

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

September 14, 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: Dr. Wayne Kazmierczak  
Superintendent of Schools

Date: September 3, 2020

A meeting of the White Bear Lake Area School Board will be held on **Monday, September 14, 2020** at 7:00 p.m. in the auditorium at District Center, 4855 Bloom Avenue, White Bear Lake.

Please note: 1) This meeting is open to the public with room capacity limits while staying six feet apart and wearing a mask.

**AGENDA**

**A. PROCEDURAL ITEMS**

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

**B. PUBLIC FORUM**

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up for 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 who wish to address the School 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 School 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. School District policy and data privacy laws preclude the School Board from publicly discussing student matters or data, including information, which, if discussed in a public meeting could violate law or policy.

7. An appropriate school district official will be assigned to contact the speaker with answers to his/her questions or with follow-up information.
8. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
9. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
10. 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.

**C. INFORMATION ITEMS**

1. Update from White Bear Lake Area Educational Foundation
2. Superintendent's Report

**D. DISCUSSION ITEMS**

1. Opening Enrollment Report
2. First Reading of School Board Policies
  - a. Policy 412, Expense Reimbursement
  - b. Policy 412, Procedures
  - c. Policy 705, Investments

**E. OPERATIONAL ITEMS**

1. Action on City of White Bear Lake Bus Garage Conveyance
2. Action on 2020C Bond Refunding
3. Action on Update Official Depositories for School District Funds and Authorized Bank Accounts and Signatures
4. Action on Approving Policy 808, Face Coverings
5. Action on Approving Revised 2020-21 School Calendar
6. Action on Approval of Property Purchase Agreements\*

**F. BOARD FORUM**

**G. ADJOURNMENT**

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| <ul style="list-style-type: none"><li>• <i>If needed, closed session pursuant to Minn. Stat. 13D.05, subd. 3(c) to consider an offer to purchase property identified as PID #143022120007 and PID#143022120017 located in Ramsey County, State of Minnesota.</i></li></ul> |
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# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Induction of Student Representatives**  
MEETING DATE: **September 14, 2020**  
SUGGESTED DISPOSITION: **Procedural Item**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent of Schools**

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**BACKGROUND:**

We are pleased to welcome our new student representatives for the 2020-21 school year.  
They are:

**Jennifer Adams**, 12th grade student at South Campus, will serve as the Student Representative for the 2020-21 school year. She is involved in Advancement Via Individual Determination (AVID), and is the co-chair for MH Youth Council.

**Bemnet Tessema**, 11th grade student at South Campus, will serve as the Alternate Student Representative for the 2020-21 school year. Bemnet is involved in the Link Crew at South Campus and is actively involved in the elementary aged children's ministry at her church.

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **September 14, 2020**  
SUGGESTED DISPOSITION: **Procedural Items**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

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

Consent Agenda

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

**RECOMMENDATION:**

BE IT RESOLVED by the School Board of Independent School District No. 624 that consent Agenda Items, A-6a through A-6f, be approved as written, and a copy of the agenda items is attached to the minutes.

AGENDA ITEM: **School Board Minutes**  
MEETING DATE: **September 14, 2020**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Jessica Ellison, School Board Clerk**

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**BACKGROUND:**

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

**RECOMMENDATION:** Approve minutes.



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

A special work session (Emergency Meeting) of the White Bear Lake Area School Board was held on **Friday, August 7, 2020** at 2:00 p.m. via electronic conferencing under Minnesota Statute 13D.021. The meeting was live streamed.

**WORK SESSION AGENDA**

**A. PROCEDURAL ITEMS**

1. Vice Chair Chapman called the meeting to order at 2:05 p.m.
2. Roll Call – Present: Beloyed, Chapman, Ellison, Newmaster, Thompson, Arcand  
Absent: Mullin. Ex-Officio: Dr. Wayne Kazmierczak

**B. DISCUSSION ITEMS**

1. Fall 2020 School Reopening Plan Overview – Dr. Kazmierczak informed the School Board of the recommendation to start the 2020-21 school year with the Hybrid Learning Model for Grades K-12+. The Distance Learning model will be available for families who pick that model. Tim Wald reviewed the health and safety portion of the presentation and provided information on personal protective equipment, signage, ventilation and water systems, screening, transportation, and nutrition services. Matt Mons provided information about Covid-19 case response. Allison Gillespie talked about attendance and grading. She also explained the hybrid model for K-12+. Marisa Vette provided information on how information will be provided to families. After the presentation the School Board members asked questions.

**C. OPERATIONAL ITEM**

1. Beloyed moved and Arcand second to adopt the base learning model for the 2020-21 school year as the Hybrid Learning Model for K-12+. ***Roll call vote: ayes, Beloyed, Chapman, Newmaster, Thompson, Arcand. Nays, Ellison. With a vote of 5 – 1 the motion carried.***

**D. ADJOURNMENT** – Arcand moved and Chapman seconded to adjourn the meeting. ***Roll call vote: ayes, Beloyed, Chapman, Ellison, Newmaster, Thompson, Arcand, nays: none. Motion carried.***

Submitted by Jessica Ellison, clerk

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

A meeting of the White Bear Lake Area School Board was held on **Monday, August 10, 2020** at 7:00 p.m. in Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake. Members Newmaster and Beloyed joined the meeting via electronic conferencing under Minnesota Statute 13D.021.

**A. PROCEDURAL ITEMS**

1. Vice Chair Chapman called the meeting to order at 7:02 p.m.
2. Roll Call – Present: Chapman, Ellison, Newmaster, Arcand, Beloyed.  
Absent: Mullin and Thompson.
3. Ex-Officio: Dr. Wayne Kazmierczak
4. Pledge of Allegiance
5. Newmaster moved and Beloyed seconded to approve the agenda as presented.  
***Roll call vote: ayes, Chapman, Ellison, Newmaster, Arcand, Beloyed. Nays, none. Motion carried.***
5. Beloyed moved and Arcand seconded to approve the consent agenda consisting of:
  - Approval of minutes for special work session on July 9, regular Board meeting of July 13 and special work session on July 31 ;
  - 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**  
**LINDA DAOUST**– Part-Time Cook, WBLAHS – South Campus  
Employed by District 624 since 09/05/2017  
Effective Date: 07/08/2020  
**SHANNON HUTTON** – Program Assistant Leader, Vadnais Heights Elementary  
Employed by District 624 since 11/18/2019  
Effective Date: 06/10/2020  
**ROBERT PETERSON**– Custodial Engineer, Sunrise Park Middle School  
Employed by District 624 since 01/17/2017  
Effective Date: 06/15/2020  
**JACOB SKERLETT**– Pupil Support Assistant, Sunrise Park Middle School  
Employed by District 624 since 09/04/2018  
Effective Date: 06/05/2020
    - **RESIGNATION/TERMINATION/NON-RENEWAL– CERTIFIED STAFF**  
**MICHELE DEGEEST**–Preschool Teacher, Hugo Elementary  
Employed by District 624 since 09/11/2017  
Effective Date: 08/04/2020  
**BAILEY GENSKE**–.8 Intervention Teacher, Oneka Elementary  
Employed by District 624 since 08/19/2019  
Effective Date: 06/08/2020
    - **RETIREMENT– CLASSIFIED STAFF**  
**LEANNE LITTLE**– Media Clerk, Lincoln Elementary  
Employed by District 624 since 08/28/2000  
Effective Date: 08/01/2020  
**CARLA MATTSON**– Program Aide, Lincoln Elementary  
Employed by District 624 since 10/02/2017  
Effective Date: 06/15/2020

➤ **RETIREMENT– CERTIFIED**

**STEVEN HAWKINSON**– 5<sup>th</sup> Grade Teacher, Birch Lake Elementary  
Employed by District 624 since 08/21/2003  
Effective Date: 06/08/2020

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

**KYLEEN BEDELL**– Assistant, Sunrise Park Middle School  
Decrease in hours, from 3.75 hrs. per day to 3.5 hrs. per day  
Effective Date: 09/07/2020

**KARIE JONES** – Pupil Support Assistant, Hugo Elementary  
Increase in hours, from 30.0 hrs. per week to 32.5 hrs. per week  
Effective Date: 2020-2021 School Year

**EMILEE PAULSON** – Behavior Management Assistant, Matoska Elementary  
Decrease in hours, from 32.5 hrs. per week to 25.0 hrs. per week  
Effective Date: 2020-2021 School Year

**JADIDIAH RADEBAUGH** – Pupil Support Assistant, Oneka Elementary  
Increase in hours, from 30.0 hrs. per week to 32.5 hrs. per week  
Effective Date: 2020-2021 School Year

**MARIBETH SPREEMAN** – Part Time Cook, WLAHS – South Campus  
From 3.0 hrs. per day To 3.75 hrs. per day  
Effective Date: 09/08/2020

**RACHAEL STAFKI** – From Admin. Assist. – Coordinator, Normandy Park  
To Human Relations Specialist, District Center  
\$62,809.55  
Effective Date: 08/03/2020

➤ **CHANGE IN ASSIGNMENT - CERTIFIED**

**KRISTIN FRY**– Language Arts Teacher, WLAHS – South Campus  
From .7 FTE to .5 FTE  
Effective Date: 2020-2021 School Year

**CATHERINE OLSON**– Math Teacher, ALC  
From .8 FTE to 1.0 FTE  
Effective Date: 2020-2021 School Year

**JODY RYAN**– Health Teacher, WBLAHS – South Campus  
From .4 FTE to .3 FTE  
Effective Date: 2020-2021 School Year

**STEPHANIE ROLOFF**– Facs Teacher, Sunrise Park Middle School  
From 1.0 FTE to .8 FTE  
Effective Date: 2020-2021 School Year

**AMANDA VERNON**– Math Teacher, WBLAHS – North Campus  
From .8 FTE to 1.0 FTE  
Effective Date: 2020-2021 School Year

➤ **EXTRA ASSIGNMENT – CERTIFIED STAFF**

**BEN CRAIG** – .2 Instructional Coach, ALC  
MA, Step 5, \$11,314.00  
Effective Date: 2020-2021 School Year

**DEREK DOESCHER** – .1 FTE Industrial Tech Teacher, WBLAHS – South  
Campus. BA, Step 6, \$5,157.90  
Effective Date: 2020-2021 School Year

**JESSICA FJELD** – .2 FTE Social Studies Teacher, WBLAHS – South Campus  
MA+60, Step 13, \$18,079.40  
Effective Date: 2020-2021 School Year

**SHAWN GRITZMACHER** – .1 FTE Art Teacher, WBLAHS – South Campus  
MA+15, Step 13, \$8,209.20

Effective Date: 2020-2021 School Year

**JENNIFER LATUFF** – .1 FTE Art Teacher, WBLAHS – South Campus  
MA+15, Step 13, \$8,209.20

Effective Date: 2020-2021 School Year

**CAMERON MAHLUM** – .1 FTE Social Studies Teacher, WBLAHS – South  
Campus. MA+60, Step 13, \$9,039.70

Effective Date: 2020-2021 School Year

**MATT MCGLOTHLIN** – .1 FTE Social Studies Teacher, WBLAHS – South  
Campus. MA, Step 13, \$8,840.00

Effective Date: 2020-2021 School Year

➤ **TEMPORARY CHANGE IN ASSIGNMENT – CERTIFIED STAFF**

**SETH SALENGER** – From Math Teacher, WBLAHS – South Campus  
To Interim High School Principal, WBLAHS – North Campus  
\$117,251.19

Effective Date: 08/03/2020

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

**ANGELA SCHUEBEL**–Music Teacher, Hugo Elementary

Employed by District 624 since 08/22/2016

Effective Date: 08/31/2020 through 10/09/2020

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

**VANESSA HOUSE**– School Nurse – Sunrise Park Middle School & TEC  
Position 1.0 FTE (leave .2FTE)

Effective Date: 2020-2021 School Year

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

**THOMAS ALTENDAHL**– Accounts Payable Clerk, District Center  
\$20.04 per hr., 40.0 hrs. per week, \$38,797.44

Effective Date: 07/27/2020

**LEANN BIRCH**– Instructional Assistant, Early Childhood Willow  
\$19.07 per hr., 17.5 hrs. per week, \$22,977.04

Effective Date: 08/31/2020

**JEANNETTE CHERRIER**– Bus Aide, Bus Garage  
\$18.16 per hr., less than 30 hrs. per week

Effective Date: 07/20/2020

**MARTIN KOEHN**– Pupil Support Assistant, Central Middle School  
\$19.53 per hr., 32.5 hrs. per week, \$22,977.04

Effective Date: 09/07/2020

**KATHERINE RALEIGH**– Health Assistant, Matoska Elementary  
\$19.48 per hr., 37.5 hrs. per week, \$27,174.60

Effective Date: 08/31/2020

**CHARLOTT RUSSELL**– Health Assistant, Matoska Elementary  
\$22.50 per hr., 37.5 hrs. per week, \$31,218.75

Effective Date: 08/31/2020

**WILLIAM SPROULS**– Behavior Management Assistant, Matoska Elementary  
\$19.53 per hr., 32.5 hrs. per week, \$22,977.04

Effective Date: 09/07/2020

➤ **NEW PERSONNEL – CERTIFIED STAFF**

**KELLY COUNIHAN**– 2<sup>nd</sup> Grade Teacher, Matoska Elementary  
MA Step 2, \$51,626.00

Effective Date: 2020-2021 School Year

**KATHLEEN MARCOUILLER**– Special Education Teacher, Willow Lane Elementary

MA Step 7, \$60,560.00

Effective Date: 2020-2021 School Year

**TYLER PETERSON**– Special Education Teacher, Vadnais Heights Elementary

MA Step 11, \$72,129.00 plus \$1,500.00 Hiring Incentive

Effective Date: 2020-2021 School Year

**MARGARET VAN ESSEN**– Special Education Teacher, Matoska Elementary

BA+30 Step 2, \$48,606.00

Effective Date: 2020-2021 School Year

➤ **NEW PERSONNEL – NON-AFFILIATED**

**KATHLEEN DOMSCHOT**– Student Support Services Coordinator, District Office, \$104,000 (Prorated based on start date \$94,799.99)

Effective Date: 08/03/2020

**DAVID THOMAS**– Student Support Services Coordinator, District Office \$104,000 (Prorated based on start date \$94,799.99)

Effective Date: 08/03/2020

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

**JEFFREY ENGELEN**– Social Studies Teacher, WLAHS – North Campus

MA+60, Step 1, \$53,784.00

Effective Date: 2020-2021 School Year

**ABIGAIL WITT**– 1<sup>st</sup> Grade Teacher, Hugo Elementary

MA Step 2, \$51,626.00

Effective Date: 2020-2021 School Year

**JOHN WITT**– Spanish Teacher, Willow Lane Elementary

MA Step 5, \$56,570.00

Effective Date: 2020-2021 School Year

***Roll call vote: ayes, Chapman, Ellison, Newmaster, Arcand, Beloyed. Nays, none. Motion carried.***

- B. PUBLIC FORUM** – Mrs. Vette read the public forum comments from Brian Riebe, Kristine Erickson and Beth Hill regarding safety concerns on reopening school. Tiffany Dittrich, president of the White Bear Teachers Association read her concerns.

**C. INFORMATION ITEMS**

1. Superintendent's Report - Dr. Kazmierczak reported on the following items: first day of school dates; two communication items that will be mailed to families include the 2020-21 Activities Calendar and Community Services Fall Catalog; Fall 2020 – a page on our website with current information on starting the school year; and, hiring - check out our website.

**D. DISCUSSION ITEMS**

1. Fall 2020 School Reopening Plan Overview - Superintendent Kazmierczak and members of the Leadership Team answered questions from the School Board on the 2020-21 school reopening plan.

**E. OPERATIONAL ITEMS - none.**

**F. BOARD FORUM – none.**

**G. ADJOURNMENT** - Arcand moved and Newmaster seconded to adjourn the meeting at 6:41 p.m. ***Roll call vote: ayes, Chapman, Ellison, Newmaster, Arcand, Beloyed. Nays, none. Motion carried.***

Submitted by: Jessica A. Ellison

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

A work session of the White Bear Lake Area School Board was held on **Monday, August 24, 2020** at 5:30 p.m. in the auditorium at the District Center, 4855 Bloom Avenue, White Bear Lake.

**WORK SESSION AGENDA**

**A. PROCEDURA ITEMS**

1. Call to Order – Chair Mullin called the meeting to order at 5:36 p.m.
2. Roll Call – Present: Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman.

**B. DISCUSSION ITEMS**

1. 2020-21 Fall Planning Update - Information was provided on K-12+ grading. Dr. Kazmierczak made a recommendation to delay the start of school to September 14. The Board had a long and thorough discussion on school start up and the plan.

Thompson called for a vote for “Elementary students to start in the hybrid learning model on September 14th and the secondary students to start with distance learning and then move into hybrid on September 28th.”

Thompson moved and Ellison second the motion. ***Roll call vote: ayes, Ellison, Thompson, Arcand. Nays, Mullin, Newmaster, Beloyed, Chapman. Vote was defeated 3-4.***

Dr. Kazmierczak suggested to carry over D-3, School District Elections to the next work session on September 28. Chair Mullin agreed.

- C. ADJOURNMENT** - Arcand moved to adjourn the meeting at 8:38 p.m., Mullin seconded. ***Voice vote: All ayes, motion carried.***

Submitted by Jessica Ellison, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Action Item**

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

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**BACKGROUND:**

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

**RECOMMENDATION:**

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



## White Bear Lake Area Schools

### Electronic Transfers - August 2020

		<u>8/14/2020</u>	<u>8/31/2020</u>
Direct Deposit	589425-589869	495,875.48	
Direct Deposit	589870-590474		565,868.43
<hr/>			
Burnet Title	Land Purchase	8/5/2020	183,872.25
Burnet Title	Land Purchase	8/7/2020	235,597.75

Check Number	Vendor	Amount	Check Date	Check Type
110249	AMERIPRIDE SERVICES	8/6/2020	\$246.64	R
110250	ANOKA COUNTY	8/6/2020	\$189.60	R
110251	APPLIED BUSINESS COMMUNICATIONS OF MN LLC	8/6/2020	\$3,250.00	R
110252	ASTLEFORD INTERNATIONAL TRUCKS	8/6/2020	\$484.21	R
110253	BAYADA HOME HEALTH CARE	8/6/2020	\$435.00	R
110254	BEST BUY BUSINESS ADVANTAGE ACCT	8/6/2020	\$0.00	C
110255	BEST BUY BUSINESS ADVANTAGE ACCT	8/6/2020	\$0.00	C
110256	BEST BUY BUSINESS ADVANTAGE ACCT	8/6/2020	\$3,295.75	R
110257	BLUE TARP FINANCIAL INC	8/6/2020	\$94.87	R
110258	BROWN INDUSTRIES INC	8/6/2020	\$156.74	R
110259	CONTINENTAL RESEARCH CORP	8/6/2020	\$417.00	R
110260	CUB FOODS OF WHITE BEAR TWSHP	8/6/2020	\$202.49	R
110261	EDUCERE, LLC	8/6/2020	\$99.50	R
110262	EHRMAN, SHERRIE K.	8/6/2020	\$1,936.00	R
110263	EXCEL AV GROUP	8/6/2020	\$795.00	R
110264	HAAS MUSICAL INSTRUMENT REPAIR	8/6/2020	\$210.00	R
110265	HOGLUND BUS AND TRUCK CO	8/6/2020	\$453.07	R
110266	HOGLUND BODY & EQUIPMENT INC	8/6/2020	\$1,434.80	R
110267	JOSTENS INC	8/6/2020	\$1,802.44	R
110268	JW PEPPER & SON INC	8/6/2020	\$11.25	R
110269	LANGUAGE LINE SERVICES	8/6/2020	\$54.78	R
110270	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	8/6/2020	\$595.00	R
110271	MCPHILLIPS BROS ROOFING CO	8/6/2020	\$36,007.50	R
110272	MEADOWOOD TOOL CO	8/6/2020	\$590.54	R
110273	METRO ECSU	8/6/2020	\$25.00	R
110274	MLA	8/6/2020	\$25,875.00	R
110275	NORTH CENTRAL BLUE BIRD BUS SALES	8/6/2020	\$573.57	R
110276	OXYGEN SERVICE CO INC	8/6/2020	\$50.82	R
110277	PITNEY BOWES PURCHASE POWER	8/6/2020	\$30.93	R
110278	PRO-ED INC	8/6/2020	\$467.83	R
110279	REHBEIN TRANSIT CO INC	8/6/2020	\$25,860.00	R
110280	REPUBLIC SERVICES #899	8/6/2020	\$0.00	C
110281	REPUBLIC SERVICES #899	8/6/2020	\$7,752.22	R
110282	SCHMIT TOWING	8/6/2020	\$187.50	R
110283	SCHMITT MUSIC COMPANY	8/6/2020	\$64.80	R
110284	SCHOLASTIC	8/6/2020	\$0.00	C
110285	SCHOLASTIC	8/6/2020	\$0.00	C
110286	SCHOLASTIC	8/6/2020	\$468.00	R
110287	SCHOOL SPECIALTY	8/6/2020	\$287.21	R
110288	SHORT ELLIOTT HENDRICKSON, INC	8/6/2020	\$1,497.53	R
110289	SUPER DUPER PUBLICATIONS	8/6/2020	\$110.75	R
110290	TEACHING STRATEGIES LLC	8/6/2020	\$9,998.75	R
110291	TELIN TRANSPORTATION GROUP LLC	8/6/2020	\$115.38	R
110292	TREND ENTERPRISES INC	8/6/2020	\$36.91	R

110293 TYLER TECHNOLOGIES INC	8/6/2020	\$6,097.00	R
110294 VARSITY SPIRIT FASHIONS	8/6/2020	\$2,059.40	R
110295 A+ DRIVING SCHOOL	8/6/2020	\$13,860.00	R
110296 A-1 HYDRAULIC SALES & SERVICE	8/6/2020	\$295.33	R
110297 ABBOTT PAINT & CARPET INC	8/6/2020	\$0.00	C
110298 ABBOTT PAINT & CARPET INC	8/6/2020	\$572.75	R
110299 ACCLAIM SERVICES INC	8/6/2020	\$323.50	R
110300 ALLSTREAM	8/6/2020	\$94.70	R
110301 AMAZON CAPITAL SERVICES	8/6/2020	\$0.00	C
110302 AMAZON CAPITAL SERVICES	8/6/2020	\$0.00	C
110303 AMAZON CAPITAL SERVICES	8/6/2020	\$0.00	C
110304 AMAZON CAPITAL SERVICES	8/6/2020	\$0.00	C
110305 AMAZON CAPITAL SERVICES	8/6/2020	\$5,721.70	R
110306 AMERICAN TIME	8/6/2020	\$1,463.02	R
110307 ASSOC OF METROPOLITAN SCHOOL DISTRICTS	8/6/2020	\$11,074.00	R
110308 ANCHOR SOLAR INVESTMENTS, LLC	8/6/2020	\$2,013.31	R
110309 ASTLEFORD INTERNATIONAL TRUCKS	8/6/2020	\$38.07	R
110310 BARNETT WB CHRYSLER JEEP DODGE	8/6/2020	\$86.38	R
110311 BLUE TARP FINANCIAL INC	8/6/2020	\$98.86	R
110312 BLUEBIRD SCREEN PRINT	8/6/2020	\$456.48	R
110313 BLUEWATER MANUFACTURING LLC	8/6/2020	\$5,448.00	R
110314 BSN SPORTS	8/6/2020	\$18,352.57	R
110315 BUREAU OF EDUCATION & RESEARCH	8/6/2020	\$0.00	C
110316 BUREAU OF EDUCATION & RESEARCH	8/6/2020	\$837.00	R
110317 CAP ELECTRIC INC	8/6/2020	\$1,333.95	R
110318 CAPITAL ONE COMMERCIAL	8/6/2020	\$699.29	R
110319 CAPITAL CITY GLASS	8/6/2020	\$80,431.80	R
110320 CDW GOVERNMENT INC	8/6/2020	\$2,587.15	R
110321 CENTRAL ROOFING CO	8/6/2020	\$373,081.53	R
110322 CERTIFIED LABORATORIES	8/6/2020	\$3,973.61	R
110323 CINTAS CORP #470	8/6/2020	\$379.73	R
110324 CL BENSEN CO., INC	8/6/2020	\$896.40	R
110325 CLOUDCOVER USA/B1 GROUP	8/6/2020	\$69.23	R
110326 COMCAST	8/6/2020	\$294.67	R
110327 COMMERCIAL KITCHEN SERVICES	8/6/2020	\$933.86	R
110328 CONNEY SAFETY	8/6/2020	\$6,151.62	R
110329 CONTINENTAL RESEARCH CORP	8/6/2020	\$2,396.48	R
110330 CRESCENDO EDUCATION GROUP, LLC	8/6/2020	\$12,316.00	R
110331 CULLIGAN BOTTLED WATER	8/6/2020	\$6.60	R
110332 CUMMINS NPOWER LLC	8/6/2020	\$273.79	R
110333 DALCO CORPORATION	8/6/2020	\$0.00	C
110334 DALCO CORPORATION	8/6/2020	\$0.00	C
110335 DALCO CORPORATION	8/6/2020	\$0.00	C
110336 DALCO CORPORATION	8/6/2020	\$0.00	C
110337 DALCO CORPORATION	8/6/2020	\$0.00	C
110338 DALCO CORPORATION	8/6/2020	\$11,419.56	R
110339 DIMENSION STUDIOS	8/6/2020	\$32.00	R

110340 DEFINITIVE TECHNOLOGY SOLUTIONS	8/6/2020	\$7,120.83	R
110341 ECKROTH MUSIC	8/6/2020	\$5.24	R
110342 EMERGENCY CONTRACTORS SERVICES INC	8/6/2020	\$0.00	C
110343 EMERGENCY CONTRACTORS SERVICES INC	8/6/2020	\$48,625.94	R
110344 EPS LITERACY & INTERVENTION	8/6/2020	\$888.38	R
110345 FENWAY INNOVATION CENTER	8/6/2020	\$7,650.00	R
110346 FIDELITY SECURITY LIFE INSURANCE CO	8/6/2020	\$2,325.84	R
110347 FLOORS BY BECKERS	8/6/2020	\$2,030.00	R
110348 FRATTALONES HARDWARE STORES	8/6/2020	\$0.00	C
110349 FRATTALONES HARDWARE STORES	8/6/2020	\$0.00	C
110350 FRATTALONES HARDWARE STORES	8/6/2020	\$399.13	R
110351 GALLAGHERS NORTHWESTERN TIRE CO INC	8/6/2020	\$155.35	R
110352 GRAINGER	8/6/2020	\$0.00	C
110353 GRAINGER	8/6/2020	\$1,522.39	R
110354 GROUP MEDICAREBLUE RX	8/6/2020	\$10,540.00	R
110355 HEALTHPARTNERS	8/6/2020	\$3,899.91	R
110356 HEGGIES PIZZA	8/6/2020	\$2,990.05	R
110357 HILLSDALE COLLEGE	8/6/2020	\$1,000.00	R
110358 HOENIGSCHMIDT, KAYLEA	8/6/2020	\$1,176.00	R
110359 HOGLUND BUS AND TRUCK CO	8/6/2020	\$0.00	C
110360 HOGLUND BUS AND TRUCK CO	8/6/2020	\$3,549.64	R
110361 HOME DEPOT CREDIT SERVICES	8/6/2020	\$238.14	R
110362 CITY OF HUGO	8/6/2020	\$2,322.26	R
110363 HUGO FEED MILL & HARDWARE	8/6/2020	\$14.99	R
110364 IFD	8/6/2020	\$0.00	C
110365 IFD	8/6/2020	\$16,257.62	R
110366 INNOVATIVE OFFICE SOLUTIONS	8/6/2020	\$2,093.96	R
110367 INSPEC INC	8/6/2020	\$2,132.10	R
110368 IORAD	8/6/2020	\$2,220.00	R
110369 JOHN HENRY FOSTER	8/6/2020	\$68.53	R
110370 JAYTECH INC	8/6/2020	\$660.00	R
110371 JOHN DEERE FINANCIAL	8/6/2020	\$271.76	R
110372 KIDCREATE STUDIO	8/6/2020	\$46.00	R
110373 KIMBALL MIDWEST	8/6/2020	\$38.54	R
110374 KOCH MECHANICAL LLC	8/6/2020	\$9,512.52	R
110375 KRAFT CONTRACTING & MECHANICAL	8/6/2020	\$1,569.00	R
110376 LAKEAIRES PTO	8/6/2020	\$270.00	R
110377 LANGERS	8/6/2020	\$850.00	R
110378 LEBENS FLORAL	8/6/2020	\$940.06	R
110379 LIGHTING PLASTICS OF MN INC	8/6/2020	\$5,000.00	R
110380 LINDENMEYR MUNROE	8/6/2020	\$6.00	R
110381 L T G POWER EQUIPMENT	8/6/2020	\$0.00	C
110382 L T G POWER EQUIPMENT	8/6/2020	\$789.28	R
110383 MADISON NATIONAL LIFE	8/6/2020	\$39,618.44	R
110384 MALLOY/MONTAGUE/KARNOWSKI & CO	8/6/2020	\$4,500.00	R
110385 MARCO TECHNOLOGIES LLC	8/6/2020	\$5,716.74	R
110386 MARCO, INC	8/6/2020	\$1,017.57	R

110387 MCDONOUGH'S WATERJETTING AND	8/6/2020	\$299.31	R
110388 MCPHILLIPS BROS ROOFING CO	8/6/2020	\$70,965.00	R
110389 MEADOWOOD TOOL CO	8/6/2020	\$350.70	R
110390 METHOD TEST PREP	8/6/2020	\$1,250.00	R
110391 MIDWEST BUS PARTS INC	8/6/2020	\$108.24	R
110392 MN DEPT OF LABOR & INDUSTRY	8/6/2020	\$5,375.42	R
110393 MN STATE HIGH SCHOOL MATH LEAGUE	8/6/2020	\$600.00	R
110394 MN SWORD PLAY	8/6/2020	\$540.00	R
110395 MOBILE RADIO ENGINEERING INC	8/6/2020	\$459.10	R
110396 MOORHEAD MACHINERY & BOILER COMPANY	8/6/2020	\$6,125.72	R
110397 MURPHY WINDOW AND DOOR COMPANY	8/6/2020	\$119,674.35	R
110398 NAPA GENUINE AUTO PARTS	8/6/2020	\$55.02	R
110399 NATL JUNIOR HONOR SOCIETY	8/6/2020	\$385.00	R
110400 NATL CHEERLEADERS ASSOC	8/6/2020	\$3,645.00	R
110401 NCPERS MINNESOTA	8/6/2020	\$144.00	R
110402 NORCENTRONIX DISTRIBUTING	8/6/2020	\$950.00	R
110403 NORTH CENTRAL BLUE BIRD BUS SALES	8/6/2020	\$0.00	C
110404 NORTH CENTRAL BLUE BIRD BUS SALES	8/6/2020	\$792.41	R
110405 NORTHBOUND CREATIVE	8/6/2020	\$1,528.50	R
110406 NSGEL	8/6/2020	\$9,140.00	R
110407 NUTRISLICE INC	8/6/2020	\$7,867.84	R
110408 O'REILLY AUTOMOTIVE INC	8/6/2020	\$121.96	R
110409 OLIVER PACKAGING AND EQUIPMENT COMPANY	8/6/2020	\$4,913.12	R
110410 OLSEN FIRE PROTECTION	8/6/2020	\$4,640.00	R
110411 ON SITE SANITATION INC	8/6/2020	\$30.57	R
110412 ORTIZ, KLEBER I.	8/6/2020	\$2,150.00	R
110413 PETERSON BROS ROOFING & CONST	8/6/2020	\$13,148.65	R
110414 PIONEER MANUFACTURING CO	8/6/2020	\$3,020.10	R
110415 PONCE TRAINED WRESTLING	8/6/2020	\$850.00	R
110416 POSITIVE COACHING ALLIANCE	8/6/2020	\$490.47	R
110417 POSTMASTER	8/6/2020	\$3,200.00	R
110418 PRESS PUBLICATIONS	8/6/2020	\$91.20	R
110419 PROFESSIONAL WIRELESS COMM	8/6/2020	\$5,233.05	R
110420 PROJECT LEAD THE WAY	8/6/2020	\$1,200.00	R
110421 RAMSEY COUNTY	8/6/2020	\$4,424.00	R
110422 RM COTTON COMPANY	8/6/2020	\$93.00	R
110423 SAM'S CLUB	8/6/2020	\$180.00	R
110424 SCHINDLER ELEVATOR CORP	8/6/2020	\$2,558.43	R
110425 SCHMIT TOWING	8/6/2020	\$643.00	R
110426 SITEONE LANDSCAPE SUPPLY	8/6/2020	\$304.75	R
110427 SOURCEWELL TECHNOLOGY	8/6/2020	\$3,054.25	R
110428 SOUTHERN MN INSPECTION	8/6/2020	\$2,040.80	R
110429 SOUTHWEST BINDING & LAMINATING	8/6/2020	\$102.54	R
110430 STATE SUPPLY CO	8/6/2020	\$0.00	C
110431 STATE SUPPLY CO	8/6/2020	\$3,556.38	R
110432 STEWART PROMOTIONS LLC	8/6/2020	\$15,970.00	R
110433 SUMMIT COMPANIES	8/6/2020	\$600.00	R

110434 TA SCHIFSKY & SONS INC	8/6/2020	\$31.20	R
110435 TOUGHJERSEY	8/6/2020	\$880.00	R
110436 TRI-STATE BOBCAT	8/6/2020	\$201.58	R
110437 TRIO SUPPLY COMPANY	8/6/2020	\$0.00	C
110438 TRIO SUPPLY COMPANY	8/6/2020	\$1,075.80	R
110439 TURFWERKS INC	8/6/2020	\$1,541.19	R
110440 TWIN CITY JANITOR SUPPLY CO	8/6/2020	\$3,993.80	R
110441 UCP SEGUIN - MN	8/6/2020	\$4,888.95	R
110442 UHL CO INC	8/6/2020	\$809.87	R
110443 UNIVERSITY OF MINNESOTA	8/6/2020	\$145.00	R
110444 UNIVERSAL ATHLETIC	8/6/2020	\$3,612.00	R
110445 UNLTD TEAM	8/6/2020	\$1,800.00	R
110446 V!ROC	8/6/2020	\$5,500.00	R
110447 VALLEY TROPHY INC	8/6/2020	\$213.90	R
110448 VARSITY SPIRIT FASHIONS	8/6/2020	\$1,154.00	R
110449 VERIZON WIRELESS	8/6/2020	\$1,309.45	R
110450 VIKING ELECTRIC SUPPLY	8/6/2020	\$0.00	C
110451 VIKING ELECTRIC SUPPLY	8/6/2020	\$2,518.02	R
110452 WHITE BEAR GLASS INC	8/6/2020	\$855.00	R
110453 WHITE BEAR LOCKSMITH INC	8/6/2020	\$30.00	R
110454 WHITE BEAR RENTAL EQUIPMENT	8/6/2020	\$86.38	R
110455 WHITE BEAR LAKE UMPIRES ASSN	8/6/2020	\$750.00	R
110456 WENGER CORP	8/6/2020	\$2,457.00	R
110457 XCEL ENERGY	8/6/2020	\$14,896.93	R
110458 IUOE LOCAL 70	8/6/2020	\$1,040.73	R
110459 RAUSCH, STURM, ISRAEL,	8/6/2020	\$220.39	R
110460 SCHOOL SERVICE EMPLOYEES	8/6/2020	\$1,098.61	R
110461 MESSERLI & KRAMER PA	8/6/2020	\$12.65	R
110462 FAMILY OF RUTH JOHNSON	8/13/2020	\$2,016.00	R
110463 HELLMARK, MARY C.	8/13/2020	\$85.15	R
110464 JIMMY JOHNS #869	8/13/2020	\$211.01	R
110465 3M	8/20/2020	\$1,914.00	R
110466 ABBOTT PAINT & CARPET INC	8/20/2020	\$0.00	C
110467 ABBOTT PAINT & CARPET INC	8/20/2020	\$907.86	R
110468 AFFINETY SOLUTIONS, INC.	8/20/2020	\$4,575.00	R
110469 ALBIN AQUISITION CORP	8/20/2020	\$901.55	R
110470 ALLSTREAM	8/20/2020	\$4,376.41	R
110471 AMAZON CAPITAL SERVICES	8/20/2020	\$0.00	C
110472 AMAZON CAPITAL SERVICES	8/20/2020	\$0.00	C
110473 AMAZON CAPITAL SERVICES	8/20/2020	\$0.00	C
110474 AMAZON CAPITAL SERVICES	8/20/2020	\$0.00	C
110475 AMAZON CAPITAL SERVICES	8/20/2020	\$0.00	C
110476 AMAZON CAPITAL SERVICES	8/20/2020	\$0.00	C
110477 AMAZON CAPITAL SERVICES	8/20/2020	\$10,126.38	R
110478 AMERICAN MESSAGING	8/20/2020	\$13.69	R
110479 AMPLIFIED IT LCC	8/20/2020	\$24,120.00	R
110480 AP CHEM SOLUTIONS	8/20/2020	\$154.74	R

110481 ARNSDORFF, DANIEL J.	8/20/2020	\$3,034.76	R
110482 ARTS INK, INC	8/20/2020	\$1,300.00	R
110483 AUTONATION WBL FORD	8/20/2020	\$1,049.76	R
110484 BATTERIES PLUS BULBS	8/20/2020	\$68.38	R
110485 BEST BUY BUSINESS ADVANTAGE ACCT	8/20/2020	\$3,313.96	R
110486 BEVSO	8/20/2020	\$10,250.35	R
110487 BLUE CROSS / BLUE SHIELD OF MN	8/20/2020	\$6,992.00	R
110488 BLUE TARP FINANCIAL INC	8/20/2020	\$215.59	R
110489 BOYER TRUCKS	8/20/2020	\$66.32	R
110490 BSN SPORTS	8/20/2020	\$0.00	C
110491 BSN SPORTS	8/20/2020	\$5,881.67	R
110492 CAPITAL ONE COMMERCIAL	8/20/2020	\$247.72	R
110493 CDW GOVERNMENT INC	8/20/2020	\$2,304.50	R
110494 CINTAS CORP #470	8/20/2020	\$243.91	R
110495 CL BENSON CO., INC	8/20/2020	\$5,910.83	R
110496 COMCAST	8/20/2020	\$589.34	R
110497 CONNEY SAFETY	8/20/2020	\$97.40	R
110498 CONTINENTAL RESEARCH CORP	8/20/2020	\$1,615.81	R
110499 CONWAY, HEATHER J.	8/20/2020	\$10.15	R
110500 CUB FOODS OF WHITE BEAR TWSHP	8/20/2020	\$0.00	C
110501 CUB FOODS OF WHITE BEAR TWSHP	8/20/2020	\$665.85	R
110502 CYBERSOFT TECHNOLOGIES, INC.	8/20/2020	\$995.00	R
110503 DALCO CORPORATION	8/20/2020	\$0.00	C
110504 DALCO CORPORATION	8/20/2020	\$0.00	C
110505 DALCO CORPORATION	8/20/2020	\$0.00	C
110506 DALCO CORPORATION	8/20/2020	\$0.00	C
110507 DALCO CORPORATION	8/20/2020	\$0.00	C
110508 DALCO CORPORATION	8/20/2020	\$0.00	C
110509 DALCO CORPORATION	8/20/2020	\$0.00	C
110510 DALCO CORPORATION	8/20/2020	\$0.00	C
110511 DALCO CORPORATION	8/20/2020	\$21,833.11	R
110512 DELL MARKETING LP	8/20/2020	\$51,211.80	R
110513 DIMENSION STUDIOS	8/20/2020	\$179.00	R
110514 DLT SOLUTIONS LLC	8/20/2020	\$1,470.00	R
110515 E & M CONSULTING	8/20/2020	\$1,805.95	R
110516 EMERT, CAROL	8/20/2020	\$5.90	R
110517 FASTENAL COMPANY	8/20/2020	\$0.00	C
110518 FASTENAL COMPANY	8/20/2020	\$578.42	R
110519 FOLLETT SCHOOL SOLUTIONS INC	8/20/2020	\$10,859.71	R
110520 FRA-DOR INC	8/20/2020	\$517.00	R
110521 FRATTALONES HARDWARE STORES	8/20/2020	\$0.00	C
110522 FRATTALONES HARDWARE STORES	8/20/2020	\$0.00	C
110523 FRATTALONES HARDWARE STORES	8/20/2020	\$422.04	R
110524 GALLAGHERS NORTHWESTERN TIRE CO INC	8/20/2020	\$924.49	R
110525 GOPHER STATE ONE CALL	8/20/2020	\$234.90	R
110526 GRAINGER	8/20/2020	\$0.00	C
110527 GRAINGER	8/20/2020	\$1,916.43	R

110528 GREATAMERICA FINANCIAL SERVICES	8/20/2020	\$334.85	R
110529 H2O FOR LIFE	8/20/2020	\$1,000.00	R
110530 HEINEMANN	8/20/2020	\$310.00	R
110531 HERITAGE FOOD SERVICE GROUP	8/20/2020	\$400.29	R
110532 HOGLUND BUS AND TRUCK CO	8/20/2020	\$436.62	R
110533 CITY OF HUGO	8/20/2020	\$5,350.00	R
110533 CITY OF HUGO	8/20/2020	(\$5,350.00)	V
110534 ILLUMINATE EDUC	8/20/2020	\$54,826.00	R
110535 INDIAN HILLS GOLF CLUB	8/20/2020	\$13,653.93	R
110536 INNOVATIVE OFFICE SOLUTIONS	8/20/2020	\$1,951.32	R
110537 IXL LEARNING	8/20/2020	\$10,200.00	R
110538 JOHN HENRY FOSTER	8/20/2020	\$460.18	R
110539 JAYTECH INC	8/20/2020	\$1,038.50	R
110540 JOHNSON CONTROLS INC	8/20/2020	\$2,157.00	R
110541 JUNIOR LIBRARY GUILD	8/20/2020	\$22.00	R
110542 KATH FUEL OIL SERVICE CO	8/20/2020	\$130.00	R
110543 KIDCREATE STUDIO	8/20/2020	\$882.00	R
110544 KOCH MECHANICAL LLC	8/20/2020	\$2,290.00	R
110545 KRAFT CONTRACTING & MECHANICAL	8/20/2020	\$28,590.00	R
110546 KULLY SUPPLY COMPANY	8/20/2020	\$723.88	R
110547 LANGERS	8/20/2020	\$3,059.15	R
110548 L T G POWER EQUIPMENT	8/20/2020	\$698.10	R
110549 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	8/20/2020	\$885.00	R
110550 MCCRAY EXPRESS SPORTS NETWORK	8/20/2020	\$442.00	R
110551 MCDONOUGH'S WATERJETTING AND	8/20/2020	\$235.75	R
110552 MEDTOX LABORATORIES	8/20/2020	\$19.41	R
110553 METAL CRAFT	8/20/2020	\$266.40	R
110554 METRO ECSU	8/20/2020	\$3,050.00	R
110555 METRO MEALS ON WHEELS INC	8/20/2020	\$4,305.00	R
110556 MID CITY SERVICES - INDUSTRIAL LAUNDRY	8/20/2020	\$464.25	R
110557 MIDAMERICA ADMIN & RETIREMENT	8/20/2020	\$5,862.00	R
110558 MIDWEST BUS PARTS INC	8/20/2020	\$270.00	R
110559 MLA	8/20/2020	\$25,875.00	R
110560 MN DEPT OF LABOR & INDUSTRY	8/20/2020	\$1,130.00	R
110561 MN STATE HIGH SCHOOL LEAGUE	8/20/2020	\$8,185.00	R
110562 MINNESOTA SODDING CO. LLC	8/20/2020	\$876.06	R
110563 MVP & ASSOC	8/20/2020	\$6,700.00	R
110564 NARDINI FIRE EQUIPMENT CO INC	8/20/2020	\$727.46	R
110565 NAVIS, NANCY L.	8/20/2020	\$742.00	R
110566 NEILL, MELISSA M.	8/20/2020	\$43.85	R
110567 NORTH CENTRAL BLUE BIRD BUS SALES	8/20/2020	\$0.00	C
110568 NORTH CENTRAL BLUE BIRD BUS SALES	8/20/2020	\$0.00	C
110569 NORTH CENTRAL BLUE BIRD BUS SALES	8/20/2020	\$4,708.04	R
110570 OLIVER PACKAGING AND EQUIPMENT COMPANY	8/20/2020	\$1,763.84	R
110571 OLSEN FIRE PROTECTION	8/20/2020	\$7,830.00	R
110572 OLSON, ERIC	8/20/2020	\$103.75	R
110573 ON SITE SANITATION INC	8/20/2020	\$1,116.00	R



110574	ORTIZ, KLEBER I.	8/20/2020	\$1,525.00	R
110575	OXYGEN SERVICE CO INC	8/20/2020	\$13.02	R
110576	PAN-O-GOLD	8/20/2020	\$0.00	C
110577	PAN-O-GOLD	8/20/2020	\$637.40	R
110578	PATIENT TOOLS INC	8/20/2020	\$141.00	R
110579	PECK, JERALYN K.	8/20/2020	\$48.20	R
110580	PITNEY BOWES PURCHASE POWER	8/20/2020	\$61.97	R
110581	PITNEY BOWES INC	8/20/2020	\$71.25	R
110582	PRAIRIE RESTORATIONS	8/20/2020	\$200.00	R
110583	PRAXAIR DISTRIBUTION INC	8/20/2020	\$52.24	R
110584	PREMIUM WATERS INC	8/20/2020	\$247.40	R
110585	QUADIENT LEASING	8/20/2020	\$449.61	R
110586	RAMSEY COUNTY PARKS/REC DEPT	8/20/2020	\$10,975.00	R
110587	READ NATURALLY INC	8/20/2020	\$805.00	R
110588	REPUBLIC SERVICES #899	8/20/2020	\$3,284.16	R
110589	SALWAY, NICOLE	8/20/2020	\$15.50	R
110590	SAVVAS LEARNING COMPANY, LLC	8/20/2020	\$2,162.52	R
110591	SCHOLASTIC	8/20/2020	\$0.00	C
110592	SCHOLASTIC	8/20/2020	\$2,678.14	R
110593	SCHOOL SPECIALTY	8/20/2020	\$219.94	R
110594	SCHROEHER, JANE	8/20/2020	\$200.00	R
110595	SEESAW LEARNING INC.	8/20/2020	\$1,149.00	R
110596	SHAR PRODUCTS CO.	8/20/2020	\$231.48	R
110597	SHRED-IT USA - MINNEAPOLIS	8/20/2020	\$681.51	R
110598	SITEONE LANDSCAPE SUPPLY	8/20/2020	\$1,931.09	R
110599	SOCCER SHOTS	8/20/2020	\$3,888.00	R
110600	STAPLES ADVANTAGE	8/20/2020	\$66.53	R
110601	STATE SUPPLY CO	8/20/2020	\$1,861.30	R
110602	SUBURBAN EAST CONFERENCE	8/20/2020	\$6,000.00	R
110603	SUNDBLAD, PHILIP A.	8/20/2020	\$74.40	R
110604	SUNDE LAND SURVEYING LLC	8/20/2020	\$21,400.00	R
110605	SUPINSKI, MIKE	8/20/2020	\$425.00	R
110606	SVL SERVICE CORPORATION	8/20/2020	\$38,812.50	R
110607	SYNCHRONY BANK	8/20/2020	\$255.89	R
110608	TAMARACK NATURE CENTER	8/20/2020	\$10,575.40	R
110609	THE ANTON GROUP, LLC	8/20/2020	\$82.50	R
110610	TOYOTA-LIFT OF MINNESOTA	8/20/2020	\$395.00	R
110611	TRADE PRESS INC	8/20/2020	\$684.00	R
110612	TRAFFIC SAFETY STORE	8/20/2020	\$207.00	R
110613	TRIO SUPPLY COMPANY	8/20/2020	\$2,082.35	R
110614	TRUCK UTILITIES MFG CO	8/20/2020	\$342.00	R
110615	TWIN CITY JANITOR SUPPLY CO	8/20/2020	\$5,724.90	R
110616	UHL CO INC	8/20/2020	\$579.00	R
110617	THE UPS STORE #3299	8/20/2020	\$164.99	R
110618	VANG, STEPHANIE	8/20/2020	\$390.00	R
110619	VIKING ELECTRIC SUPPLY	8/20/2020	\$0.00	C
110620	VIKING ELECTRIC SUPPLY	8/20/2020	\$2,048.33	R

110621 WATSON CONSULTING GROUP	8/20/2020	\$8,453.50	R
110622 WHITE BEAR FLORAL SHOP	8/20/2020	\$207.84	R
110623 WHITE BEAR GLASS INC	8/20/2020	\$189.00	R
110624 WHITE BEAR LAKE (CITY OF)	8/20/2020	\$0.00	C
110625 WHITE BEAR LAKE (CITY OF)	8/20/2020	\$6,058.26	R
110625 WHITE BEAR LAKE (CITY OF)	8/20/2020	(\$6,058.26)	V
110626 WINDSTREAM	8/20/2020	\$2,923.18	R
110627 WINNICK SUPPLY	8/20/2020	\$11.50	R
110628 WL HALL COMPANY	8/20/2020	\$12,845.00	R
110629 WOLD ARCHITECTS AND ENGINEERS	8/20/2020	\$0.00	C
110630 WOLD ARCHITECTS AND ENGINEERS	8/20/2020	\$727,218.24	R
110631 XCEL ENERGY	8/20/2020	\$66,012.84	R
110632 YANG, PANG	8/20/2020	\$16.55	R
110633 AMAZON CAPITAL SERVICES	8/20/2020	\$1,383.61	R
110634 ARAMARK REFRESHMENT SERVICES	8/20/2020	\$126.00	R
110635 ARCADE ASPHALT CO	8/20/2020	\$32,700.00	R
110636 BAYADA HOME HEALTH CARE	8/20/2020	\$690.00	R
110637 BEST BUY BUSINESS ADVANTAGE ACCT	8/20/2020	\$2,199.92	R
110638 INNOVATIVE OFFICE SOLUTIONS	8/20/2020	\$183.87	R
110639 JW PEPPER & SON INC	8/20/2020	\$65.99	R
110640 KIDCREATE STUDIO	8/20/2020	\$46.00	R
110641 NORTHBOUND CREATIVE	8/20/2020	\$882.00	R
110642 NORTHEAST METRO INTERMEDIATE DISTRICT 916	8/20/2020	\$0.00	C
110643 NORTHEAST METRO INTERMEDIATE DISTRICT 916	8/20/2020	\$57,819.54	R
110644 IUOE LOCAL 70	8/20/2020	\$1,040.73	R
110645 RAUSCH, STURM, ISRAEL,	8/20/2020	\$233.44	R
110646 SCHOOL SERVICE EMPLOYEES	8/20/2020	\$1,053.16	R
110647 MESSERLI & KRAMER PA	8/20/2020	\$12.65	R
110648 CITY OF WHITE BEAR LAKE	8/20/2020	\$230.00	R
110649 WHITE BEAR LAKE (CITY OF)	8/20/2020	\$0.00	C
110650 WHITE BEAR LAKE (CITY OF)	8/20/2020	\$5,828.26	R
110651 RHEE, KA	8/20/2020	\$90.00	R
110652 CITY OF HUGO	8/20/2020	\$5,000.00	R
110653 CITY OF HUGO	8/20/2020	\$350.00	R
9992059 AIG	8/14/2020	\$1,912.30	R
9992060 AMERICAN FUNDS	8/14/2020	\$16,743.13	R
9992061 AMERICAN UNITED LIFE	8/14/2020	\$3,925.00	R
9992062 AMERIPRISE FINANCIAL SERVICES	8/14/2020	\$0.00	C
9992063 AMERIPRISE FINANCIAL SERVICES	8/14/2020	\$2,623.75	R
9992064 ASPIRE FINANCIAL SERVICES	8/14/2020	\$370.85	R
9992065 AXA EQUITABLE	8/14/2020	\$2,580.49	R
9992066 EDUCATION MN ESI BILLING TRUST	8/14/2020	\$4,026.49	R
9992067 INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992068 INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992069 INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992070 INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992071 INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C

9992072	INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992073	INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992074	INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992075	INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992076	INTERNAL REVENUE SERVICE	8/14/2020	\$0.00	C
9992077	INTERNAL REVENUE SERVICE	8/14/2020	\$168,389.10	R
9992078	METROPOLITAN LIFE	8/14/2020	\$259.74	R
9992079	MN DEPT OF HUMAN SERVICES	8/14/2020	\$1,106.50	R
9992080	MN DEPT OF REVENUE	8/14/2020	\$0.00	C
9992081	MN DEPT OF REVENUE	8/14/2020	\$26,161.01	R
9992082	MN REVENUE	8/14/2020	\$164.70	R
9992083	MN STATE RETIREMENT	8/14/2020	\$3,679.61	R
9992084	PUBLIC EMP RETIREMENT ASSOC	8/14/2020	\$0.00	C
9992085	PUBLIC EMP RETIREMENT ASSOC	8/14/2020	\$58,553.01	R
9992086	TEACHERS RETIREMENT ASSOC	8/14/2020	\$42,293.20	R
9992087	VANGUARD SMALL BUSINESS SERVICES	8/14/2020	\$8,542.90	R
9992088	BMO	8/5/2020	\$16,257.24	R
9992089	AIG	8/31/2020	\$1,912.30	R
9992090	AMERICAN FUNDS	8/31/2020	\$16,984.79	R
9992091	AMERICAN UNITED LIFE	8/31/2020	\$5,250.00	R
9992092	AMERIPRISE FINANCIAL SERVICES	8/31/2020	\$2,539.54	R
9992093	ASPIRE FINANCIAL SERVICES	8/31/2020	\$370.85	R
9992094	AXA EQUITABLE	8/31/2020	\$2,580.49	R
9992095	EDUCATION MN ESI BILLING TRUST	8/31/2020	\$4,026.49	R
9992096	INTERNAL REVENUE SERVICE	8/31/2020	\$0.00	C
9992097	INTERNAL REVENUE SERVICE	8/31/2020	\$0.00	C
9992098	INTERNAL REVENUE SERVICE	8/31/2020	\$188,013.00	R
9992099	METROPOLITAN LIFE	8/31/2020	\$259.74	R
9992100	MN DEPT OF HUMAN SERVICES	8/31/2020	\$1,106.50	R
9992101	MN DEPT OF REVENUE	8/31/2020	\$28,595.61	R
9992102	MN REVENUE	8/31/2020	\$171.32	R
9992103	MN STATE RETIREMENT	8/31/2020	\$3,679.61	R
9992104	PUBLIC EMP RETIREMENT ASSOC	8/31/2020	\$0.00	C
9992105	PUBLIC EMP RETIREMENT ASSOC	8/31/2020	\$63,786.71	R
9992106	TEACHERS RETIREMENT ASSOC	8/31/2020	\$53,393.46	R
9992107	VANGUARD SMALL BUSINESS SERVICES	8/31/2020	\$8,592.90	R
202100072	BEACH, RODNEY W.	8/6/2020	\$69.00	A
202100073	BOSCH, DONALD	8/6/2020	\$390.00	A
202100074	EDBERG, REBECCA J.	8/6/2020	\$297.36	A
202100075	KRUEGER, LAURA J.	8/6/2020	\$75.33	A
202100076	LYDON, CASSANDRA K.	8/6/2020	\$97.15	A
202100077	RIEBE, BRIAN C.	8/6/2020	\$31.63	A
202100078	ROESER, DANIEL W.	8/6/2020	\$469.10	A
202100079	ANDERSON, JON C.	8/6/2020	\$36.25	A
202100080	BEACH, RODNEY W.	8/6/2020	\$88.55	A
202100081	KERL, RUTH M.	8/6/2020	\$65.00	A
202100082	KLECKER, KEVIN W.	8/6/2020	\$9.49	A

202100083 KNOPS, ROXANNE	8/6/2020	\$49.45	A
202100084 KRUSE, NICOLE M.	8/6/2020	\$62.95	A
202100085 MENIER, MATTHEW M.	8/6/2020	\$56.90	A
202100086 MUELLER, CYNTHIA J.	8/6/2020	\$239.00	A
202100087 PUJOLS, JUAN	8/6/2020	\$211.20	A
202100088 RIEBE, BRIAN C.	8/6/2020	\$5.75	A
202100089 SICARD, HEIDI M.	8/6/2020	\$35.00	A
202100090 STOFFEL, JAMES E.	8/6/2020	\$26.55	A
202100091 SVIR, SARA A.	8/6/2020	\$679.50	A
202100092 TROSKE, CARRIE L.	8/6/2020	\$31.37	A
202100093 VAIL, ANNE B.	8/6/2020	\$100.91	A
202100094 WIECZOREK, THOMAS D.	8/6/2020	\$74.66	A
202100095 ACCIARI, NICOLE E.	8/20/2020	\$65.00	A
202100096 ANDERSON, JON C.	8/20/2020	\$51.75	A
202100097 ANDERSON, MARGARET A.	8/20/2020	\$82.19	A
202100098 CARLINSCHAUER, KYLE L.	8/20/2020	\$85.13	A
202100099 COOK, TRACY A.	8/20/2020	\$177.15	A
202100100 DERBY, SARA A.	8/20/2020	\$50.00	A
202100101 EDWARDS, JESSICA A.	8/20/2020	\$43.02	A
202100102 FEIRN, KERRY C.	8/20/2020	\$325.00	A
202100103 FERNANDEZ, KEVIN M.	8/20/2020	\$145.18	A
202100104 FORESTELL, SARAH T.	8/20/2020	\$325.00	A
202100105 GUTHRIE, ASHLEY M.	8/20/2020	\$20.70	A
202100106 HIGGINS, SHEILA J.	8/20/2020	\$103.17	A
202100107 LUNDBLAD, ANGELA C.	8/20/2020	\$58.65	A
202100108 MOSENG, AMANDA R.	8/20/2020	\$65.00	A
202100109 MOSSER, LORI J.	8/20/2020	\$260.00	A
202100110 OSWALD, NICOLE M.	8/20/2020	\$83.62	A
202100111 PERCIVAL, PATRICIA A.	8/20/2020	\$169.75	A
202100112 PHETTEPLACE, WANDA M.	8/20/2020	\$99.46	A
202100113 PURDHAM, LORI A.	8/20/2020	\$33.95	A
202100114 RIEBOW, MATTHEW R.	8/20/2020	\$58.88	A
202100115 RIEBOW, MITCHELL W.	8/20/2020	\$65.00	A
202100116 RODRIGUEZ, DARCY A.	8/20/2020	\$55.00	A
202100117 TROSKE, CARRIE L.	8/20/2020	\$65.00	A
202100118 VAIL, ANNE B.	8/20/2020	\$35.28	A
		\$3,417,568.38	

**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: **September 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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<b>Donation</b>	<b>Donor</b>	<b>Recipient</b>
\$10.00	Target c/o Cyber Grants	Hugo Elementary School
Covered cost of tire disposal for the Transportation Education program	Buerkle Honda & Matt Smoyer	White Bear Lake Area High School – South Campus Transportation Education Program
Towed six vehicles to be swapped between WBLAHS – South Campus and 916, along learning opportunities for both programs.	AutoNation and Justin Lohmann	White Bear Lake Area High School – South Campus Transportation Education Program
Backpacks with school supplies and miscellaneous school supplies.	Community of Grace Lutheran Church	White Bear Lake Area Schools
320 backpacks with school supplies. 200 for elementary and 120 for secondary.	Greater Twin Cities United Way Minnesota United and Allianz Field	White Bear Lake Area Schools

**RECOMMENDED ACTION:** Approve

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Consent Agenda**

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

**Background:**

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
March 4 – March 13, 2022	Lindsay Lamwers and David Lamwers	Central Middle School; Sunrise Park Middle School; and WBLAHS	1	18 middle school students and 3 high school students	\$2,674.00 per student. We have been working to secure funding to ensure that any student regardless of economic status will have the opportunity to participate. An average of 30% of the students that participated in the past received full or partial scholarships. We anticipate that a similar percentage will be offered in 2021-22. The remainder of the students will pay for their own trip.	District transportation not required.	Week Without Walls is an annual, weeklong, school sponsored trip to a foreign country during which middle school aged students take their studies outside of the classroom to serve, connect to, and gain understanding from their global community.

**Recommended Action:** The administration recommends the School Board approve this field trip.

**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-6(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-6(f).



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

<b>RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF</b>
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**ELIZABETH BOLEEN** – Administration and Attendance Clerk, Sunrise Park Middle School

Employed by District 624 since 08/31/2007

Effective Date: 08/25/2020

**HOLLI BRAASCH** – Nutrition Services Assistant, Sunrise Park Middle School

Employed by District 624 since 12/06/2018

Effective Date: 08/19/2020

**EMMA HAMLIN**– Pupil Support Assistant, TEC

Employed by District 624 since 01/21/2020

Effective Date: 08/26/2020

**CLAY HOCKING**– Pupil Support Assistant, Oneka Elementary

Employed by District 624 since 09/02/2019

Effective Date: 09/04/2020

**LAURIE HUBIN**– Pupil Support Assistant, WBLAHS South Campus

Employed by District 624 since 09/01/2005

Effective Date: 08/21/2020

**CLAUDIA MEDIN**– Pupil Support Assistant, Oneka Elementary

Employed by District 624 since 09/04/2018

Effective Date: 08/28/2020

**VIRGINIA SCHROEDER**– Pupil Support Assistant, Early Childhood

Employed by District 624 since 11/02/2018

Effective Date: 08/15/2020

**CASSANDRA SCHWARTZ** – Nutrition Services Assistant, Sunrise Park Middle School

Employed by District 624 since 04/02/2018

Effective Date: 08/21/2020

**HEIDI SIEBENALER**– Nutrition Services Assistant, Birch Lake Elementary

Employed by District 624 since 01/02/2019

Effective Date: 08/12/2020

**WILLIAM SPROULS**– Pupil Support Assistant, Matoska Elementary

Employed by District 624 since 09/07/2020

Effective Date: 09/07/2020

**SCOTT STARK** – Custodian, WBLAHS – South & Vadnais Elementary

Employed by District 624 since 07/13/2020

Effective Date: 08/13/2020

**LISA TIBBITTS**– Pupil Support Assistant, Birch Lake Elementary and Central Middle School  
Employed by District 624 since 09/02/2019  
Effective Date: 08/21/2020

**MARY VIAVATTINE**– Building Assistant, Vadnais Heights Elementary  
Employed by District 624 since 08/23/2019  
Effective Date: 08/16/2020

**ANA WHITE**– Pupil Support Assistant, Oneka Elementary  
Employed by District 624 since 01/02/2018  
Effective Date: 09/04/2020

**HEATHER ZAHN**– Pupil Support Assistant, Otter Lake Elementary  
Employed by District 624 since 10/24/2017  
Effective Date: 09/03/2020

<b>RESIGNATION/TERMINATION/NON-RENEWAL– CERTIFIED STAFF</b>
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**JAYSA DERMODY**– LTS Intervention Teacher, Otter Lake Elementary  
Employed by District 624 since 11/27/17  
Effective Date: 08/18/2020

**JENNIFER SCHWIEGER**– Special Education Teacher, Otter Lake Elementary  
Employed by District 624 since 08/20/2018  
Effective Date: 08/31/2020

**MERRILY WOLTERS**– Literacy Coach, District Wide  
Employed by District 624 since 09/22/1997  
Effective Date: 09/09/2020

**KIMBERLY YOUNG**– School Social Worker, Willow Lane Elementary  
Employed by District 624 since 08/21/2017  
Effective Date: 08/20/2020

<b>RESIGNATION/TERMINATION/NON-RENEWAL– NON-AFFILIATED</b>
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**VICTORIA GREEN**–School Readiness Outreach Facilitator, Early Childhood  
Employed by District 624 since 08/15/2016  
Effective Date: 08/28/2020

**STEPHANIE KANE-BURBACK**–Extended Day Site Supervisor, Birch Lake Elementary  
Employed by District 624 since 05/22/2017  
Effective Date: 08/18/2020

**ARIANA MIRON**–Communication Specialist, District Center  
Employed by District 624 since 11/15/2016  
Effective Date: 09/04/2020

**MADISON VAN OSTRAND**–Bear FUNdamentals Lead Instructor, Birch Lake Elementary

Employed by District 624 since 11/07/2018

Effective Date: 08/31/2020

**CHENTE XIONG**–Cultural Liaison, Early Childhood

Employed by District 624 since 08/20/2019

Effective Date: 08/28/2020

<b>RETIREMENT– CLASSIFIED STAFF</b>
-------------------------------------

**ANNETTE RUDIE**– Behavior Management Assistant, Hugo Elementary

Employed by District 624 since 01/27/1998

Effective Date: 09/08/2020

**MICHELLE SATHER**– Nutrition Services Assistant, Vadnais Heights Elementary

Employed by District 624 since 09/3/2013

Effective Date: 08/24/2020

<b>CHANGE IN ASSIGNMENT – CLASSIFIED STAFF</b>
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**RACHEL LEAFBLAD**– Pupil Support Assistant, Normandy Park

Increase in hours, from 12.0 hrs. per week to 24.0 hrs. per week

Effective Date: 09/07/2020

<b>CHANGE IN ASSIGNMENT - CERTIFIED</b>
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**JODY RYAN**– Health Teacher, WLAHS – South Campus

From .3 FTE to .2 FTE

Effective Date: 2020-2021 School Year

**JOSHUA DERY**– Tech Ed Teacher, WBLAHS – North &South Campus

From .8 FTE to 1.0 FTE

Effective Date: 2020-2021 School Year

**CHRISTINA FREEMAN**– FACS Teacher, WBLAHS – North Campus

From .8 FTE to 1.0 FTE

Effective Date: 2020-2021 School Year

<b>CHANGE IN ASSIGNMENT – NON-AFFILIATED</b>
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**DELAINE FICEK**– From Activity Leader, Birch Lake & Vadnais Heights Elementary

To Interim Out of School Time Site Supervisor, Birch Lake Elementary

Effective Date: 08/31/2020

<b>EXTRA ASSIGNMENT – CERTIFIED STAFF</b>
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**DANIEL ROSSITER** – .2 Industrial Tech Teacher, WBLAHS – North Campus  
MA+45, Step 13, \$18,905.40  
Effective Date: 2020-2021 School Year

<b>TEMPORARY CHANGE IN ASSIGNMENT – CERTIFIED STAFF</b>
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**KADI GROPPOLI** – From .8 FTE Occupational Therapist, Districtwide  
To 1.0 FTE Occupational Therapist, Districtwide  
Effective Date: 2020-2021 School Year

<b>FULL TIME LEAVE OF ABSENCE – CERTIFIED STAFF</b>
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**KARLA CUMMINS**–Social Studies Teacher, South Campus  
Employed by District 624 since 09/06/1996  
Effective Date: 2020-2021 School Year

**BETH ENGLUND**–Grade 2 Teacher, Oneka Elementary  
Employed by District 624 since 08/24/1998  
Effective Date: 08/31/2020 through 01/01/2021

**SADIE HAUER**–Special Education Teacher, Otter Lake Elementary  
Employed by District 624 since 08/19/2019  
Effective Date: 08/31/2020 through 11/20/2020

**BARBARA HUNT**–Mathematics Teacher, Sunrise Park Middle School  
Employed by District 624 since 08/21/2017  
Effective Date: 08/31/2020 through 10/09/2020

**JENNIFER MCPHERSON**–School Psychologist, Willow Lane Elementary  
Employed by District 624 since 02/27/2015  
Effective Date: 08/31/2020 through 11/20/2020

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

**TRUDY NODGAARD**–FACS Teacher, WBLAHS – North Campus  
Employed by District 624 since 08/29/2016  
Effective Date: 2020-2021 School Year

**MICHELLE PADDEN**–Health/DAPE Teacher, Central Middle School  
Employed by District 624 since 08/21/2017  
Effective Date: 08/31/2020 through 01/29/2021

**PAMELA SCHEUERELL**–Special Education Teacher, WBLAHS – North Campus  
Employed by District 624 since 04/22/2015  
Effective Date: 08/31/2020 through 09/25/2020

**PAUL SEEBA**–Social Studies Teacher, WBLAHS – North Campus  
Employed by District 624 since 08/30/1999  
Effective Date: 2020-2021 School Year

**HEIDI WALSH**–5<sup>th</sup> Grade Teacher, Vadnais Heights Elementary  
Employed by District 624 since 08/21/2013  
Effective Date: 2020-2021 School Year

<b>FULL TIME LEAVE REQUEST – NON-AFFILIATED</b>
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**JENNIFER FUNK**– Chemical Health Specialist, Normandy Park  
Employed by District 624 since 08/25/2014  
Effective Date: 08/31/2020 through 09/25/2020

**BOBBIE OSTERGREN**– Preschool Teacher, Normandy Park  
Employed by District 624 since 09/10/2018  
Effective Date: 09/14/2020 through 11/06/2020

<b>NEW PERSONNEL – CLASSIFIED STAFF</b>
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**LAUREN KELZENBERG**– Pupil Support Assistant, Sunrise Middle School  
\$19.53 per hr., 32.5 hrs. per week, \$22,342.32  
Effective Date: 09/14/2020

**PATRICIA MISGEN**– Building Assistant, Vadnais Heights Elementary  
\$18.34 per hr., 23.5 hrs. per week, \$15,701.42  
Effective Date: 09/07/2020

**CAMELA RAEBURN**– Behavior Management Assistant, Birch Lake Elementary  
\$19.53 per hr., 32.5 hrs. per week, \$22,977.04  
Effective Date: 09/07/2020

**ROSANNA ROGERS**– Pupil Support Assistant, Lincoln Elementary  
\$19.53 per hr., 32.5 hrs. per week, \$10,726.85  
Effective Date: 09/14/2020

**ANDREW SCHMIDT**– Behavior Management Assistant, Matoska Elementary  
\$19.53 per hr., 32.5 hrs. per week, \$22,342.32  
Effective Date: 09/14/2020

**LISA SERVATIUS**– Pupil Support Assistant, Sunrise Middle School  
\$19.53 per hr., 32.5 hrs. per week, \$22,342.32  
Effective Date: 09/14/2020

**PHOUA YANG**– Media Clerk & Lunchroom Assistant, Willow Lane Elementary  
\$18.34 per hr., 22.5 hrs. per week, \$15,350.58  
Effective Date: 08/31/2020

<b>NEW PERSONNEL – CERTIFIED STAFF</b>
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**ALEX DOUCETTE**– Social Studies Teacher, WBLAS – South Campus  
MA Step 1, \$50,061.00  
Effective Date: 2020-2021 School Year

**ALYSSA KASUSKE**– .8 FTE Intervention Teacher, Oneka Elementary  
MA Step 4, \$43,727.20  
Effective Date: 2020-2021 School Year

**EMMA ROBINSON**– 5<sup>th</sup> Grade Teacher, Birch Lake Elementary  
BA Step 2, \$46,577.00  
Effective Date: 2020-2021 School Year

**KAY ZWIERS**– Special Education Teacher, Otter Lake Elementary  
MA Step 3, \$52,891.15.00  
Effective Date: 09/10/2020

<b>NEW PERSONNEL – NON-AFFILIATED</b>
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**MELINDA FIERRO**– Research, Evaluation and Assessment Coordinator, District Office  
\$110,000 (Prorated based on start date \$95,192.30)  
Effective Date: 08/19/2020

<b>LONG TERM SUBSTITUTE – CERTIFIED STAFF</b>
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**HALAT BASHEER**– Mathematics Teacher, WBLAHS – North and South Campus  
MA, Step 1, \$50,061.00  
Effective Date: 2020-2021 School Year

**ALAN GRUND**– Grade 4 Teacher, Otter Lake Elementary  
MA, Step 3, \$21,618.26  
Effective Date: 08/31/2020 – 12/22/2020

**CORY HAZARD**– .3 Health and .6 DAPE Physical Education, Central Middle School  
MA, Step 1, \$50,061  
Effective Date: 08/31/2020 – 01/29/2021

**MICHELLE HENDRICKSON**– Special Ed Teacher, Otter Lake Elementary  
MA, Step 6, \$16,095.22  
Effective Date: 08/31/2020 – 11/20/2020

**BETHANY HIBBARD**– Grade 5 Teacher, Otter Lake Elementary  
BA, Step 1, \$45,659.00  
Effective Date: 2020-2021 School Year

**MARCIA JOHNSON**– Music Teacher, Lincoln Elementary  
MA, Step 1, \$7,741.39  
Effective Date: 08/31/2020 – 10/12/2020

**MICHAEL LEHENBAUER**– Grade 2 Teacher, Oneka Elementary  
MA, Step 1, \$18,192.27  
Effective Date: 09/14/2020 – 12/22/2020

**NICHOLAS LUNDELL**– .5 FTE Language Arts, Sunrise Middle School  
MA, Step 1, \$22,594.14  
Effective Date: 2020-2021 School Year

**ALYSSA LUDENS**– 5<sup>th</sup> Grade Teacher, Vadnais Heights Elementary  
BA, Step 1, \$45,659.00  
Effective Date: 2020-2021 School Year

**LEIGH MILLS**– 1st Grade Teacher, Hugo Elementary  
BA, Step 2, \$22,448.19  
Effective Date: 08/31/2020 through 01/19/2021

**SHANA MORRISETTE**– .5 FTE Intervention Teacher, Otter Lake Elementary  
MA, Step 2, \$25,813.00  
Effective Date: 2020-2021 School Year

**ALYSSA MORRISON**– 1.0 FTE Social Studies, Central Middle School  
MA, Step 1, \$50,061  
Effective Date: 2020-2021 School Year

**AMANDA POMERLEAU**– .9 FTE Social Studies, South Campus High School  
MA, Step 1, \$50,061  
Effective Date: 2020-2021 School Year

**JODY VERDEGAN**– 1st Grade Teacher, Otter Lake Elementary  
MA, Step 1, \$26,191.70  
Effective Date: 08/31/2020 through 01/29/2020

# **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 for 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 who wish to address the School 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 School 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. School District policy and data privacy laws preclude the School Board from publicly discussing student matters or data, including information, which, if discussed in a public meeting could violate law or policy.
7. An appropriate school district official will be assigned to contact the speaker with answers to his/her questions or with follow-up information.
8. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
9. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
10. 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.



# **C. INFORMATION ITEMS**

AGENDA ITEM: **Update from the Educational Foundation**  
MEETING DATE: **September 14, 2020**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

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BACKGROUND:

Andrea Loppnow, President of the White Bear Lake Area Educational Foundation, and Lori Arnold, Executive Director, will provide an update on the work of the Educational Foundation.

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Information Item**

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

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**BACKGROUND:**

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

## **D. DISCUSSION ITEMS**

AGENDA ITEM: **Opening Enrollment Report**

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

Tim Wald, Assistant Superintendent for Finance and Operations, will present opening school enrollment numbers of the first day of school. Mr. Wald will provide a full report in October.

# Enrollment Update



## Opening Week Enrollment - *ELEMENTARY*

<i>School</i>	<i>Enrollment Sept 2020</i>	<i>Enrollment Sept 2019</i>	<i>Difference +/-</i>
Birch Lake	254	274	(20)
Hugo	300	318	(18)
Lakeaires	394	407	(13)
Lincoln	444	457	(10)
Matoska	571	583	(12)
Oneka	631	656	(25)
Otter Lake	529	578	(49)
Vadnais Heights	384	430	(46)
Willow Lane	363	373	(10)
<b>Total</b>	<b>3870</b>	<b>4076</b>	<b>(206)</b>

## Opening Week Enrollment - *SECONDARY/ALL*

<i>School</i>	<i>Enrollment Sept 2020</i>	<i>Enrollment Sept 2019</i>	<i>Difference +/-</i>
Central	1,174	1193	(19)
Sunrise	909	857	+52
<b>MS Total</b>	<b>2083</b>	<b>2050</b>	<b>+33</b>
North Campus	1,214	1,184	+30
South Campus	1,152	1,207	(55)
ALC	110	135	-25
TEC	48	38	+10
<b>HS Total</b>	<b>2524</b>	<b>2564</b>	<b>-40</b>
<b>Secondary Total</b>	<b>4607</b>	<b>4614</b>	<b>(7)</b>
<b>Elem/Sec Total</b>	<b>8477</b>	<b>8690*</b>	<b>(213)</b>

## Enrollment by Grade Level/Cohort Change

<i>Grade Level</i>	<i>Enrollment</i>	<i>Cohort Change</i>		<i>Grade Level</i>	<i>Enrollment</i>	<i>Cohort Change</i>
K	643	-37 from previous year		6	681	(26)
1	654	(33)		7	701	(2)
2	628	(28)		8	701	0
3	654	(36)		9	626	1
4	626	(5)		10	594	(22)
5	666	(31)		11	565	(2)
				12	739	+64

## Enrollment by Hybrid and Distance Learning

### Elementary

Hybrid: 78.9%  
Dist Lrng: 21.1%

<i>School</i>	<i>Hybrid</i>	<i>Hybrid %</i>	<i>Distance Learners</i>	<i>Distance Learner %</i>
Birch Lake	192	75.59%	62	24.41%
Hugo	261	87.58%	37	12.42%
Lakeaires	326	82.53%	69	17.47%
Lincoln	336	75.85%	107	24.15%
Matoska	441	77.50%	128	22.50%
Oneka	535	84.65%	97	15.35%
Otter Lake	426	80.83%	101	19.17%
Vadnais Heights	244	62.56%	146	37.44%
Willow Lane	298	80.98%	70	19.02%
<b>Total</b>	<b>3059</b>	<b>78.9%</b>	<b>817</b>	<b>21.1%</b>

## Enrollment by Hybrid and Distance Learning

### Secondary

Hybrid: 76.4%  
Dist Lrng: 23.6%

### ALL

Hybrid: 77.6%  
Dist Lrng: 22.4%

<i>School</i>	<i>Hybrid</i>	<i>Hybrid %</i>	<i>Distance Learners</i>	<i>Distance Learner %</i>
Central	955	81.48%	217	18.52%
Sunrise	658	72.55%	249	27.45%
North Campus	922	75.82%	294	24.18%
South Campus	843	74.27%	292	25.73%
ALC	91	81.25%	21	18.75%
TEC	40	78.43%	11	21.57%
<b>Total</b>	<b>3,509</b>	<b>76.4%</b>	<b>1,084</b>	<b>23.6%</b>



AGENDA ITEM: **Policy 412, Expense Reimbursement**  
MEETING DATE: **September 14, 2020**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for  
Finance and Operations**

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**BACKGROUND:**

School Board Policy 412, Expense Reimbursement, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections III B. and D.; IV.: and Legal References.

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 12 School Board meeting agenda or a subsequent meeting for action.

*Adopted: May 13, 1996*  
*Revised: November 8, 2007*  
*Revised: October 12, 2009*

*White Bear Lake Area*  
*School District #624 Policy 412*

## **412 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### **II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school district business-related expenses.

### **III. 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 IRS ~~or as provided for by the employee's contract~~. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. For out-of-state travel, the rate paid will be the tourist airline fare. If a private car is used for out-of-state travel, the amount paid will be the lesser of the airfare as indicated, or the actual mileage, **less miles that would have been traveled to usual place of work**, at the approved rates.
- C. All contract provisions for expense reimbursements must meet IRS regulations. If there are any contract provisions that appear to be inconsistent with IRS regulations, the expense reimbursed under these provisions will be reported by the district accounting office to the IRS and the employee on the employee's W-2 form.
- D. Conference request and **e**Expense reimbursement forms must clearly state the type of expenditures incurred and the reason for the expenditure. This information should include: place visited, business or school purpose, function attended, and the actual costs.

### **IV. REQUEST PROCEDURE**

All conference requests from the building level must be approved by the building principal and the appropriate Director. Requests by District office staff must be approved by their

immediate administrative supervisor. Staff Development guidelines must be followed when Staff Development funds are used for travel.

Requests for other (non-conference related) expense reimbursements must be approved by the immediate administrative supervisors.

All requests for payments (conference and all other) must be reviewed and approved by the ~~Executive Director of Business Services~~ Assistant Superintendent for Finance and Operations or designee before payment will be issued.

## **V. AIRLINE TRAVEL CREDIT**

Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

- A. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
- B. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- C. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- D. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

A schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement, will be clearly delineated in administrative procedures.

**Legal References:** Minn. Stat. § 15.435 (Airline Travel Credit)  
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)  
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

**Cross References:** WBLASD Policy 214 (Out-of-State Travel by School Board Members)

## **412 EXPENSE REIMBURSEMENT PROCEDURES**

This document provides procedures for qualified expense reimbursements that District 624 employees have incurred while performing their required duties on behalf of the District. It is understood that specific situations may call for more restrictive guidelines.

### **Regional and Out-of-region Travel.**

1. Regional and out-of-region travel may be permitted, with supervisor approval, for district employees under the following conditions:
  - a. The purpose of the travel fits with the District and/or school goals and/or curriculum;
  - b. There is sufficient balance within the appropriate budget to cover the expenses to be incurred;
  - c. Consideration is given to the number of employees from that particular school and/or department and/or district planning to attend the same event;
  - d. If the travel involves at least one overnight stay outside the District, the travel request is submitted in writing to the employee's supervisor;
  - e. After the travel, the employee reports back to his/her supervisor and colleagues.
2. Travel-related costs:
  - a. Airline tickets may be booked through a travel agent or through another method, whichever costs the least. The District provides payment for travel on coach class or ~~tourist-class~~ economy class only.
  - b. In some circumstances, use of a personal vehicle is preferable to travel by commercial air or some other commercial means (i.e., when the meeting is nearby or where travel arrangements are extremely difficult). Such travel will be reimbursed at the rate per mile that is excludable from federal income tax (the Internal Revenue Service standard mileage allowance).
  - c. Transportation to and from conferences, seminars or workshops shall be selected on the basis of that which is as reasonable in cost as consistent with reasonable consideration given to comfort, safety and convenience. If the cost of travel by personal vehicle ~~exceeds~~ differ from the cost of coach airfare, the district will reimburse to the extent of the lesser amount.
  - d. If more than one person is attending an activity and transportation will be by personal vehicle, the individuals are encouraged to travel together.

- e. It is permissible for employees to take their own vehicle on a trip to enable them to use some vacation time. However, the same standard regarding reimbursement at the lesser amount whether airline or private vehicle will apply.

3. Accommodations:

- a. Reimbursement for accommodations will be on the basis of a receipt presented for actual cost of the room, ~~not to exceed \$125.00 per day~~. Exceptions to the lodging reimbursement rate will be made by the Superintendent or the Superintendent's designee when warranted based upon presiding lodging rates at the city of destination.
- b. When an individual is traveling with a non-employee, the district will reimburse expenses for the employee only.
- c. Receipts are required for all accommodation claims and must be attached to the expense claim.

4. Meals:

- a. The maximum reimbursement for meals per person (which is meant to include the cost of the meal itself, tax and tip) is ~~\$45~~ \$55 per day.
- b. The district will not reimburse the cost of alcoholic beverages.
- c. The district will reimburse the cost of banquets or special functions related to an individual's responsibility or participated in by the general audience attending a particular conference, workshop or seminar. It is necessary to document these additional expenses.
- d. Reimbursement will be based on actual expenditures; individuals must provide documentation for meal expenditures.

5. Other Costs:

- a. The district will pay for registration fees relating to approved conference, workshop or seminar attendance.
- b. The district will not reimburse for entertainment or recreation costs that are either part of or separate from the conference, workshop or seminar.
- c. The district will not reimburse for motor vehicle moving citations or parking citations.
- d. ~~Cassettes,~~ Video or audio recordings, special books, etc., which contain the proceedings or are supplementary to attendance at a given conference, workshop or seminar and which are relevant to the employee's purpose for being there may be purchased with the approval of the appropriate supervisor.
- e. The district will reimburse a reasonable cost of baggage handling when necessary.

- f. Individuals are expected to select transportation at the conference, workshop or seminar -- when they have an option -- at the most reasonable rate. Transportation shall be selected on the basis of that which is as reasonable in cost as consistent with comfort, safety and convenience. Individuals are expected to use conference transportation (i.e., shuttle buses) whenever it is available.
  - g. Use of rental cars by employees is allowed only with prior approval by the sSuperintendent or designee.
  - h. The district will not reimburse telephone calls for personal or family purposes. When reimbursement is requested for district-related calls, the party called must be noted on the receipt.
  - i. If deemed necessary by the appropriate supervisor, the district will reimburse for the cost of internet access in conjunction with a reimbursable lodging stay.
6. The administrator approving attendance and travel is responsible for determining the reasonableness and necessity of the expense claimed within the district guidelines and has the authority to disallow unreasonable or unnecessary expenses.

#### **Mileage Reimbursements.**

- 1. District employees traveling in their personal vehicles on school district business shall be reimbursed at the rate per mile that is excludable from federal income tax (the Internal Revenue Service standard mileage allowance).
- 2. Employees shall keep a record of travel from one district building to another and a record of mileage for other travel, and complete the “Reimbursement and Check Request Employee Mileage Reimbursement Form” to collect reimbursement. The form must be signed and approved by the appropriate supervisor prior to sending to Accounts Payable.
- 3. The district mileage matrix should be used to calculate travel from one district building to another.
- 4. Mileage reimbursement vouchers will be processed through Accounts Payable ~~on the 15th and 30th of each month~~ designated check run days throughout the year. Mileage reimbursements incurred during the current fiscal year (July 1 – June 30) must be submitted for payment prior to ~~July 15 the posted deadline for the last check run in July.~~ No reimbursements will be issued after ~~July 15~~ that date.
- 5. Examples for mileage reimbursement include:
  - a. Two or more work sites: Mileage will be reimbursed between work locations.
  - b. Conference attendance traveling from residence: Mileage will be reimbursed from residence to conference and back to residence.
  - c. Conference attendance traveling from work site: Mileage will be reimbursed from work site to conference and back to work site.

### **Communications Devices.**

1. Employees who are required to utilize certain communications devices in the performance of their job duties shall, upon written approval from the appropriate director, receive reimbursement for said devices.
2. Reimbursements are limited to the following:
  - ~~a. Standard cell phones can be reimbursed at a level of \$40 monthly or actual costs, which ever are lower.~~
  - b. a. Communication devices which give access to district email and calendars can be reimbursed at a level of \$65 monthly or actual cost, whichever ~~are is~~ less. lower.

### **Miscellaneous Purchases.**

1. The School District is exempt from the cost of sales tax for all materials and supplies that are purchased.
2. Therefore, all employees should always purchase supplies and materials through the purchase order system within the District finance software system.
3. While the District may reimburse employees for purchases made on behalf of the School District, no employee will be reimbursed for any sales tax associated with said purchases.
4. All claims for reimbursement shall be submitted on the District's "Reimbursement and Check Request Employee Expense Reimbursement Form" and approved by the appropriate supervisor.

AGENDA ITEM: **Policy 705, Investments**  
MEETING DATE: **September 14, 2020**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for  
Finance and Operations**

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**BACKGROUND:**

School Board Policy 705, Investments, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections IX; and XIV. B.

The purpose of this policy is to establish guidelines for the investment of school district funds.

**RECOMMENDED ACTION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 12 School Board meeting agenda or a subsequent meeting for action.



*Adopted: April 28, 1997*  
*Revised: September 14, 2009*  
*Revised: January 10, 2011*

*White Bear Lake Area  
School Board Policy 705*

## **705 INVESTMENTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

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

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the School Board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. CH. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.

3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

## **V. DELEGATION OF AUTHORITY**

- A. The ~~Executive Director of Business Services~~ Assistant Superintendent for Finance and Operations of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the School Board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the School Board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to control of collusion, separation of functions, separation of transaction authority from accounting and record keeping, custodial safekeeping, avoidance of bearer form securities, clear delegation of authority to applicable staff members, limitations regarding securities losses and remedial action, written confirmation of telephone transactions, supervisory control of employee actions, minimizing the number of authorized investment officials, and documentation of transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minn. Stat. §§118A.04 and 118A.05, as those sections may be amended from time to time, or any other law governing the investment of school district funds.

The assets of **an** other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. §471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7.

Investment of funds in an OPEB trust or trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB trust investments, shall be governed by the district's Investment Policy Statement (IPS) developed in conjunction with the **district's** Finance Committee and the trust administrator.

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the School Board for its review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc.
  - 2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated dates of receipt of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted and a brief explanation of the decision that was made regarding the

investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds. The broker must acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. §118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. §118A.03 for any amount exceeding FDIC, SAIF, BIF or FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate transaction reports for management purposes, as needed. In addition, the School Board shall be provided a quarterly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. ~~Pursuant to investments made under Minn. Stat. § 356A.06, Subd. 7, the trust administrator shall provide quarterly reports to the School Board on all trust fund activity, as well as market updates, economic developments, strategic planning, and changes in investment instruments and asset allocation strategy approved by the Finance Committee.~~ The investment officer shall prepare and submit to the School Board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the School Board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

## **XV. DEPOSITORIES**

The School Board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the School Board to designate a depository. The School Board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. §118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

***Legal References:*** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. § 118A.03 (Depositories and Collateral)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Delivery and Safekeeping)  
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

***Cross References:*** WBLASB Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding  
Minnesota Legal Compliance Audit Guide prepared by the Office of the State Auditor

# **E. OPERATIONAL ITEMS**



AGENDA ITEM: **Action on City of White Bear Lake Bus Garage Conveyance**

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

In 1996, the National Guard conveyed the property at 4969 Division Ave (Parcel Identification Number 14-30-22-12-0010) to the City of White Bear Lake. The site was the original maintenance facility that accompanied the Armory located on 4th Street in downtown White Bear Lake. At that time, the National Guard only conveyed properties to cities, counties, or the general public and there was no mechanism allowing the National Guard to convey property to school districts. To accommodate the district's interest in acquiring the property, the City purchased the site for \$85,000 and leased it back to the District for use as a transportation and grounds facility. The District has made improvements to the building during that time and the value of the lease over time has made up for the City's cost of owning the property.

With the approval of the 2019 facilities plan and bond referendum, the school district administration has requested the City formally convey the property to the school district to support site expansion for the unification of the high school at the current North Campus location. The White Bear Lake Planning Commission reviewed the proposed conveyance of property at their July 27, 2020 meeting and determined it is in compliance with the City's Comprehensive Plans and in compliance as "Public/Semi-Public" land use designation in the City's current and draft Comprehensive Plan.

The City Council approved the conveyance at their August 25, 2020 City Council meeting.

**RECOMMENDED ACTION:** Approve the conveyance of the property at 4969 Division Ave from the City of White Bear Lake to the School District for the purpose of accommodating the expansion and improvement of the current North Campus site.

AGENDA ITEM: **Action on Approval of 2020C Bond Refunding**

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

In 2004, General Obligation School Building Bonds were issued to construct Oneka Elementary School. These bonds were first refunded in 2012 and are now available to be refunded again in 2020. Based on the current interest rates and terms of the debt, it is prudent to refund the bonds now, resulting in an estimated savings of \$180,000. Shelby McQuay municipal advisor from Ehlers Inc. will be in attendance to walk the School Board through the process.

**RECOMMENDED ACTION:** Approve the resolution to refinance the series 2012B General Obligation School Building Refunding Bonds.

CERTIFICATION OF MINUTES  
RELATING TO  
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS,  
SERIES 2020C

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

GOVERNING BODY:       SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held September 14, 2020, at 7:00 o'clock p.m., in the District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached:       Extract of Minutes of said meeting.

**RESOLUTION PROVIDING FOR THE APPROVAL OF THE SALE OF  
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS,  
SERIES 2020C; COVENANTING AND OBLIGATING THE DISTRICT  
TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA  
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF  
THE PRINCIPAL AND INTEREST ON THE BONDS**

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 September, 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: SEPTEMBER 14, 2020

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, State of Minnesota, was duly held on September 14, 2020, at 7:00 o'clock p.m.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE APPROVAL OF THE SALE OF  
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS,  
SERIES 2020C; COVENANTING AND OBLIGATING THE DISTRICT  
TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA  
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF  
THE PRINCIPAL AND INTEREST ON THE BONDS**

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

**1. Bond Authorization.** The Board hereby finds and declares that it is necessary and expedient to sell and issue approximately \$8,915,000 principal amount of general obligation refunding bonds of Independent School District No. 624 (the "District"). Said Bonds shall hereinafter be referred to as the "Bonds" or the "Refunding Bonds." The Refunding Bonds, together with such other available funds of the Issuer as may be required, shall provide funds to refund in advance of their stated maturities, through a current refunding, all of the bonds maturing in the year 2022 aggregating \$9,000,000 in principal amount, of the District's General Obligation School Building Refunding Bonds, Series 2012B, bearing a date of original issue of May 16, 2012 (the "Refunded Bonds").

**2. Sale.** The Board, having been advised by Ehlers & Associates, Inc., its independent financial advisor, hereby determines that this issue shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2(9).

3. The Superintendent or Assistant Superintendent for Finance and Operations and a Board officer are authorized and directed to receive all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, the terms of which are ratified and confirmed in all respects, and to approve on behalf of the District, the sale of the Refunding Bonds to the party submitting the most favorable proposal (the "Purchaser"), provided that the total net savings included in the most favorable proposal is at least \$100,000 net present value benefit with a present value benefit as a percentage of the present value of the refunded debt service is at least 1.1% and a favorable recommendation to accept the proposal is received from Ehlers & Associates, Inc. In the Terms of Proposal, the District may reserve the right, after proposals are open and prior to award, to increase or decrease the specified principal amount of the Refunding Bonds offered for sale, with the increase or decrease to occur in multiples of \$5,000 in any of the maturities. The Superintendent or the Assistant Superintendent for Finance and Operations and a Board officer are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser.

4. Upon approval of the sale of the Bonds by the Superintendent or the Assistant Superintendent for Finance and Operations and a Board officer, the Board will meet at its next regularly scheduled meeting to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

#### **5. Minnesota School District Credit Enhancement Program.**

(a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

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.

September 14, 2020

Pre-Sale Report for

# Independent School District No. 624 (White Bear Lake Area Schools), Minnesota

\$8,915,000 General Obligation School  
Building Refunding Bonds, Series 2020C



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**Prepared by:**

Ehlers  
3060 Centre Pointe Drive  
Roseville, MN 55113

**Advisors:**

Greg Crowe, Senior Municipal Advisor  
Shelby McQuay, Senior Municipal Advisor

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**BUILDING COMMUNITIES. IT'S WHAT WE DO.**

# EXECUTIVE SUMMARY OF PROPOSED DEBT

## Proposed Issue:

\$8,915,000 General Obligation School Building Refunding Bonds, Series 2020C

## Purposes:

This issue will finance the current refunding of the 2022 maturity of the District's \$24,170,000 General Obligation School Building Refunding Bonds, Series 2012B.

The existing bond maturity has an interest rate of 3.50% (see page 8). Based on current market conditions, we estimate that the new refunding bond maturity will have an interest rate of 2.00% (see page 9) and a True Interest Cost of 0.56%. In addition, we expect that the underwriter of the bonds will pay a premium (a price in excess of the par amount of the bonds) as shown on page 7. Any premium will be used to reduce the par amount of the new issue. The lower interest rate along with the expected premium paid by the underwriter would reduce the future debt service payment by an estimated \$182,347 in fiscal year 2022, resulting in the reductions in the debt service levy for taxes payable in 2021. The Net Present Value Benefit of the refunding is estimated to be approximately \$181,515, equal to 1.96% of the refunded debt service. Actual results will be determined based on market conditions on the day of sale.

This refunding is considered a Current Refunding as the new Bonds will be issued within 90 days of the call date of the 2012B Bonds. Debt service on the Bonds will be paid from the District's annual debt service property tax levy.

## Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475.67. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.

## Term/Call Feature:

The Bonds are being issued for a term of 1 year and 3 months, matching the term on the original Bonds. Principal on the Bonds will be due on February 1, 2022. Interest is payable on August 1, 2021 and February 1, 2022.

The Bonds are being offered without option of prior redemption.



**Bank Qualification:**

Because the District issued more than \$10,000,000 in tax-exempt obligations during the calendar year, the District will be not able to designate the Bonds as “bank qualified” obligations.

**State Credit Enhancement:**

By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

**Rating:**

Under current bond ratings, the state credit enhancement would bring a S&P Global Ratings “AAA” rating.

The District’s most recent bond issues were rated by S&P Global Ratings. The current ratings on those bonds are “AA-” (underlying rating) and “AAA” (credit-enhanced rating). The District will request a new rating for the Bonds.

**Basis for Recommendation:**

Based on our knowledge of your situation and characteristics of various municipal financing options, you have chosen the issuance of General Obligation School Building Refunding Bonds as a suitable option to meet the District’s objective of reducing future debt service payments. General Obligation Bonds will result in lower interest rates than some other financing options.

**Method of Sale/Placement:**

We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

### **Premium Pricing:**

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the District. Any net premium received will be used to reduce the principal amount of the Bonds.

### **Other Considerations:**

The most common procedure that Ehlers uses for the sale of obligations is to take proposals on the same day as a scheduled Board meeting, with the Board awarding the sale of the securities that same day at their meeting. October 12 is the date of the District’s regular board meeting, but financial markets are closed due to it also being Columbus Day. As a result, the resolution being considered at the September 14<sup>th</sup> meeting directs Ehlers to take proposals and authorizes the Superintendent or Assistant Superintendent for Finance and Operations and a Board Officer to approve the sale of the Bonds and execute a bond purchase agreement with the purchaser, provided that the net present value debt service savings is not less than \$100,000, or 1.10%..

Ehlers will accept proposals on October 8<sup>th</sup> and present the results to the designated officials for their authorization on behalf of the Board. We will provide a Sale Day report detailing the bid results to the Board at the October 12<sup>th</sup> board meeting, at which time they will adopt a resolution ratifying the sale award.

### **Review of Existing Debt:**

We have reviewed all outstanding indebtedness for the District and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time. We will continue to monitor the market and the call dates for the District’s outstanding debt and will alert you to any future refunding opportunities.

### **Continuing Disclosure:**

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC).The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

### **Arbitrage Monitoring:**

Because the Bonds tax-exempt obligations, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be defined in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or contract with Ehlers to assist you.

### **Investment of Bond Proceeds:**

Proceeds from the Bonds will be available for investment by the District from the closing date (November 5, 2020) until shortly before the February 1, 2021 call date. Ehlers is a registered investment advisor and can assist the District in developing an appropriate investment strategy if needed.

### **Other Service Providers:**

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

**Bond Counsel:** Knutson, Flynn & Deans, P.A.

**Paying Agent:** Bond Trust Services Corporation

**Rating Agency:** S&P Global Ratings (S&P)

*This presale report summarizes our understanding of the District's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District's objectives.*

## PROPOSED DEBT ISSUANCE SCHEDULE

School Board Approves Resolution Authorizing Sale of the Bonds:	September 14, 2020
Due Diligence Call to review Official Statement:	Week of September 21, 2020
Distribute Official Statement:	Week of September 21, 2020
Conference with Rating Agency:	Week of September 21, 2020
Ehlers Receives and Evaluates Proposals for Purchase of Bonds; the Superintendent or Assistant Superintendent for Finance and Operations and a Board Officer Award the Sale of the Bonds:	October 8, 2020
School Board Approves Resolution to Ratify the Award of the Sale of Bonds:	October 12, 2020
Estimated Closing Date:	November 5, 2020
Redemption Date for 2012B Bonds Being Refunded:	February 1, 2021

### Attachments

Estimated Sources and Uses of Funds

Existing Debt Service Schedules – Callable Portion of 2012B Bonds

Estimated Debt Service Schedule for Refunding Bonds

Estimated Refunding Savings Comparison

Resolution Establishing Parameters, Authorizing Ehlers to Proceed with the Sale of Bonds, and Enrolling the District in the State Credit Enhancement Resolution (Provided Separately)

## EHLERS' CONTACTS

Greg Crowe, Senior Municipal Advisor	(651) 697-8522
Shelby McQuay, Senior Municipal Advisor	(651) 697-8548
Silvia Johnson, Public Finance Analyst	(651) 697-8580
Brian Shannon, Manager, Senior Financial Analyst	(651) 697-8515

The Preliminary Official Statement for this financing will be sent to the School Board at their home or email address for review prior to the sale date.

## I.S.D. No. 624 (White Bear Lake), MN

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\$8,915,000 G.O. School Building Refunding Bonds, Series 2020C

Dated: November 5, 2020 - Current Refunding of

\$24,170,000 G.O. School Building Refunding Bonds, Series 2012B

### Sources & Uses

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Dated 11/05/2020 | Delivered 11/05/2020

#### Sources Of Funds

Par Amount of Bonds	\$8,915,000.00
Reoffering Premium	176,071.25
<b>Total Sources</b>	<b>\$9,091,071.25</b>

#### Uses Of Funds

Total Underwriter's Discount (0.200%)	17,830.00
Costs of Issuance	70,000.00
Deposit to Current Refunding Fund	9,000,000.00
Rounding Amount	3,241.25
<b>Total Uses</b>	<b>\$9,091,071.25</b>

## I.S.D. No. 624 (White Bear Lake), MN

\$24,170,000 G.O. School Building Refunding Bonds, Series 2012B

### Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2021	-	-	-	-	-
08/01/2021	-	-	157,500.00	157,500.00	-
02/01/2022	9,000,000.00	3.500%	157,500.00	9,157,500.00	9,315,000.00
<b>Total</b>	<b>\$9,000,000.00</b>	<b>-</b>	<b>\$315,000.00</b>	<b>\$9,315,000.00</b>	<b>-</b>

### Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	11/05/2020
Average Life	1.239 Years
Average Coupon	3.500000%
Weighted Average Maturity (Par Basis)	1.239 Years
Weighted Average Maturity (Original Price Basis)	1.239 Years

### Refunding Bond Information

Refunding Dated Date	11/05/2020
Refunding Delivery Date	11/05/2020

## I.S.D. No. 624 (White Bear Lake), MN

\$8,915,000 G.O. School Building Refunding Bonds, Series 2020C

Dated: November 5, 2020 - Current Refunding of

\$24,170,000 G.O. School Building Refunding Bonds, Series 2012B

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/05/2020	-	-	-	-	-
08/01/2021	-	-	131,743.89	131,743.89	-
02/01/2022	8,915,000.00	2.000%	89,150.00	9,004,150.00	9,135,893.89
<b>Total</b>	<b>\$8,915,000.00</b>	<b>-</b>	<b>\$220,893.89</b>	<b>\$9,135,893.89</b>	<b>-</b>

### Yield Statistics

Bond Year Dollars	\$11,044.69
Average Life	1.239 Years
Average Coupon	2.0000000%
Net Interest Cost (NIC)	0.5672646%
True Interest Cost (TIC)	0.5594929%
Bond Yield for Arbitrage Purposes	0.3997170%
All Inclusive Cost (AIC)	1.1910695%

### IRS Form 8038

Net Interest Cost	0.3979697%
Weighted Average Maturity	1.239 Years



## I.S.D. No. 624 (White Bear Lake), MN

\$8,915,000 G.O. School Building Refunding Bonds, Series 2020C

Dated: November 5, 2020 - Current Refunding of

\$24,170,000 G.O. School Building Refunding Bonds, Series 2012B

### Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2021	-	(3,241.25)	-	3,241.25
02/01/2022	9,135,893.89	9,135,893.89	9,315,000.00	179,106.11
<b>Total</b>	<b>\$9,135,893.89</b>	<b>\$9,132,652.64</b>	<b>\$9,315,000.00</b>	<b>\$182,347.36</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	178,273.46
Net PV Cashflow Savings @ 0.400%(Bond Yield).....	178,273.46
Contingency or Rounding Amount.....	3,241.25
Net Present Value Benefit	<b>\$181,514.71</b>
Net PV Benefit / \$9,269,344.71 PV Refunded Debt Service	<b>1.958%</b>
Net PV Benefit / \$9,000,000 Refunded Principal...	2.017%
Net PV Benefit / \$8,915,000 Refunding Principal..	2.036%

### Refunding Bond Information

Refunding Dated Date	11/05/2020
Refunding Delivery Date	11/05/2020

AGENDA ITEM: **Update Official Depositories for School District Funds and Authorized Bank Accounts and Signatures**

MEETING DATE: **August 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance & Operations**  
**Andi Johnson, Controller**

Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories August 14, 2020 to January 11, 2021 and that the authorized signers and those designated to electronically transfer funds shown be approved.

<b><u>Account Name</u></b>	<b><u>Bank Name</u></b>	<b><u>Authorized Signers</u></b>
General Account	MSDLAF US Bank	*Board Chair *Board Clerk *Board Treasurer
Business Account	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Cafeteria Account	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Dist. Petty Cash Acct	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Central Petty Cash	Bremer Bank	Cathryn Peterson Timothy Wald Andrea Johnson
Sunrise Petty Cash	Bremer Bank	Christina Pierre Timothy Wald Andrea Johnson
North Petty Cash	Bremer Bank	Angela Nelson Dion Harriman Tim Wald

South Petty Cash

Bremer Bank

Donald Bosch

Carrie Barth

Tim Wald

\*Facsimile signature to be used: with all three signatures required.

### **Electronic Transfers**

The following individuals are authorized to initiate electronic transfers from the above designated accounts:

Wayne A. Kazmierczak

Timothy Wald

Andrea Johnson

Seth Mader

Jenna Battaglia

**RECOMMENDED ACTION:** Move to approve the revised list of official depositories for School District funds and authorized bank accounts and signatures for 2020.

AGENDA ITEM: **Action on Approving Policy 808, Face Coverings**

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lisa Ouren, Director of Student Services**  
**Matthew Mons, Director of Human Resources**  
**Tim Wald, Assistant Superintendent for Finance and**  
**Operations**  
**Dr. Alison Gillespie, Assistant Superintendent for Teaching**  
**and Learning**  
**Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

The School Board Policy Committee reviewed Policy 808, Face Coverings on September 19, 2020.

**RECOMMENDED ACTION:** Approve Policy 808, Face Coverings, as recommended by the School Board Policy Committee and Cabinet.

Adopted:

*White Bear Lake Area School Board Policy 808*

## **808 FACE COVERINGS**

### **I. GENERAL POLICY**

In accordance with Emergency Executive Orders 20-81 and 20-82, including the applicable face covering requirements established by the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH), all persons are required to wear a face covering when they are in any building that is owned, leased, or operated by or on behalf of the District, unless an exemption or exception stated in this policy applies. Similarly, all persons are required to wear a face covering when they are in any vehicle that is owned, leased, or operated by or on behalf of the District, unless an exemption or exception stated in this policy applies. This policy will remain in effect as long as Emergency Executive Order 20-81 is in effect.

The MDH has stated that face coverings are meant to protect other people in case the person wearing the face covering does not know that he or she is infected with COVID-19. A face covering is not meant to be a substitute for social distancing. But a face covering is especially important in situations when maintaining social distancing (six feet of physical distance) is not possible.

For schools that have a kitchen, cafeteria, or other food services component licensed by MDH or a local health department, all food services workers must follow the Industry Guidance for Safely Reopening Restaurants and Bars. To the extent that this Policy conflicts with the MDH guidance for kitchen, cafeteria, or other food service, the more restrictive provision applies.

### **II. DEFINITIONS**

- A. Disability.** The term “disability” means a mental or physical impairment that substantially or materially limits a major life activity.
- B. District.** The term “District” refers to Independent School District No. 624. The District is an institution of learning. It is also a nonprofit, political subdivision. The District is not a “business” that has “customers” for purposes of Emergency Executive Order 20-81.
- C. Face Covering.** The term “face covering” means any paper or disposable mask, cloth face mask, medical-grade mask, medical grade respirator, scarf, bandanna, neck gaiter, or religious face covering that covers the nose and mouth completely in accordance with CDC guidance. Masks with valves, mesh, openings, holes, vents, or visible gaps in the material do not qualify as face coverings.

- D. Face Shield.** The term “face shield” means a clear plastic barrier that covers the face, extends below the chin, and wraps around the sides of the face to the ears. A face shield may not have an exposed gap between the forehead and the shield’s headpiece.
- E. Medical Authority.** For purposes of this policy, the term “medical authority” means a medical doctor, clinical psychologist, physician assistant, or nurse practitioner who has seen or treated the student or employee in question.
- F. Medical Condition.** For purposes of this policy, the term “medical condition” means a disease, illness, injury, or physiologic, mental, or psychological disorder. A biological or psychological state that is within the range of normal human variation is not a medical condition.
- G. Parent.** For purposes of this policy, the term “parent” means the legal parent, legal guardian, or conservator of a child who is under the age of eighteen.
- H. Visitor.** For purposes of this policy, the term “visitor” means any person other than a student or employee of the District. The term visitor includes, but is not limited to, parents, community members, vendors, and contractors.

### **III. EXEMPTIONS**

#### **A. Circumstances When a Face Covering Should Not Be Used**

- 1. **Children under the age of two.** A face covering should not be placed on a child under the age of two.
- 2. **Incapacitated persons.** A face covering should not be placed on any person who is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- 3. **Trouble breathing.** A face covering should not be placed on any person who has trouble breathing.

#### **B. Persons Who Are Exempt from Wearing a Face Covering**

- 1. **Students five and under in child care.** Pre-kindergarten students who are five years of age or younger and are participating in child care programming in a District building are not required to wear a face shield or face covering. Pre-kindergarten students who are at least two years of age may wear face coverings if done in compliance with CDC guidance.
- 2. **Medical condition, mental health condition, or disability.** A person is not required to wear a face covering if the person has a medical condition, mental health condition, or disability that makes it unreasonable for the

person to maintain a face covering. This includes a person who has a medical condition that compromises the person's ability to breathe.

#### **IV. WHEN FACE COVERINGS MAY BE TEMPORARILY REMOVED**

##### **A. Child Care and Prekindergarten.**

1. **Temporary removal permitted when a face covering or a face shield is impracticable.** Nonexempt workers and children who are required to wear a face covering or shield may remove the covering or shield temporarily to engage in certain activities that make wearing a covering or shield impracticable. These activities include:
  - a. Eating;
  - b. Drinking;
  - c. Communicating with an individual who is deaf or hard of hearing;
  - d. Communicating with an individual who has a disability, medical condition, or mental health condition that makes communication with that individual difficult while wearing a face covering;
  - e. Participating in physical activities;
  - f. Participating in activities where the face covering would get wet;
  - g. Playing instruments;
  - h. Performing or presenting; and
  - i. Receiving a service, such as a nursing or medical service, which would be difficult or impossible to perform with a face covering;
2. **Single group cohort in single setting.** Nonexempt employees may temporarily remove face coverings or face shields when in an indoor classroom or care setting that is confined to one group or cohort. Employees are strongly encouraged to wear face coverings or shields in these settings to the extent possible, especially when social distancing cannot be maintained, unless wearing a covering or shield would interfere with the early childhood development process. This exception does not apply to staff who float between rooms such as those helping to cover staff break times or deliver meals. In those cases, staff must be required to wear face coverings.

## **B. Kindergarten Through Grade 12.**

1. **Staff working alone.** Staff may temporarily remove face coverings when working alone (such that social distancing is maintained), including when alone in an office, classroom, district vehicle, cubicle with walls or barriers (including plexiglass) that are at least face level, or other enclosed work area.
2. **Temporary removal permitted when a face covering or a face shield is impracticable.** Any person who is in a school building or district office may temporarily remove a face covering or face shield in the following situations, provided that social distancing of at least six feet (or more, if specified below) is maintained, to the extent possible:
  - a. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult or impracticable;
  - b. When eating or drinking;
  - c. When participating in practices or performances involving singing, acting, public speaking (e.g. debate or speech team events), or playing musical instruments that make wearing a face covering difficult or impracticable, provided that twelve feet of social distancing is maintained, to the extent possible;<sup>1</sup>
  - d. When asked to remove the covering for identification purposes, such as when a person enters a school building during the school day and a staff member asks the person to remove the face covering briefly for the purposes of verifying the person's identity;
  - e. When communicating with an individual who is deaf or hard of hearing or who has a disability, medical condition, or mental health condition that makes communication with a face covering difficult;
  - f. When participating in activities, such as swimming or showering, that would cause the face covering to become wet; and
  - g. When receiving a service – including nursing, medical, or personal care services – that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering.

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<sup>1</sup> Depending on the activity, face shields should also be considered as an alternative if twelve feet of physical distance cannot be consistently maintained.



**V. WHEN FACE SHIELDS ARE PERMITTED AS AN ALTERNATIVE TO FACE COVERINGS**

**A. Students.** A nonexempt student may use a face shield as an alternative to a face covering if:

1. The student is unable to tolerate a face covering due to a developmental, behavioral, or medical condition;
2. The student is in kindergarten through eighth grade and the teacher or an administrator determines that wearing a face covering would be problematic for the student; or
3. A face covering would interfere with religious attire that is worn as part of a sincerely held religious belief.

**B. Employees.** A nonexempt employee may use a face shield as an alternative to a face covering with approval from an administrator if:

1. The employee is a teacher and a face covering would impede the educational process;
2. The employee is a staff member who is providing direct student support services and a face covering would interfere with the services that are being provided;
3. The employee has a disability or medical condition that prevents the employee from wearing a face covering;
4. A face covering would interfere with religious attire that is worn as part of a sincerely held religious belief; or
5. A face covering would create a job hazard for the employee or others, if approved by an administrator based on local, state, or federal laws, requirements, or workplace safety and health standards and guidelines

**C. Visitors.** A visitor may use a face shield as an alternative to a face covering if:

1. The visitor states that he or she has a medical condition, mental health condition, or disability that makes it unreasonable to wear a face covering; or
2. A face covering would interfere with religious attire that is worn by the visitor as part of a sincerely held religious belief.

**VI. PROCEDURES FOR DETERMINING WHETHER AN EXEMPTION APPLIES OR WHETHER AN INDIVIDUAL MAY WEAR A FACE SHIELD INSTEAD OF A FACE COVERING**

- A. Students.** If a parent states that a student is exempt from wearing a face covering under this policy because the student has a medical condition, mental health condition, or disability that makes it unreasonable for the student to maintain a face covering, or if the parent states that a student is unable to tolerate a face covering because of a developmental, behavioral, or medical condition, the District will require the parent to submit documentation from a medical authority stating that the student has such a condition or disability and needs to be exempted from wearing a face covering. The documentation from the medical authority must also state whether the student can wear a face shield.
1. **Exception.** The District will not require a parent to submit documentation from a medical authority if the District already has reliable information showing that the student has a medical condition, mental health condition, or disability that makes it unreasonable for the student to maintain a face covering, or if the District already has reliable information showing that the student is unable to tolerate a face covering because of a developmental, behavioral, or medical condition.
  2. **Religious reasons.** The District will not require documentation if a parent or student over the age of fourteen states that a face covering would interfere with religious attire that is worn by the student as part of a sincerely held religious belief. The District may consider whether the student wore the same or similar religious attire before the COVID-19 pandemic began.
  3. **Determination.** In determining whether a student is exempt from wearing a face covering, the District will consider the parent's request, any documentation the District receives from a medical authority, and all reliable information in the student's educational records. The District may also consider and give weight to the knowledge of certified staff members who have taught or worked with the student.
    - a. If the District determines that the student is exempt from wearing a face covering or is unable to tolerate a face covering because of a developmental, behavioral, or medical condition, the District will determine whether the student can wear a face shield.
    - b. If the District determines that the student is unable to wear a face covering or a face shield because of a medical condition, mental health condition, or disability, the District will consider other options for reducing the potential spread of COVID-19. Such options may include, but are not limited to, using plexiglass

barriers around the student's desk, maintaining more than six feet of physical distance from the student, providing PPE for staff members who work with the student, and offering the student remote learning.

- c. If the student has an IEP or Section 504 Plan, the IEP team or Section 504 team is responsible for determining the appropriate placement for the student and any accommodations or supports that may be necessary based on the student's disability. In determining the appropriate placement for the student, the IEP team or Section 504 team should consider the student's individual educational needs and all relevant information, including, but not limited to, whether the student's presence at school, without a face covering or face shield, would create a direct threat of harm to the student or others.

**B. Employees.** If an employee claims to be exempt from wearing a face covering under this policy, the District will require the employee to submit documentation from a medical authority stating that the employee: (1) has a medical condition, mental health condition, or disability that makes it unreasonable for the employee to maintain a face covering; or (2) is unable to tolerate a face covering because of a developmental, behavioral, or medical condition.

1. **Exception.** The District will not require an employee to submit documentation from a medical authority if the District already has reliable information showing that the employee has a medical condition, mental health condition, or disability that makes it unreasonable for the employee to maintain a face covering, or if the District already has reliable information showing that the employee is unable to tolerate a face covering because of a developmental, behavioral, or medical condition.
2. **Religious reasons.** The District will not require documentation if an employee states that a face covering would interfere with religious attire that is worn by the employee as part of a sincerely held religious belief. The District may consider whether the employee wore the same or similar religious attire before the COVID-19 pandemic began.
3. **Determination.** In determining whether an employee is exempt from wearing a face covering because of a medical condition, mental health condition, or disability, the District will consider the employee's request, any documentation the District receives from a medical authority, and all reliable information the District maintains about the employee.
  - a. If the District determines that the employee has or may have a disability, the District will engage in an interactive process with the employee.

- b. If the District determines that the employee is unable to wear a face covering or a face shield because of a medical condition, mental health condition, or disability, the District will consider other options for reducing the potential spread of COVID-19. Such options may include, but are not limited to, using plexiglass barriers around the employee's work area, maintaining more than six feet of physical distance from others, and the availability of a remote work assignment.
  - c. The District is not required to create a remote work assignment, to create a light duty position, or to excuse an employee from performing the essential functions of the job.
- C. **Visitors.** If a visitor is not wearing a face covering while in a building that is owned, leased, or operated by the District, a staff member will inform the visitor of the face covering requirement, offer a face covering, and request that the visitor put it on. If the visitor refuses and claims that he or she is entitled to an exemption from the face covering requirement, the staff member will contact an administrator to determine whether the visitor should be permitted in the building or should be required to leave. Visiting a building that is owned, leased, or operated by the District is a privilege, not a right. Based on the risk of harm that a visitor without a face covering or face shield creates when students and staff members are present for educational purposes, including the risk of a widespread outbreak that could close the schools, building administrators and other school officials may require a visitor to leave the premises if the visitor refuses to wear a face covering or face shield, or if the visitor refuses to maintain social distancing of at least six feet when students or staff are present for educational purposes. If the visitor refuses to leave, the school official, or a designee, should contact law enforcement.
- D. **School Board Meetings.** Face coverings are generally required at School Board meetings, regardless of where the meetings are held.
  - 1. **Exception for medical condition or disability.** If a person asserts that he or she has a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering, the District will seek to accommodate the person by allowing the person to wear a face shield. If the person refuses to wear a face shield, the District may seek to accommodate the person by allowing the person to watch the meeting from a remote location. Individuals are encouraged to contact the Superintendent's office at least twenty-four hours in advance of a School Board meeting if they want the District to establish a separate remote location for the person to view the meeting.

2. **Temporary removal when speaking.** If a person has been recognized by the School Board Chair at a School Board meeting (meaning the Chair has authorized the person to speak at the meeting), the person may temporarily remove a face covering while speaking to the Board at the meeting, provided that at least twelve feet of social distancing is maintained, to the extent possible.

## **VII. POSTING, TRAINING, SUPPORT, AND ACCESS**

- A. **Posting.** The requirement to wear a face covering will be conspicuously posted in the entryway of each building that is owned, leased, or operated by the District. Additionally, this policy will be posted in each building and posted on the District's website.
- B. **Training.** The District will provide training to staff and students on the requirements of this policy. The training will address the proper use of face coverings in District buildings and vehicles, and will reinforce the importance of using face coverings, face shields, and social distancing to prevent the spread of COVID-19. The training will also seek to facilitate understanding in the school community about the exemptions and exceptions stated in this policy, including the legitimate reasons why some staff members and some students cannot wear face coverings. Additionally, the training will seek to combat any stigma associated with wearing or not wearing face coverings and will emphasize to students and staff that bullying or harassment related to the wearing of a face covering is prohibited and may result in discipline up to and including suspension, expulsion, or discharge.
- C. **Support.** School staff members will provide support and guidance to a student who cannot wear a face covering because of a medical condition, mental health condition, or disability that makes it unreasonable for the student to maintain a face covering, and to a student who cannot wear a face covering because the student qualifies to wear a face shield instead of a face covering (i.e. the student is unable to tolerate a face covering due to a developmental, behavioral, or medical condition; a face covering would be problematic; or a face covering would interfere with religious attire that is worn as part of a sincerely held religious belief).
- D. **Access to Face Coverings.** The District will make at least one face covering available to each student and to each employee of the District. Students and employees may choose to wear their own face coverings as long as they meet the definition of a "face covering" under this Policy and they cover the mouth and nose completely. To the extent practicable, the District will maintain an extra supply of face coverings for students and employees who forget to bring them.

## VIII. COMPLIANCE

### A. Compliance with Other Policies.

1. **Compliance with dress code.** All face coverings must comply with the District's dress code requirements for clothing. Face coverings may not promote or contain images of items that are illegal for minors or items that minors are prohibited from possessing on school property. Additionally, face coverings must not contain images or messages that are: (1) vulgar; (2) obscene; (3) threatening; (4) incite violence; or (5) reasonably likely to create a material and substantial disruption at school. The District's dress code policy may not be interpreted to prohibit the wearing of any face covering or shield required under this policy. To the extent that any conflict exists between the two policies, this policy controls.
2. **No bullying or harassment.** No student, employee, or visitor may wear a face covering that violates any District policy, including, but not limited to, the District's policy prohibiting bullying and the District's policies prohibiting harassment and other forms of discrimination based on protected class status. Additionally, no student, employee, or visitor may bully, unlawfully harass, or unlawfully discriminate against any student or employee because the student or employee is wearing a face covering or a face shield, or is exempt from wearing a face covering or a face shield.

### B. Discipline of Students.

This policy contains reasonable school board regulations. Any student who willfully violates this policy is subject to discipline. The District will administer such discipline in accordance with the Minnesota Pupil Fair Dismissal Act.

1. **Exempt students.** School administrators may not dismiss an exempt student who does not wear a face covering.
2. **Nonexempt students.** School administrators may dismiss nonexempt students who refuse to wear a face covering, but suspension is strongly discouraged as a first step. School administrators are encouraged to take the following steps in addressing a student's refusal to wear a face covering:
  - a. Offer the student a face covering and give the student an opportunity to explain why he or she is refusing to wear a face covering. In accordance with Section VI of this policy, determine whether an exemption applies or whether the student may wear a face shield instead of a face covering.
  - b. If the school administrator determines that the student is not exempt and that no other exception applies, the school

administrator should direct the student to wear the face covering and inform the student that failure to comply with the directive will be considered to be insubordination, which is a ground for dismissal. If the student persists in refusing to wear a face covering, the school administrator may send the student home for the remainder of the school day and direct the student to wear a face covering upon returning to school, including entry on any District vehicles.

- c. If the student returns to school the following day and persists in refusing to wear a mask, the school administrator may suspend the student for one school day by following the procedures stated in the Pupil Fair Dismissal Act. The school administrator should warn the student that another violation will result in a three-day suspension. The school administrator, or a designee, should also contact the student's parent to discuss the matter and give the parent the option of having the student receive remote instruction.
- d. If the student returns to school after the suspension and persists in refusing to wear a mask, the school administrator may suspend the student for three school days by following the procedures stated in the Pupil Fair Dismissal Act. The school administrator should warn the student that another violation will result in a suspension of at least ten school days along with the initiation of expulsion proceedings. The school administrator, or a designee, should also contact the student's parent to discuss the matter and give the parent the option of having the student receive remote instruction.
- e. If the student returns to school after the suspension and persists in refusing to wear a mask, the school administrator may suspend the student for ten school days, which may be extended to fifteen days for a regular education student, while initiating expulsion proceedings. The school administrator, or a designee, should also contact the student's parent to discuss the matter and give the parent the option of having the student receive online or remote instruction in lieu of attending school and as an alternative educational service beginning on the sixth day of suspension. (Note: Special education students are entitled to receive a free appropriate public education beginning on the tenth cumulative day of suspension.)
- f. If the student is expelled, the District may offer remote learning as an alternative educational service during the period of expulsion.

### **C. Discipline of Employees**

1. **Exempt employees.** School administrators may not discipline an exempt employee who does not wear a face covering.
2. **Nonexempt employees.** School administrators may discipline nonexempt employees who refuse to wear a face covering. Employees must understand the importance of complying with District policies because employees serve as a role model for students. School administrators should take the following steps in addressing an employee's refusal to wear a face covering:
  - a. Offer the employee a face covering and give the employee an opportunity to explain why he or she is refusing to wear a face covering. In accordance with Section VI of this policy, determine whether an exemption applies or whether the employee may wear a face shield instead of a face covering.
  - b. If the school administrator determines that the employee is not exempt and that no other exception applies, the school administrator should direct the employee to wear a face covering and inform the employee that failure to comply with the directive will be deemed to be insubordination, which is a ground for discipline up to and including immediate discharge. If the employee persists in refusing to wear a face covering, the school administrator may suspend the employee without pay for one duty day and direct the employee, in writing, to wear a face covering upon returning to work for the District. In issuing the suspension, the school administrator must comply with any applicable requirements set forth in the employee's employment contract or labor agreement.
  - c. If the employee returns to work following the suspension and persists in refusing to wear a mask, the school administrator should consult with the superintendent about taking further disciplinary action up to and potentially including immediate discharge.

- D. Referral to Law Enforcement.** A building administrator or other school official may report to law enforcement any employee or visitor who repeatedly violates this policy. An employee or visitor who willfully violates Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor.

#### **Legal References:**

Emergency Executive Order 20-81  
Emergency Executive Order 20-82  
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)



Minn. Stat. § 12.45 (Violations; Penalties)

**Cross References:**

Policy 504 (Student Dress and Appearance)

**Other References**

MDE Safe Learning Plan for 2020-2021

MDE 2020-2021 Planning Guidance for Minnesota Public Districts

MDH Guidance for Delivering Direct Student Support Services: Staff Protective Equipment

MDH Frequently Asked Questions About the Requirement to Wear Face Coverings,

MDH 2020-2021 Planning Guide for Districts

MDH Best Practices for Masks: Considerations for People with Disabilities and Special Health Needs

## FACE COVERING EXEMPTION/FACE SHIELD AUTHORIZATION

A student in grades K-12 may be exempt from the requirement to wear a face covering at school if a medical authority certifies that the student has a medical condition, mental health condition, or disability that makes it unreasonable for the student to wear a face covering. A student who is not exempt from wearing a face covering may qualify to use a face shield as an alternative to a face covering if the student is unable to tolerate a face covering because of a developmental, behavioral, or medical condition.

- “Face covering” means a paper or disposable mask, cloth face mask, medical-grade mask, medical grade respirator, scarf, bandanna, neck gaiter, or religious face covering that covers the nose and mouth completely in accordance with CDC guidance.
- “Face shield” means a clear plastic barrier that covers the face, extends below the chin, and wraps around the sides of the face to the ears. A face shield may not have an exposed gap between the forehead and the shield’s headpiece.
- “Medical authority” means a medical doctor, clinical psychologist, physician assistant, or nurse practitioner who has seen or treated the student.

**If you believe that your child is exempt from wearing a face covering**, you must sign this form and have a medical authority sign and complete this form. An exception will be made if the District already has reliable information from a medical authority confirming that your child has a medical condition, mental health condition, or disability that makes it unreasonable for your child to maintain a face covering.

**If your child is not exempt from wearing a face covering but you believe your child cannot tolerate a face covering because of a developmental, behavioral, or medical condition**, you must sign this form and have a medical authority sign and complete this form. An exception will be made if the District already has reliable medical information confirming that your child has a developmental, behavioral, or medical condition that causes your child to be unable to tolerate a face covering.

This form must be given to your building principal. The School District will make the final determination of whether the student qualifies for an exemption or for the use of a face shield instead of a face covering.

### TO BE COMPLETED BY PARENT/GUARDIAN

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_

School of Attendance: \_\_\_\_\_

**I certify that the information on this form is true and accurate to the best of my knowledge.**

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

### TO BE COMPLETED BY MEDICAL AUTHORITY

Print Name: \_\_\_\_\_

Name of Clinic: \_\_\_\_\_

Clinic Address: \_\_\_\_\_

Clinic Phone: \_\_\_\_\_

**Based on personal knowledge from examining, treating, or reviewing the medical records of the student who is identified above, I certify that the following is true and accurate (check those that apply and identify condition):**

☐

The student has the following medical condition, mental health condition, or disability that makes it unreasonable for the student to wear a face covering at school:

\_\_\_\_\_.

☐

The student is unable to tolerate a face covering and should be permitted to use a face shield at school because of the following developmental, behavioral, or medical condition:

\_\_\_\_\_.

☐

The student is unable to tolerate a face shield at school because of the following medical condition:

\_\_\_\_\_.

Signature of Medical Authority \_\_\_\_\_

Date: \_\_\_\_\_

*The Minnesota Chapter of the American Academy of Pediatrics (MNAAP) has expressed support for children wearing face coverings with limited exceptions. MNAAP recommends considering whether the child is capable of physically removing their face covering in the event of an emergency. If yes, MNAAP generally believes most children should wear a face covering. A child should be exempt from wearing a face covering if the child has a medical condition that prevents the child from removing the face covering in an emergency. Examples including children with severe cognitive issues, significant sensory challenges, significant respiratory impairments (e.g. tracheostomy or on oxygen), or an orthopedic or neurological issue (e.g. cerebral palsy) that prevents the child from removing the face covering in an emergency.*

AGENDA ITEM: **Approval of Adjusted 2020-21 School Calendar**

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

The start of the 2020-21 school year was delayed until September 14 at the Board Work Session on August 24 in order to allow staff and administration more time to prepare for a safe and successful hybrid learning experience. In order to meet the minimum requirement for days/hours of instruction for each grade level band, it is recommended that October 14, February 12, and April 5 become student instructional days in an adjusted calendar. Professional development time that was originally allocated to these days has been shifted to dedicated time throughout the school year on Fridays as a portion of the schedule for teacher support and development. In addition to these adjustments, the district will utilize one of the five transition days that have been allocated to MN school districts to be used, as needed, to support successful transitions between learning models throughout the 2020-21 school year.

**RECOMMENDED ACTION:** Approve the adjusted 2020-21 school calendar as recommended by administration.

# WB 2020-21 CALENDAR

## White Bear Lake Area Schools

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

September 1-3 ..... Teacher Work and Staff Development  
September 7 ..... Labor Day  
September 8-11 ..... Teacher Work Days  
September 14 ..... First Day of School (k-12+)  
September 14 ..... First Day of Early Childhood Programs

October 15-16 ..... No School—Education Minnesota Conf.

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

December 23-31 ..... No School - Winter Break

January 1 ..... No School - Winter Break  
January 4 ..... School Resumes  
January 15 ..... Non Student Day for PreK-5\*  
January 18 ..... No School - MLK, Jr. Day  
January 28 ..... End of Second Quarter/First Semester  
January 29 ..... Non Student Day\*

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

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

April 2 ..... Non Student Day\*  
April 9..... End of Third Quarter

May 31 ..... No School - Memorial Day

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

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

JULY						
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JANUARY						
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AUGUST						
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28						

SEPTEMBER						
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APRIL						
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MAY						
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DECEMBER						
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JUNE						
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27	28	29	30			

First/Last Day of School

No School for Students

Parent/Teacher Conference/Communication

End of Quarter/Semester

District Center Closed

Non Student Day PreK-5 Only

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

MEETING DATE: **September 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

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**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. Two property owners near the high school site have approached the district with a proposal to purchase their property.

If needed, the purchase agreements will be discussed in closed session pursuant to Minn. Stat. 13D.05, subd. 3(c) to consider the two offers to purchase property identified as PID #143022120007 and PID#143022120017, located in the City of White Bear Lake, Ramsey County, State of Minnesota prior to tonight's vote.

**RECOMMENDED ACTION:** Move to approve the two purchase agreements for the properties described as PID #143022120007 and PID#143022120017 located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent and the Assistant Superintendent for Finance and Operations to sign all documents as necessary to acquire said properties.

School Board Chair

Date: September 14, 2020

School Board Clerk

Date: September 14, 2020