~ **School Board** consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the ~~school board~~ **School Board** as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the ~~school board~~ **School Board**.

V. POWERS AND DUTIES

- A. The ~~school board~~ School Board has powers and duties specified by statute. The ~~school board's~~ School Board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The ~~school board~~ School Board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The ~~school board~~ School Board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The ~~school board~~ School Board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The ~~school board~~ School Board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. approve contracts with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, lease and exchange school district property and equipment as deemed necessary by the ~~school board~~ School Board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and

10. procure insurance against liability of the school district, its officers and employees.

F. The ~~school board~~ **School Board**, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
2. furnish school meals for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize co-curricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the ~~school board~~ **School Board** shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 202 (School Board Officers)
WBLASB Policy 203 (Operation of the School Board-Governing Rules)
WBLASB Policy 205 (Open Meetings and Closed Meetings)

MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

AGENDA ITEM: **Policy 202, School Board Officers**
MEETING DATE: **July 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 202, School Board Officers, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy was to capitalize School Board, Chair, Vice-Chair, Treasurer and Clerk.

School Board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

RECOMMENDED ACTION: To approve Policy 202, School Board Officers, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995

Revised: November 8, 2007

Revised: November 8, 2010

Revised: October 8, 2012

Revised: July 10, 2017

White Bear Lake Area School Board Policy 202

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School ~~board~~ Board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The ~~school board~~ School Board shall meet annually and organize by selecting a eChair, a eClerk, a eTreasurer, and such other officers as determined by the ~~school board~~ School Board. At its option, the ~~school board~~ School Board may appoint a eVice-eChair to serve in the temporary absence of the eChair.
- B. The ~~school board~~ School Board shall appoint a superintendent who shall be an ex officio, nonvoting member of the ~~school board~~ School Board.

III. ORGANIZATION

The ~~school board~~ School Board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a eChair, eVice-eChair, eClerk, eTreasurer, and such other officers as determined by the ~~school board~~ School Board. These officers shall hold office for one-year and until their successors are elected and qualify.

- A. The persons who perform the duties of eClerk and treasurer need not be members of the school board.
- B. The ~~school board~~ School Board by resolution may combine the duties of the offices of eClerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair.
 - 1. The eChair when present shall preside at all meetings of the ~~school board~~ School Board, countersign all orders upon the eTreasurer for claims allowed by the ~~school board~~ School Board, represent the school district in all actions and perform all duties a eChair usually performs.

2. In case of absence, inability, or refusal of the eClerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the eChair may draw the orders, or the office of the eClerk may be declared vacant by the eChair and tTreasurer and filled by appointment.

B. Treasurer.

1. The tTreasurer shall deposit the funds of the school district in the official depository.
2. The tTreasurer shall make all reports which may be called for by the school-board School Board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the tTreasurer, the tTreasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 124.06.

C. Clerk.

1. The eClerk shall keep a record of all meetings in the books provided.
2. ~~Within three days after an election, the clerk shall notify all persons elected of their election.~~
3. On or before September 15 of each year, the eClerk or designee shall:
 - a. file with the school-board School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The eClerk or designee shall ensure that all records required are maintained as required by statute including the proceedings of any meeting, and an itemized account of all expenses of the school district.

5. The eClerk or designee shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The eClerk or designee shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The eClerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The eClerk shall perform the duties of the chair in the event of the chair's and vice-chair's temporary absences.

D. Vice-Chair

The vVice-eChair shall perform the duties of the eChair in the event of the eChair's temporary absence.

E. Superintendent.

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board School Board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)

Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 201 (Legal Status of the School Board)
WBLASB Policy 203 (Operation of the School Board-Governing Rules)
MSBA/MASA Service Manual, Chapter 1, School District Governance,
Powers and Duties

AGENDA ITEM: **Policy 203, Operation of the School Board –
Governing Rules**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 203, Operation of the School Board – Governing Rules, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy was to capitalize School Board.

The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board school.

RECOMMENDED ACTION: To approve Policy 203, Operation of the School Board – Governing Rules, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995
Revised: November 8, 2010
Revised: November 13, 2017

White Bear Lake Area School Board Policy 203

203 OPERATION OF THE SCHOOL BOARD — GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the ~~school board~~ **School Board**.

II. GENERAL STATEMENT OF POLICY

An orderly ~~school board~~ **School Board** meeting allows ~~school board~~ **School Board** members to participate in discussion and decision of school district issues. Rules of order allow ~~school board~~ **School Board** members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for ~~school board~~ **School Board** meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the ~~school board~~ **School Board** consistent with Minnesota statutes; and
- C. *Robert's Rules of Order*, Revised (latest edition) where not inconsistent with A and B above.

Legal References: Minn. Stat. § 123B.09, Subds. 6, 7 and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References:

AGENDA ITEM: **Policy 203.2, Order of the Regular School Board Meeting**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 203.2, Order of the Regular School Board Meeting, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy was to capitalize School Board.

The purpose of this policy is to ensure consistency in the order of business at regular School Board meetings.

RECOMMENDED ACTION: To approve Policy 203.2, order of the Regular School Board Meeting, as recommended by the School Board Policy Committee and Cabinet.

Adopted: January 24, 2000
Revised: November 8, 2007
Revised: February 13, 2017

White Bear Lake Area School Board Policy 203.2

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular sSchool bBoard meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the sSchool bBoard to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The sSchool bBoard shall conduct an orderly sSchool bBoard meeting. The sSchool bBoard will, at all regular sSchool bBoard meetings, follow an agenda order similar to:

1. Call to order
2. Approval of agenda
3. Consent agenda
 - a) Approval of minutes
 - b) Payment of invoices
 - c) Correspondence
 - d) Acceptance of gifts
 - e) Field trip request
 - f) Personnel Items
4. Public Forum
5. Information Items
6. Discussion Items
7. Operational Items
8. Board Forum.
9. Adjournment

- B. The School Board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.5 (School Board Meeting Agenda)
WBLASB Policy 203.6 (Consent Agenda For Regular School Board Meetings)

AGENDA ITEM: **Policy 203.5, School Board Meeting Agenda**
MEETING DATE: **July 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 203.5, School Board Meeting Agenda, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy was to capitalize School Board and Chair.

The purpose of this policy is to provide procedures for the preparation of the School Board meeting agenda to ensure that the School Board can accomplish its business as efficiently and expeditiously as possible.

RECOMMENDED ACTION: Approve Policy 203.5, School Board Meeting Agenda, as recommended by the School Board Policy Committee and Cabinet.

Adopted: January 24, 2000
Revised: November 8, 2004
Revised: March 9, 2009
Revised: November 8, 2010
Revised: November 11, 2013

White Bear Lake Area School Board Policy 203.5

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the sSchool bBoard meeting agenda to ensure that the sSchool bBoard can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of the sSchool bBoard is that sSchool bBoard meetings shall be conducted in a manner that allows the sSchool bBoard to accomplish its business while allowing reasoned debate and discussion of agenda items.

III. PROCEDURES

- A. While all sSchool bBoard members may provide input, it shall be the responsibility of the sSchool bBoard eChair and superintendent to develop, prepare, and arrange the order of ~~items for the~~ tentative school board meeting agenda for each sSchool bBoard meeting.
- B. Persons wishing to place an item on the agenda must make a request to the sSchool bBoard eChair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The eChair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the sSchool bBoard members at least 3 days prior to the scheduled sSchool bBoard meeting.
- D. Except for added agenda items addressed in III.B. above, items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the sSchool bBoard meeting shall include a description of the item.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the sSchool bBoard or ~~its~~ district employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the sSchool bBoard considers the subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.2 (Order of the Regular School Board Meeting)
WBLASB Policy 203.6 (Consent Agenda)
WBLASB Policy 204 (School Board Meeting Minutes)
WBLASB Policy 207 (Public Hearings)

AGENDA ITEM: **Policy 203.6, Consent Agenda**
MEETING DATE: **July 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 203.6, Consent Agenda, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy were minor changes.

The purpose of this policy is to allow the use of a consent agenda.

RECOMMENDED ACTION: Approve Policy 203.6, Consent Agenda, as recommended by the School Board Policy Committee and Cabinet.

Adopted: May 18, 1996
Revised: July 15, 2002
Revised: May 12, 2008
Revised: February 13, 2017

White Bear Lake Area School
District #624 Policy 203.6

203.6 CONSENT AGENDA

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of School Board meetings, the School Board may elect to use a consent agenda for the passage of noncontroversial items of a similar nature.

III. PROCEDURES

- A. The superintendent, in consultation with the School Board ~~e~~Chair, may place items on the consent agenda. By using a consent agenda, the School Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to School Board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda ~~by a~~ upon timely request by an individual School Board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the School Board. An item removed from the consent agenda will then ~~by~~ be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved in mass by one vote of the School Board. The consent agenda items shall be separately recorded in the minutes.

Legal References:

Minn. Stat. 123B.09, Subd. 7 (School Board Powers)

Cross Reference:

WBLASB Policy 203.2 (Order of the Regular School Board Meeting)

WBLASB Policy 203.5 (School Board Meeting Agenda)

WBLASB Policy 204 (School Board Meeting Minutes)

AGENDA ITEM: **Policy 204, School Board Meeting Minutes**
MEETING DATE: **July 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 204, School Board Meeting Minutes, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes were capitalizing School Board and changing journal to minute book.

The purpose of this policy is to establish procedures relating to the maintenance of records of the School Board and the publication of its official proceedings.

RECOMMENDED ACTION: Approve Policy 204, School Board Meeting Minutes, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 204

Revised: May 9, 2005

Revised: March 9, 2009

Revised: February 13, 2017

204 SCHOOL BOARD MEETING MINUTES

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the sSchool bBoard and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of the school district ~~is~~ to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The School Board clerk shall keep and maintain permanent records of the sSchool bBoard, including records of the minutes of sSchool bBoard meetings and other required records of the sSchool bBoard. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a ~~journal~~ minute book kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared, and posted on the school district website. Minutes of a sSchool bBoard meeting shall be approved or modified by the sSchool bBoard at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected nonpublic data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as nonpublic data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The ~~s~~School ~~b~~B~~o~~ard shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the ~~s~~School ~~b~~B~~o~~ard conducts regular meetings not more than once every thirty (30) days, the ~~s~~School ~~b~~B~~o~~ard need not publish the minutes until ten (10) days after they have been approved by the ~~s~~School ~~b~~B~~o~~ard.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the ~~s~~School ~~b~~B~~o~~ard at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the ~~s~~School ~~b~~B~~o~~ard may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the ~~s~~School ~~b~~B~~o~~ard, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the ~~s~~School ~~b~~B~~o~~ard. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary, ~~and that~~ the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the administrative offices of the school district or by means of standard or electronic mail.

Legal references: Minn. Stat. § 13D.01, Subd. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970;
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W. 2d 428 (1956).

Cross References: WBLASB Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

AGENDA ITEM: **Policy 205, Open Meetings and Closed Meetings**
MEETING DATE: **July 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 205, Open Meetings and Closed Meetings, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy were very minor.

The purpose of this policy is to establish procedures relating to the maintenance of records of the School Board and the publication of its official proceedings.

RECOMMENDED ACTION: Approve Policy 205, Open Meetings and Closed Meetings, as recommended by the School Board Policy Committee and Cabinet.

White Bear Lake Area School Board Policy 205

Adopted: November 13, 1995

Revised: August 25, 2003

Revised: May 9, 2005

Revised: December 14, 2009

Revised: November 8, 2010

Revised: December 10, 2012

Revised: November 11, 2013

Revised: October 8, 2018

Revised: October 14, 2019

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. PROCEDURES

- A. Meetings

1. Regular Meetings

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

2. Special Meetings

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

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the School Board, require immediate consideration.

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

B. Votes

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

C. Written Materials

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

D. Data

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

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The School Board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of School Board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two (2) years after the contract discussed at the meeting is signed. The recording shall be made available to the public in accord with state law.

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Charges

The School Board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the School Board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three (3) years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The School Board may close a meeting to evaluate the performance of an individual who is subject to its authority. The School Board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the School Board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three (3) years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or

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

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the ~~pupil~~ **student**, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the School Board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three **(3)** years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the School Board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the School Board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the School Board must provide the coach with a reasonable opportunity to respond to the reasons at a School Board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least

three (3) years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain-Not Public Nonpublic Data

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

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data, or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three (3) years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The School Board may close a meeting:
 - (1) to determine the asking price of real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the School Board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the School Board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list

of School Board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the School Board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

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

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three (3) years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

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

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. Ch. 13D (Open Meeting Law)
 - Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
 - Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
 - Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
 - Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
 - Minn. Rules CH.5510 (Bureau of Mediation Services)
 - Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)
 - Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)
 - The Free Press v. County of Blue Earth*, 677 N.W. 2d 471 (Minn. App. 2004)
 - Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)
 - Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993).
 - Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988).
 - Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983).
 - Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
 - Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
 - Dept. of Admin. Advisory Op. No.17-005 (June 22, 2017)
 - Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
 - Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
 - Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
 - Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
 - Dept. of Admin. Advisory Op. No. 09-00 (September 8, 2009)
 - Dept. of Admin. Advisory Op. No.08-015 (July 9, 2008)
 - Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
 - Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)
- Cross References:**
- WBLASB Policy 204 (School Board Meeting Minutes)
 - WBLASB Policy 206 (Public Participation in School Board Meetings/ Complaints about Persons at School Board Meetings and Data Privacy Considerations)
 - WBLASB Policy 207 (Public Hearings)
 - WBLASB Policy 406 (Public and Private Personnel Data)
 - WBLASB Policy 515 (Protection and Privacy of Pupil Records)
 - MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota's Open Meeting Law)

AGENDA ITEM: **Policy 206, Public Participation in Board Meetings**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 206, Public Participation in Board Meetings, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy were very minor.

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

RECOMMENDED ACTION: Approve Policy 206, Public Participation in Board Meetings, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

Revised: April 13, 2009

White Bear Lake Area School Board Policy 206

Revised: November 8, 2010

Revised: October 10, 2011

Revised: December 10, 2012

Revised: November 12, 2018

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

I. PURPOSE

- A. The School Board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the School Board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the School Board is to encourage discussion by ~~citizens~~ **persons** of subjects related to the management of the school district at School Board meetings. The School Board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The School Board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Educational data" means data maintained by the school district which relates to a student.
- B. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, an independent contractor, and a member of an advisory board.
- C. Personnel data on current and former employees that is "public" includes: Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer-paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining

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

- D. Personnel data on current and former applicants for employment that is "public" includes: Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- E. "Private Data About Applicants" means: Data about applicants for appointments to a public body including a School Board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an application to a multi-member agency pursuant to Minn. Stat. §15.0597, and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. aAny electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the

designated electronic mail address or telephone number at which the appointee can be reached.

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

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the School Board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the School Board of certain data treated as not public as provided in Minn. Stat. § 13.D.05 (Not Public Data).
 4. right to private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the School Board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The School Board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda items

1. Persons who wish to have a subject discussed at a public School Board meeting are encouraged to notify the superintendent's office in advance of the School Board meeting. Each person should provide his or her name, address, the name of the group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the School Board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The School Board Chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the School Board Chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the School Board, or the proceedings may be directed to leave.
4. The School Board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the School Board. If a group or organization wishes to address the School Board on a topic, the School Board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the School Board in accordance with governing law.
6. The School Board Chair shall promptly rule out of order any discussion by any person, including School Board members, that would violate the provisions of state or federal law, this policy, or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the School Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board.
8. Depending upon the number of persons in attendance seeking to be heard, the School Board reserves the right to impose such other limitations and

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

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent or if the complaint has to do with the superintendent, the matter should be referred to the School Board Chair or Director of Human Resources.
3. Unresolved complaints from Paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the School Board by notifying the School Board in writing.

C. Open Forum

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

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

D. No School Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

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

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

AGENDA ITEM: **Policy 207, Public Hearings**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 207, Public Hearing, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy are capitalizing School Board.

The School Board recognizes the importance of obtaining public input on matters properly before the School Board. The purpose of this policy is to establish procedures to efficiently receive public input.

RECOMMENDED ACTION: Approve Policy 207, Public Hearing, as recommended by the School Board Policy Committee and Cabinet.

207 PUBLIC HEARINGS

I. PURPOSE

The sSchool bBoard recognizes the importance of obtaining public input on matters properly before the sSchool bBoard. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the sSchool bBoard to efficiently receive public input on matters properly before the sSchool bBoard, the procedures set forth in this policy are established by the sSchool bBoard.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the sSchool bBoard on school district matters at the discretion of the sSchool bBoard.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the sSchool bBoard.

C. Public Participation

The sSchool bBoard retains the right to require that those in attendance at a public hearing indicate their desire to address the sSchool bBoard and complete and file with the clerk of the sSchool bBoard an appropriate request card or sign up on a sign up sheet prior to the commencement of the hearing if the sSchool bBoard utilizes this procedure. In that case, any request to address the sSchool bBoard after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the sSchool bBoard, a written request of an individual or a group to address the sSchool bBoard shall contain the

name and address of the person or group seeking to address the sSchool bBoard. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The sSchool bBoard retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The sSchool bBoard retains the discretion to require that any group of persons who desire to address the sSchool bBoard designate one representative or spokesperson. In the event that the sSchool bBoard requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the sSchool bBoard, except as otherwise determined by the sSchool bBoard.
4. Privilege to Speak: A sSchool bBoard member should direct any remarks or questions through the eChair. Only those speakers recognized by the eChair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the sSchool bBoard, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the sSchool bBoard are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the sSchool bBoard.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the sSchool bBoard reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

Legal References: Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123B.51 (School Closings)

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

AGENDA ITEM: **Policy 208, Development, Adoption, and Implementation of Policies**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 208, Development, Adoption, and Implementation of Policies, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy were in Section I: Purpose; Section IV Adoption of Policy; and Section V Implementation of Policy.

The purpose of this policy is to emphasize the importance of the policy-making role of the School Board and provide the means for it to continue to be an ongoing effort.

RECOMMENDED ACTION: Approve Policy 208, Development, Adoption, and Implementation of Policies, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995
Revised: August 25, 2003
Revised: January 10, 2005
Revised: December 14, 2009
Revised: October 10, 2011

White Bear Lake Area School Board Policy 208

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the School Board and provide the means for ~~policy development, adoption and implementation to be ongoing.~~ **it to continue to be an ongoing effort.**

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the School Board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The School Board has jurisdiction to legislate policy for the school district with the force and effect of law. School Board policy provides the general direction as to what the School Board wishes to accomplish while delegating implementation of policy to the administration.
- B. The School Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The School Board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a School Board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the School Board agenda.

IV. ADOPTION OF POLICY

- A. The School Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two School Board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final School Board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the School Board at a subsequent meeting after the meetings at

which public input was received. The policy will be effective on the date of passage or the date stated in the motion, ~~whichever is later~~.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the School Board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The School Board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the School Board has no control, the modified policy may be approved at one meeting at the discretion of the School Board.

V. IMPLEMENTATION OF POLICY

- A. ~~It~~ The superintendent shall be the responsibility responsible of the superintendent ~~to~~ for implementing School Board policies, and other than the policies that cover how the School Board will operate. ~~to~~ The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the School Board.
- B. Each School Board member shall have access to this policy manual, and all policies shall be placed on the district website. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. ~~It shall be the responsibility of~~ The superintendent, employees designated by the superintendent, and individual School Board members shall be responsible for ~~to~~ keeping the policy manuals current.
- D. The School Board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one-third of the policies annually. In addition, the School Board shall review the following policies annually: 410, Family and Medical Leave Policy; 413, Harassment and Violence; 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415, Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514, Bullying Prohibition; 522, Student Sex Nondiscrimination; 524, Internet Acceptable Use and Safety Policy; 616, School District System Accountability, and 806 Crisis Management Policy.
- E. When no School Board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district.

Under such circumstances, the superintendent shall advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.

Legal References: Minn. Stat. § 123B.09, Subd. 1 (School Boards Powers)
Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Cross References: White Bear Lake Area Schools Policy 305 (Policy Implementation)

AGENDA ITEM: **Policy 209, Code of Ethics**
MEETING DATE: **July 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 209, Code of Ethics, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy are in III Code of Ethics A#5, B#1, #2, and D#1.

The purpose of this policy is to assist the individual School Board members in understanding his or her role as part of a School Board and in recognizing the contribution that each member must make to develop an effective and responsible School Board.

RECOMMENDED ACTION: Approve Policy 209, Code of Ethics, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995
Revised: May 21, 2001
Revised: December 13, 2010

White Bear Lake Area School Board Policy 209

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual School Board members in understanding his or her role as part of a School Board and in recognizing the contribution that each member must make to develop an effective and responsible School Board.

II. GENERAL STATEMENT OF POLICY

Each School Board member shall follow the code of ethics stated in this policy.

III. CODE OF ETHICS

A. As a member of the School Board, I will:

1. Attend School Board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other School Board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support each decision of the School Board, ~~regardless of the position I take during discussions leading to the final decision~~ **even if my position concerning the issue was different.**
6. Recognize the integrity of my predecessors and associates and respect their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a School Board member.

B. In performing the proper functions of a School Board member, I will:

1. ~~Make policy the primary focus of my School Board duties.~~ Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the School Board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of School Board decisions to the superintendent.

C. To maintain relations with other members of the School Board, I will:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the School Board in legal session – not with the individual members of the School Board except as authorized by law.
3. Make no disparaging remarks, in or out of School Board meetings, about other members of the School Board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in School Board meetings after all sides of debatable questions have been presented.
6. Work to ensure that committees be appointed to serve only in an advisory capacity to the School Board.

D. In meeting my responsibilities to my community, I will:

1. Attempt to appraise and plan for both the present and future educational needs of the students, school district and community.

2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be conducted in an ethical and transparent manner.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. In working with the superintendent of schools and staff, I will:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Work to ensure that the school district is administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring of all district employees.
5. Participate in School Board action after considering the superintendent's recommendation and only after the superintendent has furnished adequate information in support of the recommendation.
6. Insist that the superintendent keep the School Board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a nonvoting, ex officio member of the School Board.
9. Refer all complaints to the proper administrative officer or request that complaints be presented in writing to the entire School Board for proper referral according to the district chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions to the best of their abilities.

F. In fulfilling my legal obligations as a School Board member, I will:

1. Comply with all federal, state, and local laws relating to my work as a School Board member.
2. Comply with all school district policies as adopted by the School Board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the School Board.
5. Avoid conflicts of interest and refrain from using my School Board position for personal gain.
6. Take no private action that will compromise the School Board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

AGENDA ITEM: **Policy 211, Criminal or Civil Action Against School District, School Board Members, Employee or Student**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 211, Criminal or Civil Action Against School District, School Board Members, Employee or Student, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy were very minor.

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a School Board member, school district employee or student.

RECOMMENDED ACTION: Approve Policy 211, Criminal or Civil Action Against School District, School Board Members, Employee or Student, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 211

Revised: May 9, 2005

Revised: November 8, 2007

Revised: October 10, 2011

Revised: November 12, 2018

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a School Board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against the school district, a School Board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to School Board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any School Board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the School Board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. § 123B.25(b) with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in

connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No School Board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

D. Service of Subpoenas.

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify.

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees.

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the School Board may, after consulting with its legal counsel, reimburse the employee

for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made ~~in~~ at the discretion of the School Board. A School Board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the School Board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make every reasonable effort, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents or guardians of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the action, including but not limited to pertinent insurance companies, have particular duties regarding the persons involved in the action. Therefore, School

Board members or school district employees shall make or release statements regarding the action only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963);
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943).
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983);
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975);

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 408 (Subpoena of a School District Employee)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)

AGENDA ITEM: **Policy 212, School Board Member Development**
MEETING DATE: **July 13, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 212, School Board Member Development, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy were capitalizing School Board.

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the School Board to participate in professional development activities designed for them so that they may perform their responsibilities.

RECOMMENDED ACTION: Approve Policy 212, School Board Member Development, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995
Revised: December 14, 2009
Revised: June 10, 2019

White Bear Lake Area School Board Policy 212

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the sSchool bBoard to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New sSchool bBoard members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association. School Board members will be provided the opportunity to receive training in school finance and management developed in consultation with MSBA.
- B. All sSchool bBoard members are encouraged to participate in sSchool bBoard and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. School Board members are expected to report back to the sSchool bBoard with materials of interest gathered at the various meetings and workshops.
- D. The sSchool bBoard will reimburse the necessary expenses of all sSchool bBoard members who attend meetings and conventions pertaining to school activities and the objectives of the sSchool bBoard, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: WBLASB Policy 214 (Out-of-State Travel by School Board Members)
WBLASB Policy 412 (Expense Reimbursement)

AGENDA ITEM: **Policy 214, Out-of-State Travel by School Board Members**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 214, Out-of-State Travel by School Board Members, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy were very minor.

The purpose of this policy is to control out-of-state travel by School Board members as required by law.

RECOMMENDED ACTION: To approve Policy 214, Out-of-State Travel by School Board Members, as recommended by the School Board Policy Committee and Cabinet.

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by School Board members as required by law.

II. GENERAL STATEMENT OF POLICY

School Board members have an obligation to become informed on the proper duties and functions of a School Board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations and school district policies that relate to their functions as School Board members. Occasionally, it may be appropriate for School Board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the School Board finds it proper for School Board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as School Board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to out-of-state meetings for which the member intends to seek reimbursement from the school district ~~should~~ **shall** be preapproved by the School Board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the School Board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

- C. Amounts to be reimbursed shall be within the School Board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: WBLASB Policy 212 (School Board Member Development)
WBLASB Policy 412 (Expense Reimbursement)

AGENDA ITEM: **Policy 215, School Board Member Code of Conduct**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 215, School Board Member Code of Conduct, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for a second reading. The changes to this policy were very minor.

The purpose of this policy is to assist School Board members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual School Board members. It is the responsibility of the School Board to make reasonable rules and regulations for the governing of School Board member behavior and conduct. This policy supplements School Board Policy 209, Code of Ethics, which is incorporated by reference. All rules and regulations regarding School Board member conduct will be approved by the School Board.

RECOMMENDED ACTION: Approve Policy 215, School Board member Code of Conduct, as recommended by the School Board Policy Committee and Cabinet.

215 SCHOOL BOARD MEMBER CODE OF CONDUCT

I. PURPOSE

The purpose of this policy is to assist School Board members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual School Board members. It is the responsibility of the School Board to make reasonable rules and regulations for the governing of School Board member behavior and conduct. This policy supplements School Board Policy 209, Code of Ethics, which is incorporated by reference. All rules and regulations regarding School Board member conduct will be approved by the School Board.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of the School Board to regulate the proper functions of a School Board member. The effectiveness of the School Board depends upon community respect and confidence in individual School Board members. Conduct which detracts from this respect and confidence is detrimental to the public interest and is prohibited. ~~It is the~~ The policy of the School Board ~~is~~ to investigate claims that an individual School Board member has engaged in unbecoming conduct, and to impose appropriate sanctions. Each School Board member shall follow the code of conduct set forth in this policy.

III. SCOPE AND GUIDING PRINCIPLES

This policy applies to the conduct of all School Board members. The following principles shall serve as guidelines for the School Board member code of conduct.

1. School Board members shall conduct themselves in accordance with all applicable laws, ordinances, and rules, and shall not knowingly exceed their authority in their official actions on behalf of the School Board.
2. School Board members shall not exhibit any conduct that discredits himself or herself or the School Board or otherwise impairs his or her ability to perform School Board duties or represent the School Board in a manner consistent with the integrity and trustworthiness expected by the public. Such conduct includes, but is not limited to the following
 - a. School Board members shall not make disparaging remarks, in or out of School Board meetings, about other members of the School Board.

- b. School Board members shall not make any promises regarding votes on any proposition in advance of meetings at which the proposition will be considered by the School Board.
 - c. School Board members shall refer all complaints to the proper school district administrators and shall not undertake independent investigation.
- 3. School Board members shall treat all members of the public courteously and with respect and shall exercise reasonable courtesy in dealing with fellow School Board members, school district administrators and district staff.
- 4. School Board members shall not compromise the integrity of the School Board by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing official acts or judgments.
- 5. School Board members shall observe the confidentiality of information available to them due to their status as School Board members, and shall not knowingly violate any legal restrictions for the release or dissemination of school district information.

IV. PROCEDURES FOR ADMINISTERING POLICY

- A. Allegations of violations of this policy may be received from internal or external sources. In an instance where an allegation is made that could serve as the basis for the imposition of sanctions against an individual School Board member under this policy, the School Board will:
 - 1. Advise the School Board member of the allegation in writing within a reasonable period of time.
 - 2. If the allegation cannot be readily resolved, the School Board will conduct an investigation of the allegation to determine whether the individual School Board member has violated this policy.
 - 3. Allow the individual School Board member an opportunity to be heard by the School Board in defense of the allegation and to present any relevant information regarding the allegation.
 - 4. Specify the expected conduct or modification of conduct to be required from the individual School Board member.
- B. The determination whether a violation of this policy has occurred, and whether sanctions are to be imposed, shall be made by the School Board.

- C. The School Board retains the right to remove a School Board member as appropriate, subject to relevant governing law.

V. SANCTIONS

- A. The form of sanctions imposed on an individual School Board member for violation(s) of this policy may vary depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful, and whether the individual School Board member has been the subject of prior sanctions of the same or a different nature. The forms of sanctions that may be imposed by the School Board include, but are not limited to:
1. A warning of the individual School Board member by the School Board;
 2. Public censure of the individual School Board member by the School Board;
 3. A resolution disavowing the inappropriate behavior by the individual School Board member;
 4. Imposition of a one-time reduction in the individual School Board member's compensation in an amount determined by the School Board; ~~and~~ **or**
 5. Removal of the individual School Board member from the School Board in accordance with Minnesota law.
- B. Other sanctions, including any combination of the forms described above, may be imposed if, in the judgment of the School Board, another sanction would better accomplish the School Board's objective of stopping or correcting the offending conduct.

Legal References:

- Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
- Minn. Stat. § 123B.09 (School Board Powers)

Cross References:

- MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

AGENDA ITEM: **Action on Equity Audit Report and Commitment to Action**

MEETING DATE: **July 13, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**
Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning
Dr. Marcellus Davis, Director of Equity and Engagement

BACKGROUND:

Earlier on the meeting agenda, Dr. Alison Gillespie, Assistant Superintendent for Teaching & Learning and Dr. Marcellus Davis, Director of Equity & Engagement, provided an overview of the Equity Audit Report presentation that was part of a special School Board work session on Thursday, July 9. The overview included the following: 1) Brief Overview and Major Findings, 2) Equity Audit Report Focus Areas, 3) Data Review and Recommendations, and 4) Commitment to Action - Equity Audit Response.

The School Board previously adopted the following Equity Commitment Statement and 4-Way Equity Decision Making Protocol and has asked for the opportunity to affirm its support of both:

Equity Commitment

To nurture the whole student, we disrupt systemic inequities by recognizing, honoring, and embracing all cultures with humility and respect.

4-Way Equity Decision Making Protocol

How does this help to provide opportunities to students who have been marginalized within the system in the past?

How does this help to ensure equitable access for all?

How does this help to eliminate barriers based on race/ethnicity, gender, disability, age, or other protected groups?

How does this ensure that the same rigorous standards for academic performance exist for all students?

RECOMMENDED ACTION: *Move to affirm the District's Equity Commitment Statement and 4-Way Decision Making Protocol, to accept the results of the Equity Assessment, and to approve the Commitment to Action and the development of a three-five year Equity/Race Equity Plan as presented.*