

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

December 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: December 7, 2020

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 14, 2020** at 6:00 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting will be livestreamed and the recording will be posted on the website. The Truth and Taxation Hearing will start at 7:00 p.m.

AGENDA

A. PROCEDURAL ITEMS

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

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open 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. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation and Public Hearing Related to the Proposed 2020 Payable 2021 Property Tax Levy - *The Public Hearing will start at 7:00 p.m.* [White Bear Lake Area Schools - Public Forum and Truth in Taxation Comments form](#)
2. 2021-22 School Year Calendar
3. Middle School Programming
4. Guaranteed Energy Saving Agreement
5. 2019-20 World's Best Workforce Summary and Achievement and Integration Progress Report
6. First Reading of School Board Policies
 - a. Policy 419, Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-related Devices, and Electronic Delivery Devices: Vaping Awareness and Prevention Instruction
 - b. Policy 430, Employee/Visitor ID Badge
 - c. Policy 517, Student Recruiting
 - d. Policy 518, DNR-DNI Orders
 - e. Policy 607, Organization of Grade Levels

E. OPERATIONAL ITEMS

1. Action on Certification of 2020 Payable 2021 Property Tax Levy
2. Action on Guaranteed Energy Saving Agreement
3. Action on the Acceptance of Brosious Grants
4. Action on Approval of 2021 Election Polling Locations
5. Action on Approval of Additional Funds to MDE Expanded Meal Access Grant and the Ramsey County Emergency Food Services Grant
6. Action on School Board Policies

- a. Policy 421, Gifts to Employees and School Board Members
- b. Policy 422, Incorporated by Reference
- c. Policy 510, School Activities
- d. Policy 513, Student Promotion, Retention and Program Design
- e. Policy 515, Protection and Privacy of Student Records
- f. Policy 516, Student Medication
- g. Policy 601, School District Curriculum
- h. Policy 602, Organization of School Calendar
- i. Policy 603, Curriculum Development
- j. Policy 615, Testing Accommodation, Modification, and Exemptions for IEPS, Section 504 Plans and LEP Students
- k. Policy 620, Credit for Learning
- l. Policy 703, Annual Audit
- m. Policy 904, Distribution of Materials
- n. Policy 598, Home School Students Participating on State High School League Sanctioned Activities - Eliminate

7. Action on Reduction in Staff in Fee-Based Programs

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

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

BACKGROUND:

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

Consent Agenda

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

RECOMMENDED ACTION:

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

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

BACKGROUND:

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

RECOMMENDED ACTION:

Approve minutes.

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

A work session of the White Bear Lake Area School Board was held on **Monday, November 2, 2020**, at 6:30 p.m. in the Auditorium at the District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public with room capacity limits while staying six feet apart and wearing a mask.

A. PROCEDURAL ITEMS

1. Call to Order – Chair Mullin called the meeting to order at 5:42 p.m.
2. Roll Call – Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson.
Ex-Officio: Dr. Wayne Kazmierczak and Cabinet members: Asper, Davis, Gillespie, Maurer, Mons, Ouren, Wald

B. OPERATIONAL ITEMS

1. Learning Model Planning Update: After a discussion the School Board voted to approve the recommendation presented by Superintendent Kazmierczak.

Motion by Beloyed, second by Newmaster to approve the following learning plan:

- **High School** - Students in grades 9-12 will shift to distance learning effective Tuesday, November 17. Monday, November 16 will be a Transition Day for high school students only (there will be no school for students in grades 9-12).
- **Middle School** - Students in grades 6-8 will remain in the hybrid learning model.
- **Elementary** - Students in grades K-5 will remain in the hybrid learning model.
- **Student Activities** - Student activities will continue as before, with a continued focus on the implementation of strict safety protocols.

Roll call vote: ayes, Arcand, Beloyed, Mullin, Newmaster, Thompson. Nays: Chapman, Ellison. Motion passed 5 -2.

- C. ADJOURNMENT** - Arcand moved and Mullin seconded to adjourn the meeting at 8:10 p.m. ***Voice vote: all ayes. 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, November 9, 2020** at 7:00 p.m. in the auditorium at District Center, 4855 Bloom Avenue, White Bear Lake, with room capacity limits while staying six feet apart and wearing a mask.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Arcand, Beloyed. Chapman, Ellison. Mullin, Newmaster, Thompson.
3. Ex-Officio: Dr. Wayne Kazmierczak
4. Pledge of Allegiance
5. Newmaster moved and Ellison seconded to approve the agenda as presented. ***Roll call vote: ayes, Arcand, Beloyed. Chapman, Ellison. Mullin, Newmaster, Thompson. Nays, none. Motion carried.***
6. Beloyed moved and Arcand seconded to approve the consent agenda consisting of:
 - Approval of minutes for regular School Board meeting on October 12 and work session on October 26;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trip requests;
 - Passage of resolution to approve personnel issues to include:
 - **RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF**
Trisha Anderson– Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 10/05/2020
Effective Date: 10/20/2020
Kara Cardenas– Pupil Support Assistant, Vadnais Heights Elementary
Employed by District 624 since 09/02/2019
Effective Date: 11/13/2020
 - **RESIGNATION/TERMINATION/NON-RENEWAL – CERTIFIED STAFF**
Caren Leffer Da Silva– Special Education Teacher, Birch Lake Elementary.
Employed by District 624 since 08/19/2019
Effective Date: 11/20/2020
 - **RESIGNATION/TERMINATION/NON-RENEWAL – NON-AFFILIATED**
Shannon Swanson– Out of School Time Site Supervisor, Otter Lake Elementary
Employed by District 624 since 04/01/2015
Effective Date: 11/13/2020
 - **RETIREMENT – CLASSIFIED STAFF**
Jody Hall– Pupil Support Assistant, Hugo Elementary
Employed by District 624 since 08/26/1998
Effective Date: 10/30/2020
Deborah Joyce– Nutrition Services Elementary Manager, Vadnais Heights Elementary
Employed by District 624 since 02/22/1999
Effective Date: 12/03/2020
Roxanne Knops– Admin. Assistant Operations, District Center
Employed by District 624 since 03/21/1994
Effective Date: 11/13/2020
Barbara Mcgough– Nutrition Services Assistant, Otter Lake Elementary
Employed by District 624 since 09/07/1993
Effective Date: 10/03/2020

- **RETIREMENT – PROFESSIONAL STAFF**
Christina Streiff Oji– Principal, Willow Lane Elementary
 Employed by District 624 since 07/01/2014
 Effective Date: 12/31/2020
- **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**
Tracy Holly - Instructional Assistant, Hugo Elementary
 From less than 12.5 hrs. per week. To 22.75 hrs. per week.
 \$19.07 per hr., 22.75 hrs. per week., \$13,756.46
 Effective Date: 09/14/2020
- **TEMPORARY CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**
Susan Rakoczy – Media Clerk/Lunch Supervisor, Oneka Elementary
 From 7.0 hrs. per day To 5.0 hrs. per day
 Effective Date: 08/31/2020 through 12/31/2020
- **FULL TIME LEAVE OF ABSENCE – CLASSIFIED STAFF**
Karla Hernandez– Human Resources Specialist, District Center
 Employed by District 624 since 08/19/2019
 Effective Date: 08/24/2020 through 11/27/2020
- **FULL TIME LEAVE OF ABSENCE – CERTIFIED STAFF**
Megan Church– 4th Grade Teacher, Otter Lake Elementary
 Employed by District 624 since 04/02/2013
 Effective Date: 09/14/2020 through 01/01/2021
Abigail Gooch– 1st Grade Teacher, Hugo Elementary
 Employed by District 624 since 08/24/2015
 Effective Date: 09/01/2020 through 01/18/2021
Angela Schuebel– Music Teacher, Lincoln Elementary
 Employed by District 624 since 04/22/2015
 Effective Date: 08/31/2020 through 10/09/2020
Jenna Vollmer– Special Education Teacher, Normandy Park
 Employed by District 624 since 08/19/2019
 Effective Date: 10/07/2020 through 11/20/2020
- **NEW PERSONNEL – CLASSIFIED STAFF**
Desiree De La Paz – Pupil Support Assistant, Sunrise Middle School
 \$19.53 per hr., 32.5 hrs. per week., \$23,103.99
 Effective Date: 09/14/2020
Kathryn Hendrickson Gagen –Media Clerk, Birch Lake Elementary
 \$18.34 per hr., 28.75 hrs. per week., \$16,450.98
 Effective Date: 10/19/2020
Paula Vazquez –Program Assistant Leader, Sunrise Park Middle School
 \$15.50 per hr., 18 hrs. per week., \$10,936.80
 Effective Date: 09/28/2020
- **NEW PERSONNEL – NON-AFFILIATED**
Pamela Dorr– Van Driver, Bus Garage
 \$16.00 per hr., 23.1 hrs. per week., \$10,749.33
 Effective Date: 10/20/2020
- **TEMPORARY – CLASSIFIED STAFF**
 Amy Anderson– Instructional Assistant, Matoska Elementary
 \$19.07 per hr., 24 hrs. per week., \$13,638.86
 Effective Date: 10/19/2020 through 06/11/2021
Alan Thomas Green– Instructional Assistant, Matoska Elementary
 \$19.07 per hr., 20 hrs. per week., \$11,060.60
 Effective Date: 11/05/2020 through 06/11/2021

Kristen Joswiak– Instructional Assistant, Yet to be determined

\$19.07 per hr., 24 hrs. per week., \$12,998.11

Effective Date: 10/28/2020 through 06/11/2021

Kayla Miron– Instructional Assistant, Birch Lake Elementary

\$19.07 per hr., 24 hrs. per week., \$13,134.46

Effective Date: 10/23/2020 through 06/11/2021

Margaret Nowak– Part-Time Cook, Sunrise Park Middle School

\$15.70 per hr., 28 hrs. per week., \$11,704.35

Effective Date: 10/26/2020 through 06/11/2021

Jane Stonehouse– ADSIS Instructional Assistant, Matoska Elementary

\$19.07 per hr., 24 hrs. per week., \$12,723.50

Effective Date: 11/04/2020 through 06/11/2021

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

- B. PUBLIC FORUM** – Tiffany Milbrandt asked questions and clarification on distance learning for high school. Brandon Raschich – talked about distance learning for high school. Jami Oxtan – Decision for distance learning for high school students.

C. INFORMATION ITEMS

1. Superintendent’s Report – Students were honored for state-level accomplishments in Boys’ Cross Country and Girls’ Cross Country.

D. DISCUSSION ITEMS

1. Investment Update – Tim Wald, Assistant Superintendent for Finance and Operations worked with Brian Johnson with Public Financial Management (PFM), which manages the Minnesota School District Liquid Asset Fund Plus (MSDLAF+), and Ryan Miles with Ehlers, which manages facilities referendum proceeds, to present to the School Board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions.
2. First Reading of School Board Policies
 - a. Policy 421, Gifts to Employees and School Board Members
 - b. Policy 422, Incorporated by Reference
 - c. Policy 510, School Activities
 - d. Policy 513, Student Promotion, Retention and Program Design
 - e. Policy 515, Protection and Privacy of Student Records
 - f. Policy 516, Student Medication
 - g. Policy 601, School District Curriculum
 - h. Policy 602, Organization of School Calendar
 - i. Policy 603, Curriculum Development
 - j. Policy 615, Testing Accommodation, Modification, and Exemptions for IEPs, Section 504 Plans and LEP Students
 - k. Policy 620, Credit for Learning
 - l. Policy 703, Annual Audit
 - m. Policy 904, Distribution of MaterialsThe policies listed above will be on the School Board agenda for December 14 for a second reading.

E. OPERATIONAL ITEMS

1. Arcand moved and Newmaster seconded to approve the Memorandum of Understanding between the District and White Bear Lake Area Educators for the 2020-21 school year. **Roll call vote: ayes, Arcand, Beloyed. Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.**
2. Chapman moved and Beloyed seconded to accept the Ryan Art Grants totaling \$1,008.80 from the White Bear Lake Area Education Foundation. **Roll call vote: ayes, Arcand, Beloyed. Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.**
3. Ellison moved and Arcand seconded to approve the recommended secondary course proposals for 2021-22 school year. **Roll call vote: ayes, Arcand, Beloyed. Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.**
4. Newmaster moved and Chapman seconded to approve the following policies as recommended by the School Board Policy Committee and Cabinet. a. Policy 301, School District Administration, b. Policy 302, Superintendent, c. Policy 303, Superintendent Selection; d. Policy 304, Superintendent's Contract, Duties, e. Policy 305, Implementation; f. Policy 306, Administrator Code of Ethic, g. Policy 496, Faculty and Staff Dress and Appearance Policy, h. Policy 520, Student Survey, i. Policy 521, Student Disability Nondiscrimination, j. Policy 807, Health and Safety. **Roll call vote: ayes, Arcand, Beloyed. Chapman, Ellison. Mullin, Newmaster. Nays, none. Motion carried.**

F. BOARD FORUM

- G. ADJOURNMENT** - Arcand moved to adjourn the meeting at 8:07p.m. and Mullin seconded. **Roll call vote: ayes, Arcand, Beloyed. Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.**

Submitted by: Jessica Ellison, clerk

**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, November 23, 2020**, at 5:30 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting will be livestreamed and the recording will be posted on the website.

A. PROCEDURAL ITEMS

1. Call to Order – Chair Mullin called the meeting to order at 5:31 p.m.
2. Roll Call – Beloyed, Ellison, Mullin, Newmaster, Thompson, Arcand, Chapman arrived at 5:32 p.m.

B. DISCUSSION ITEMS

1. 2019-20 World's Best Workforce Annual Report and Achievement and integration Update – Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, Dr. Marcellus Davis, Director of American Indian Education Program, Equity and Engagement, and Melinda Fierro, Research, Evaluation, and Assessment Coordinator shared the 2019-20 Combined World's Best Workforce Summary and Achievement and Integration Annual Progress Report. This annual progress report will be submitted to the Minnesota Department of Education. The World's Best Workforce Summary and Achievement and Integration Annual Progress Report will be presented at the School Board Meeting for approval on December 14.
2. Learning Model Update - The School Board asked questions on the learning model and Tier 1 to Dr. Gillespie and Tim Maurer.

C. OPERATIONAL ITEM

1. Chapman moved and Beloyed seconded to approve the purchase agreement for the property described as PID #143022130037 located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent and the Assistant Superintendent for Finance and Operations to sign all documents as necessary to acquire said properties. **Roll call vote: ayes, Beloyed, Chapman, Elliosn, Mullin, Newmaster, Thompson, Arcand. Nays: none. Motion carried.**

D. ADJOURNMENT – Arcand moved and Chapman seconded to adjourn the meeting at 6:39 p.m. **Roll call vote: ayes, Beloyed, Chapman, Elliosn, Mullin, Newmaster, Thompson, Arcand. Nays: none. Motion carried.**

Submitted by: Jessica Ellison, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDED ACTION:

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

White Bear Lake Area Schools
Electronic Transfers - November 2020

		<u>11/13/2020</u>	<u>11/30/2020</u>
Direct Deposit	595622-596988	2,146,908.38	
Direct Deposit	596989-598365		2,112,674.44

Check Number	Vendor	Amount	Check Date	Check Type
80495	HEILIG, COURTNEY H.	(\$15.00)	11/5/2020	V
80557	MARX, BENJAMIN	(\$66.00)	11/5/2020	V
81964	MPLS SOUTH HIGH SCHOOL	(\$250.00)	11/5/2020	V
82392	UMD MENS ULTIMATE	(\$210.00)	11/5/2020	V
83270	BARNHART, AMANDA M.	(\$3.99)	11/5/2020	V
83642	BITTNER, MARK	(\$82.00)	11/5/2020	V
83702	HOYT, DANNA	(\$8.00)	11/5/2020	V
83704	HUNT, LAURA	(\$17.00)	11/5/2020	V
84073	MBDA	(\$65.00)	11/5/2020	V
84217	WASHINGTON, KAREN	(\$4.99)	11/5/2020	V
84340	HAMER, NICOLE	(\$10.00)	11/5/2020	V
84397	MILLARD, STEPHANIE	(\$10.00)	11/5/2020	V
84685	NAVARRO, ANGELA I.	(\$6.99)	11/5/2020	V
84708	PHAY, PIERRE	(\$5.99)	11/5/2020	V
84759	TORGRIMSON, ANDY	(\$65.00)	11/5/2020	V
84824	ANDERSON, KRISTINE K.	(\$31.80)	11/5/2020	V
85216	FUSCO, HENRY J.	(\$8.00)	11/5/2020	V
85455	YUSEF, MOHAMUD	(\$12.00)	11/5/2020	V
85489	AUTISM SOCIETY OF MINNESOTA	(\$40.00)	11/5/2020	V
85636	LIFETIME ATHLETIC	(\$192.00)	11/5/2020	V
85704	PATTERSON, RUTH A.	(\$7.00)	11/5/2020	V
86215	BLANK, PAM	(\$70.00)	11/5/2020	V
86261	DAWE, CORY M.	(\$35.00)	11/5/2020	V
86264	DELEON, SABRINA A.	(\$17.00)	11/5/2020	V
86309	GLENDENNING, CHRISTI	(\$3.99)	11/5/2020	V
86503	STANTON, IMELEYO T.	(\$5.00)	11/5/2020	V
86506	STEERE, TONYA M.	(\$35.00)	11/5/2020	V
86576	WONG, JEFFREY L.	(\$4.99)	11/5/2020	V
86580	WORNER, KRISTIN	(\$35.00)	11/5/2020	V
86748	TUTTLE, JANE E.	(\$154.08)	11/5/2020	V
107935	CENTENNIAL HIGH SCHOOL ISD #12	(\$77.00)	11/10/2020	V
109713	UNIVERSITY OF MINNESOTA DULUTH	(\$1,000.00)	11/10/2020	V
111995	XCEL ENERGY	\$4,685.56	11/2/2020	R
111996	CITY OF WHITE BEAR LAKE	\$11,855.50	11/6/2020	R
111997	A+ DRIVING SCHOOL	\$9,450.00	11/12/2020	R
111998	ACCESS LIFTS	\$2,141.00	11/12/2020	R
111999	ACCLAIM SERVICES INC	\$1,796.00	11/12/2020	R
112000	ACT INC	\$31.00	11/12/2020	R
112001	ALLSTREAM	\$4,310.43	11/12/2020	R
112002	AMAZON CAPITAL SERVICES	\$0.00	11/12/2020	C
112003	AMAZON CAPITAL SERVICES	\$0.00	11/12/2020	C
112004	AMAZON CAPITAL SERVICES	\$0.00	11/12/2020	C
112005	AMAZON CAPITAL SERVICES	\$0.00	11/12/2020	C
112006	AMAZON CAPITAL SERVICES	\$0.00	11/12/2020	C
112007	AMAZON CAPITAL SERVICES	\$0.00	11/12/2020	C

112008 AMAZON CAPITAL SERVICES	\$0.00	11/12/2020 C
112009 AMAZON CAPITAL SERVICES	\$0.00	11/12/2020 C
112010 AMAZON CAPITAL SERVICES	\$0.00	11/12/2020 C
112011 AMAZON CAPITAL SERVICES	\$0.00	11/12/2020 C
112012 AMAZON CAPITAL SERVICES	\$0.00	11/12/2020 C
112013 AMAZON CAPITAL SERVICES	\$0.00	11/12/2020 C
112014 AMAZON CAPITAL SERVICES	\$0.00	11/12/2020 C
112015 AMAZON CAPITAL SERVICES	\$0.00	11/12/2020 C
112016 AMAZON CAPITAL SERVICES	\$14,167.30	11/12/2020 R
112017 AMERICAN MESSAGING	\$13.70	11/12/2020 R
112018 AMERICAN TIME	\$675.94	11/12/2020 R
112019 AMPLIFIED IT LCC	\$299.00	11/12/2020 R
112020 ARAMARK UNIFORM & CAREER APPAREL GROUP INC	\$2,660.86	11/12/2020 R
112021 ARCH LANGUAGE NETWORK	\$247.00	11/12/2020 R
112022 ARNSDORFF, DANIEL J.	\$412.76	11/12/2020 R
112023 ASCD	\$89.00	11/12/2020 R
112024 ASHA	\$225.00	11/12/2020 R
112025 AUTONATION WBL FORD	\$3.80	11/12/2020 R
112026 BALD EAGLE SPORTSMENS ASSOC	\$2,328.00	11/12/2020 R
112027 BALFOUR YEARBOOKS	\$147.52	11/12/2020 R
112028 BEST BUY BUSINESS ADVANTAGE ACCT	\$0.00	11/12/2020 C
112029 BEST BUY BUSINESS ADVANTAGE ACCT	\$170,970.78	11/12/2020 R
112030 BEVSO	\$14,979.84	11/12/2020 R
112031 BLICK ART MATERIALS	\$127.64	11/12/2020 R
112032 BLUE TARP FINANCIAL INC	\$282.98	11/12/2020 R
112033 BOYER TRUCKS	\$39.21	11/12/2020 R
112034 BSN SPORTS	\$33,371.80	11/12/2020 R
112035 BUREAU OF EDUCATION & RESEARCH	\$279.00	11/12/2020 R
112036 CAMEYO INC	\$4,000.00	11/12/2020 R
112037 CARGILL INC	\$2,085.70	11/12/2020 R
112038 CDW GOVERNMENT INC	\$299.54	11/12/2020 R
112039 CENTENNIAL SPEECH	\$77.00	11/12/2020 R
112040 CINTAS CORP #470	\$282.60	11/12/2020 R
112041 CL BENSEN CO., INC	\$1,168.17	11/12/2020 R
112042 CLEAN IMAGE	\$392.00	11/12/2020 R
112043 EDUCATIONAL RESEARCH AND DEV	\$225.00	11/12/2020 R
112044 COMMERCIAL KITCHEN SERVICES	\$583.00	11/12/2020 R
112045 CONNEY SAFETY	\$71.64	11/12/2020 R
112046 CONTINENTAL RESEARCH CORP	\$0.00	11/12/2020 C
112047 CONTINENTAL RESEARCH CORP	\$4,774.33	11/12/2020 R
112048 CORNERSTONE OCCUPATIONAL	\$257.00	11/12/2020 R
112049 CUB FOODS OF WHITE BEAR TWSHP	\$162.95	11/12/2020 R
112050 CUMMINS NPOWER LLC	\$13,248.00	11/12/2020 R
112051 CYBERSOFT TECHNOLOGIES, INC.	\$1,185.00	11/12/2020 R
112052 DALCO CORPORATION	\$0.00	11/12/2020 C
112053 DALCO CORPORATION	\$0.00	11/12/2020 C
112054 DALCO CORPORATION	\$0.00	11/12/2020 C

112055 DALCO CORPORATION	\$0.00	11/12/2020 C
112056 DALCO CORPORATION	\$16,251.55	11/12/2020 R
112057 DAVENPORT, GREG	\$75.00	11/12/2020 R
112058 DELLWOOD COUNTRY CLUB	\$1,637.55	11/12/2020 R
112059 DEMCO INC	\$182.83	11/12/2020 R
112060 DEMCO, TIM	\$89.00	11/12/2020 R
112061 DIMENSION STUDIOS	\$70.00	11/12/2020 R
112062 DIVISION FOR EARLY CHILDHOOD	\$200.00	11/12/2020 R
112063 DOGAN, SONER	\$60.00	11/12/2020 R
112064 DOOR SERVICE COMPANY	\$490.50	11/12/2020 R
112065 DOUGLAS, SANDRA L.	\$225.00	11/12/2020 R
112066 DEFINITIVE TECHNOLOGY SOLUTION	\$13,144.33	11/12/2020 R
112067 ECKROTH MUSIC	\$847.00	11/12/2020 R
112068 EMPOWERU LLC	\$870.00	11/12/2020 R
112069 EPS LITERACY & INTERVENTION	\$88.70	11/12/2020 R
112070 ESSENTIAL SKILLS	\$605.00	11/12/2020 R
112071 ESTR PUBLICATIONS	\$46.00	11/12/2020 R
112072 EVHS DEBATE	\$90.00	11/12/2020 R
112073 EXPLORE LEARNING	\$5,500.00	11/12/2020 R
112074 FAISON, JOHN	\$79.00	11/12/2020 R
112075 FASTENAL COMPANY	\$77.31	11/12/2020 R
112076 FIRST STUDENT INC	\$1,304.62	11/12/2020 R
112077 FLOCABULARY	\$2,500.00	11/12/2020 R
112078 FRANZWA, BRIAN	\$168.00	11/12/2020 R
112079 FRATTALONES HARDWARE STORES	\$0.00	11/12/2020 C
112080 FRATTALONES HARDWARE STORES	\$352.75	11/12/2020 R
112081 FUN EXPRESS LLC	\$91.65	11/12/2020 R
112082 GALLAGHERS NORTHWESTERN TIRE CO INC	\$5,985.17	11/12/2020 R
112083 GENERATION GENIUS INC	\$995.00	11/12/2020 R
112084 GEPHART TRUCKING	\$2,425.00	11/12/2020 R
112085 GIESE, TANYA R.	\$36.55	11/12/2020 R
112086 GOLDCOM INC	\$92.07	11/12/2020 R
112087 GOPHER	\$128.65	11/12/2020 R
112088 GOPHER STATE ONE CALL	\$214.65	11/12/2020 R
112089 GRAINGER	\$0.00	11/12/2020 C
112090 GRAINGER	\$0.00	11/12/2020 C
112091 GRAINGER	\$3,338.42	11/12/2020 R
112092 GRANDMA'S BAKERY INC	\$84.16	11/12/2020 R
112093 GROTH MUSIC CO	\$38.40	11/12/2020 R
112094 HAMMER SPORTS	\$51.00	11/12/2020 R
112095 HEINEMANN	\$200.00	11/12/2020 R
112096 HISDAHL INC	\$505.00	11/12/2020 R
112097 HOENIGSCHMIDT, KAYLEA	\$528.00	11/12/2020 R
112098 HOGLUND BUS AND TRUCK CO	\$0.00	11/12/2020 C
112099 HOGLUND BUS AND TRUCK CO	\$876.79	11/12/2020 R
112100 HOME DEPOT CREDIT SERVICES	\$101.56	11/12/2020 R
112101 HOUGE, SARAH M.	\$1,950.00	11/12/2020 R

112102 CITY OF HUGO	\$2,696.76	11/12/2020 R
112103 IFD	\$0.00	11/12/2020 C
112104 IFD	\$0.00	11/12/2020 C
112105 IFD	\$0.00	11/12/2020 C
112106 IFD	\$0.00	11/12/2020 C
112107 IFD	\$56,386.20	11/12/2020 R
112108 INNOVATIVE GRAPHICS	\$412.50	11/12/2020 R
112109 INNOVATIVE OFFICE SOLUTIONS	\$0.00	11/12/2020 C
112110 INNOVATIVE OFFICE SOLUTIONS	\$0.00	11/12/2020 C
112111 INNOVATIVE OFFICE SOLUTIONS	\$154,160.14	11/12/2020 R
112112 INSPEC INC	\$1,317.90	11/12/2020 R
112113 INTELLIGERE INC	\$59.50	11/12/2020 R
112114 ISD #709 DULUTH	\$1,200.00	11/12/2020 R
112115 IXL LEARNING	\$2,993.00	11/12/2020 R
112116 JAYTECH INC	\$4,896.12	11/12/2020 R
112117 JHS CHEER	\$375.00	11/12/2020 R
112118 JIMMY JOHNS #869	\$183.68	11/12/2020 R
112119 JOHN DEERE FINANCIAL	\$221.81	11/12/2020 R
112120 JOHNSON CONTROLS INC	\$496.00	11/12/2020 R
112121 JOHNSON, SHARON A.	\$550.88	11/12/2020 R
112122 JR WRESTLING	\$186.00	11/12/2020 R
112123 JW PEPPER & SON INC	\$275.00	11/12/2020 R
112124 KATH FUEL OIL SERVICE CO	\$7,857.20	11/12/2020 R
112125 KAY, CAROLYN	\$63.00	11/12/2020 R
112126 KIDCREATE STUDIO	\$46.00	11/12/2020 R
112127 KIMBALL MIDWEST	\$199.08	11/12/2020 R
112128 KING, DANIELLE	\$100.00	11/12/2020 R
112129 KOCH MECHANICAL LLC	\$8,399.00	11/12/2020 R
112130 KRAFT MECHANICAL LLC	\$2,922.23	11/12/2020 R
112131 LABELLE, PAUL H.	\$89.00	11/12/2020 R
112132 LEARNING A-Z	\$1,039.05	11/12/2020 R
112133 LEARNING WITHOUT TEARS	\$5.80	11/12/2020 R
112134 LIBERTY CLASSICAL ACADEMY	\$4,056.00	11/12/2020 R
112135 LIFETIME ATHLETIC	\$192.00	11/12/2020 R
112136 LINDENMEYR MUNROE	\$1,999.40	11/12/2020 R
112137 LORENZ RECOGNITION CO	\$536.05	11/12/2020 R
112138 MACKIN EDUCATIONAL RESOURCES	\$1,978.90	11/12/2020 R
112139 MANUFACTURING SKILL STANDARDS COUNCIL	\$224.00	11/12/2020 R
112140 MARCO, INC	\$435.68	11/12/2020 R
112141 MARTINI, JENNIFER	\$100.00	11/12/2020 R
112142 MARX, BENJAMIN	\$89.00	11/12/2020 R
112143 MCDONOUGH'S WATERJETTING AND	\$504.33	11/12/2020 R
112144 MCFARLANE, JENNIFER	\$6.00	11/12/2020 R
112145 MCLAUGHLIN, LYNN M.	\$98.04	11/12/2020 R
112146 METRO MEALS ON WHEELS INC	\$5,549.25	11/12/2020 R
112147 METROPOLITAN TRANSPORTATION NETWORK	\$62,411.94	11/12/2020 R
112148 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$1,270.45	11/12/2020 R

112149 MID MINNESOTA STORAGE	\$6,924.00	11/12/2020 R
112150 MINNEAPOLIS SOUTH HIGH SCHOOL	\$250.00	11/12/2020 R
112151 MINVALCO INC	\$0.00	11/12/2020 C
112152 MINVALCO INC	\$0.00	11/12/2020 C
112153 MINVALCO INC	\$4,451.04	11/12/2020 R
112154 MLA	\$25,641.00	11/12/2020 R
112155 MN DEPT OF LABOR & INDUSTRY	\$100.00	11/12/2020 R
112156 MN DEPT OF COMMERCE - UNCLAIMED PROPERTY PROG	\$4,558.82	11/12/2020 R
112157 MOBILE RADIO ENGINEERING INC	\$284.40	11/12/2020 R
112158 MORITZ, CLAIRE S.	\$1,650.00	11/12/2020 R
112159 N2Y	\$356.74	11/12/2020 R
112160 NAC MECHANICAL & ELECTRICAL SERV	\$424.00	11/12/2020 R
112161 NAPA AUTO PARTS	\$218.74	11/12/2020 R
112162 NARDINI FIRE EQUIPMENT CO INC	\$1,128.00	11/12/2020 R
112163 NCPERS MINNESOTA	\$128.00	11/12/2020 R
112164 NESCO SPECIALTY RENTALS	\$755.00	11/12/2020 R
112165 NORCENTRONIX DISTRIBUTING	\$135.00	11/12/2020 R
112166 NORTH CENTRAL BLUE BIRD BUS SALES	\$1,343.39	11/12/2020 R
112167 NORTH OAKS HOME OWNERS ASSOCIATION	\$10,000.00	11/12/2020 R
112168 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$50,724.00	11/12/2020 R
112169 OFFICE DEPOT	\$172.22	11/12/2020 R
112170 ON SITE SANITATION INC	\$1,042.00	11/12/2020 R
112171 ORTIZ, KLEBER I.	\$1,575.00	11/12/2020 R
112172 OXTON, JAMI S.	\$188.58	11/12/2020 R
112173 OXYGEN SERVICE CO INC	\$38.64	11/12/2020 R
112174 PAN-O-GOLD	\$0.00	11/12/2020 C
112175 PAN-O-GOLD	\$2,209.90	11/12/2020 R
112176 PARTSMASTER	\$216.30	11/12/2020 R
112177 PATTERSON, JAMES	\$79.00	11/12/2020 R
112178 PELCO CONSTRUCTION LLC	\$4,200.00	11/12/2020 R
112179 PERNSTEINER CREATIVE GROUP	\$325.00	11/12/2020 R
112180 PETERSON BROS ROOFING & CONST	\$5,335.69	11/12/2020 R
112181 PINE TREE APPLE ORCHARD	\$2,144.00	11/12/2020 R
112182 PITNEY BOWES PURCHASE POWER	\$185.49	11/12/2020 R
112183 POVOLNY, KATHLEEN	\$60.00	11/12/2020 R
112184 PRO-ED INC	\$608.30	11/12/2020 R
112185 PROFORMA	\$2,668.01	11/12/2020 R
112186 PROJECT LEAD THE WAY	\$1,010.00	11/12/2020 R
112187 QUADIENT FINANCE USA, INC.	\$279.51	11/12/2020 R
112188 RAMSEY COUNTY	\$0.00	11/12/2020 C
112189 RAMSEY COUNTY	\$33,347.75	11/12/2020 R
112190 READING & MATH INC	\$1,800.00	11/12/2020 R
112191 REGION 4AA	\$3,214.00	11/12/2020 R
112192 RENAISSANCE LEARNING INC	\$1,800.00	11/12/2020 R
112193 REV.COM	\$188.75	11/12/2020 R
112194 ROCKET MATH	\$115.00	11/12/2020 R
112195 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/12/2020 C

112196 SAM'S CLUB/SYNCHRONY BANK	\$1,784.52	11/12/2020 R
112197 SARGENT-WELCH	\$188.72	11/12/2020 R
112198 SCHINDLER ELEVATOR CORP	\$0.00	11/12/2020 C
112199 SCHINDLER ELEVATOR CORP	\$2,558.43	11/12/2020 R
112200 SCHMITT MUSIC COMPANY	\$858.00	11/12/2020 R
112201 SCHOLASTIC	\$395.02	11/12/2020 R
112202 SCHOLASTIC BOOK CLUB	\$150.00	11/12/2020 R
112203 SCHOOL FIX CATALOG	\$148.93	11/12/2020 R
112204 SCHOOL HEALTH CORPORATION	\$0.00	11/12/2020 C
112205 SCHOOL HEALTH CORPORATION	\$1,858.39	11/12/2020 R
112206 SCIENCE EXPLORERS, INC.	\$183.00	11/12/2020 R
112207 SECOND STEP	\$58.00	11/12/2020 R
112208 SEEVER, GRAY	\$160.00	11/12/2020 R
112209 SHIFFLER EQUIPMENT SALES INC	\$440.17	11/12/2020 R
112210 SHORT ELLIOTT HENDRICKSON, INC	\$45,878.84	11/12/2020 R
112211 SIEMENS INDUSTRY INC	\$386.39	11/12/2020 R
112212 SKYWARD INC	\$325.00	11/12/2020 R
112213 SMITLEY, SHARON L.	\$100.00	11/12/2020 R
112214 SOLIANT	\$3,732.75	11/12/2020 R
112215 STAPLES ADVANTAGE	\$92.50	11/12/2020 R
112216 STATE SUPPLY CO	\$0.00	11/12/2020 C
112217 STATE SUPPLY CO	\$4,756.71	11/12/2020 R
112218 STRATEGIC STAFFING SOLUTIONS	\$4,080.00	11/12/2020 R
112219 SUBURBAN RAMSEY COUNTY CTIC	\$100.00	11/12/2020 R
112220 SUMMIT COMPANIES	\$900.00	11/12/2020 R
112221 SVL SERVICE CORPORATION	\$725.60	11/12/2020 R
112222 SWANSON, MARK C.	\$84.00	11/12/2020 R
112223 TA SCHIFSKY & SONS INC	\$16.31	11/12/2020 R
112224 TEACHER SYNERGY LLC	\$111.16	11/12/2020 R
112225 THE WINKLEY COMPANY	\$42.00	11/12/2020 R
112226 THERAPY SHOPPE	\$140.16	11/12/2020 R
112227 TR ENVIRONMENTAL CONSULTING, LLC	\$368.00	11/12/2020 R
112228 TRANSLANGUAGES, LLC	\$140.00	11/12/2020 R
112229 TREASURED TRANSPORTATION	\$49,687.60	11/12/2020 R
112230 T.R.F. SUPPLY CO	\$441.56	11/12/2020 R
112231 TRI-STATE BOBCAT	\$1,797.40	11/12/2020 R
112232 TRIFECTA NETWORKS LLC	\$2,174.37	11/12/2020 R
112233 TRIMARK	\$1,554.07	11/12/2020 R
112234 TRIO SUPPLY COMPANY	\$4,167.83	11/12/2020 R
112235 TURNITIN LLC	\$10,055.00	11/12/2020 R
112236 TWIN CITY JANITOR SUPPLY CO	\$5,105.64	11/12/2020 R
112237 TWIN CITY TRANSPORTATION INC	\$56,742.29	11/12/2020 R
112238 TWIN CITY HARDWARE COMPANY INC	\$935.70	11/12/2020 R
112239 TWIN PINES IMPRINTING	\$75.50	11/12/2020 R
112240 UHL CO INC	\$1,459.00	11/12/2020 R
112241 ULTIMATE SLP	\$1,632.60	11/12/2020 R
112242 UNIVERSITY OF MINNESOTA DULUTH	\$1,000.00	11/12/2020 R

112243 US FOODS CULINARY EQUIP & SUPPLIES	\$0.00	11/12/2020 C
112244 US FOODS CULINARY EQUIP & SUPPLIES	\$0.00	11/12/2020 C
112245 US FOODS CULINARY EQUIP & SUPPLIES	\$0.00	11/12/2020 C
112246 US FOODS CULINARY EQUIP & SUPPLIES	\$8,665.44	11/12/2020 R
112247 VERIZON WIRELESS	\$1,320.87	11/12/2020 R
112248 VIKING ELECTRIC SUPPLY	\$0.00	11/12/2020 C
112249 VIKING ELECTRIC SUPPLY	\$1,457.35	11/12/2020 R
112249 VIKING ELECTRIC SUPPLY	(\$1,457.35)	11/20/2020 V
112250 VIRCO INC	\$1,095.00	11/12/2020 R
112251 WALKER BOOKSTORE	\$1,113.75	11/12/2020 R
112252 WALSER AUTOMOTIVE GROUP	\$1,183.93	11/12/2020 R
112253 WALTER, BRIAN M.	\$89.00	11/12/2020 R
112254 WHITE BEAR GLASS INC	\$1,670.00	11/12/2020 R
112255 WHITE BEAR AREA CHAMBER	\$285.00	11/12/2020 R
112256 CITY OF WHITE BEAR LAKE	\$0.00	11/12/2020 C
112257 CITY OF WHITE BEAR LAKE	\$5,931.76	11/12/2020 R
112258 WHITE BEAR LAKE ROTARY CLUB	\$121.00	11/12/2020 R
112259 WEST MUSIC COMPANY	\$1,070.00	11/12/2020 R
112260 WISCONSIN MEDICAL SUPPLIES, LLC	\$12,807.50	11/12/2020 R
112261 WOLD ARCHITECTS AND ENGINEERS	\$0.00	11/12/2020 C
112262 WOLD ARCHITECTS AND ENGINEERS	\$731,950.53	11/12/2020 R
112263 WURL, SUZANNE M.	\$167.35	11/12/2020 R
112264 ZONEONE LOCATING	\$200.60	11/12/2020 R
112265 ACT INC	\$92.50	11/19/2020 R
112266 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112267 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112268 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112269 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112270 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112271 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112272 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112273 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112274 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112275 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112276 AMAZON CAPITAL SERVICES	\$0.00	11/19/2020 C
112277 AMAZON CAPITAL SERVICES	\$7,315.12	11/19/2020 R
112278 AMERICAN ENGINEERING TESTING	\$19,450.00	11/19/2020 R
112279 ANDERSON, JANELLE	\$360.00	11/19/2020 R
112280 BARNETT WB CHRYSLER JEEP DODGE	\$564.78	11/19/2020 R
112281 BATTERIES PLUS BULBS	\$43.90	11/19/2020 R
112282 BSN SPORTS	\$6,097.80	11/19/2020 R
112283 CAPTIVATE MEDIA & CONSULTING	\$29,280.00	11/19/2020 R
112284 CENTERWELL SOLUTIONS	\$10,000.00	11/19/2020 R
112285 CESA 5	\$200.00	11/19/2020 R
112286 CINTAS CORP #470	\$102.61	11/19/2020 R
112287 CL BENSON CO., INC	\$4,186.05	11/19/2020 R
112288 COMMERCIAL KITCHEN SERVICES	\$972.19	11/19/2020 R

112289 CONTINENTAL CLAY CO	\$98.84	11/19/2020 R
112290 COUNTRY VIDEO BARN	\$421.97	11/19/2020 R
112291 CUB FOODS OF WHITE BEAR TWSHP	\$213.15	11/19/2020 R
112292 CUB FOODS	\$76.37	11/19/2020 R
112293 DALCO CORPORATION	\$49,420.43	11/19/2020 R
112294 DEMCO INC	\$234.12	11/19/2020 R
112295 ECKROTH MUSIC	\$0.00	11/19/2020 C
112296 ECKROTH MUSIC	\$5,619.65	11/19/2020 R
112297 ELSMORE SWIM SHOP	\$105.00	11/19/2020 R
112298 ERHARDT, GARY	\$150.00	11/19/2020 R
112299 ERHARDT, SCOTT D.	\$150.00	11/19/2020 R
112300 ERIC ARMIN INC	\$98.75	11/19/2020 R
112301 FASTSIGNS	\$298.90	11/19/2020 R
112302 FESTIVAL FOODS-KNOWLAN'S	\$39.01	11/19/2020 R
112303 FRATTALONES HARDWARE STORES	\$0.00	11/19/2020 C
112304 FRATTALONES HARDWARE STORES	\$76.88	11/19/2020 R
112305 FRONTIER AG & TURF	\$8.36	11/19/2020 R
112306 GILLUND ENTERPRISES	\$627.48	11/19/2020 R
112307 GRAINGER	\$383.65	11/19/2020 R
112308 GRANDMA'S BAKERY INC	\$84.16	11/19/2020 R
112309 GREATAMERICA FINANCIAL SERVICES	\$334.85	11/19/2020 R
112310 HALO TRANSPORTATION	\$20,610.00	11/19/2020 R
112311 HEALY AWARDS INC	\$586.15	11/19/2020 R
112312 HEINEMANN	\$4,796.00	11/19/2020 R
112313 HISDAHL INC	\$325.00	11/19/2020 R
112314 HOENIGSCHMIDT, KAYLEA	\$884.50	11/19/2020 R
112315 HOGLUND BUS & TRUCK CO	\$306.21	11/19/2020 R
112316 HOGLUND BODY & EQUIPMENT INC	\$2,462.36	11/19/2020 R
112317 INNOVATIVE OFFICE SOLUTIONS	\$53.06	11/19/2020 R
112318 IPEVO INC	\$780.07	11/19/2020 R
112319 ISD #12 CENTENNIAL SCHOOLS	\$10,513.90	11/19/2020 R
112320 IXL LEARNING	\$226.00	11/19/2020 R
112321 JOHN KOPPE, FAMILY OF	\$19.50	11/19/2020 R
112322 JW PEPPER & SON INC	\$388.98	11/19/2020 R
112323 KULLY SUPPLY COMPANY	\$353.36	11/19/2020 R
112324 LANGUAGE LINE SERVICES	\$2,626.17	11/19/2020 R
112325 LINDENMEYR MUNROE	\$1,997.96	11/19/2020 R
112326 MACKIN EDUCATIONAL RESOURCES	\$308.28	11/19/2020 R
112327 MAKEMUSIC INC	\$13,110.00	11/19/2020 R
112328 MCBRIDE, CHRISTINA	\$172.91	11/19/2020 R
112329 MCDONOUGH'S WATERJETTING AND	\$1,022.00	11/19/2020 R
112330 MN COUNCIL ON THE TEACHING	\$45.00	11/19/2020 R
112331 MEDTOX LABORATORIES	\$191.91	11/19/2020 R
112332 MINNETESOL	\$365.00	11/19/2020 R
112333 MINVALCO INC	\$286.04	11/19/2020 R
112334 MN DEPT OF LABOR & INDUSTRY	\$0.00	11/19/2020 C
112335 MN DEPT OF LABOR & INDUSTRY	\$0.00	11/19/2020 C

112336 MN DEPT OF LABOR & INDUSTRY	\$0.00	11/19/2020	C
112337 MN DEPT OF LABOR & INDUSTRY	\$0.00	11/19/2020	C
112338 MN DEPT OF LABOR & INDUSTRY	\$0.00	11/19/2020	C
112339 MN DEPT OF LABOR & INDUSTRY	\$730.00	11/19/2020	R
112340 MN SUPERINTENDENTS OFC PERSONNEL	\$50.00	11/19/2020	R
112341 MURPHY, MARY W.	\$18.50	11/19/2020	R
112342 MURPHY WINDOW AND DOOR COMPANY	\$94,464.65	11/19/2020	R
112343 MYSTERY SCIENCE INC	\$1,249.00	11/19/2020	R
112344 NASCO	\$193.66	11/19/2020	R
112345 NELCO	\$1,529.32	11/19/2020	R
112346 NORTHBOUND CREATIVE	\$488.78	11/19/2020	R
112347 O'REILLY AUTOMOTIVE INC	\$11.02	11/19/2020	R
112348 OFFICE DEPOT	\$7.41	11/19/2020	R
112349 PARKER, DANIEL	\$41.05	11/19/2020	R
112350 PETERSON, GREGORY	\$103.30	11/19/2020	R
112351 PETERSON BROS ROOFING & CONST	\$1,558.68	11/19/2020	R
112352 PIONEER ATHLETICS	\$627.00	11/19/2020	R
112353 PRAXAIR DISTRIBUTION INC	\$52.24	11/19/2020	R
112354 PREMIUM WATERS INC	\$4.00	11/19/2020	R
112355 PRESS PUBLICATIONS	\$346.00	11/19/2020	R
112356 QUAD AREA CHAMBER OF COMMERCE	\$150.00	11/19/2020	R
112357 R & R SPECIALTIES INC	\$37.50	11/19/2020	R
112358 RAMSEY COUNTY	\$916.24	11/19/2020	R
112359 RAMSEY COUNTY	\$0.00	11/19/2020	C
112360 RAMSEY COUNTY	\$0.00	11/19/2020	C
112361 RAMSEY COUNTY	\$0.00	11/19/2020	C
112362 RAMSEY COUNTY	\$0.00	11/19/2020	C
112363 RAMSEY COUNTY	\$3,842.70	11/19/2020	R
112364 RAMSEY COUNTY PARKS/REC DEPT	\$2,625.00	11/19/2020	R
112365 RAMSEY COUNTY RECORDER	\$46.00	11/19/2020	R
112366 REGION 4AA	\$473.80	11/19/2020	R
112367 REPUBLIC SERVICES #899	\$9,536.52	11/19/2020	R
112368 ROBERT BOSCH TOOL CORP	\$64.99	11/19/2020	R
112369 ROE, DENBY D.	\$100.10	11/19/2020	R
112370 ROE, ERIN	\$882.08	11/19/2020	R
112371 SAFETY-KLEEN SYSTEMS INC	\$176.00	11/19/2020	R
112372 SAFETYFIRST PLAYGROUND SURFACING LLC	\$1,950.00	11/19/2020	R
112373 SAM'S CLUB/SYNCHRONY BANK	\$139.74	11/19/2020	R
112374 SAVVAS LEARNING COMPANY, LLC	\$40.02	11/19/2020	R
112375 SCHMITT MUSIC COMPANY	\$321.00	11/19/2020	R
112376 SHRED-IT USA - MINNEAPOLIS	\$221.59	11/19/2020	R
112377 SKYWARD INC	\$144,340.00	11/19/2020	R
112378 SOLIANT	\$1,260.00	11/19/2020	R
112379 STAPLES ADVANTAGE	\$0.00	11/19/2020	C
112380 STAPLES ADVANTAGE	\$0.00	11/19/2020	C
112381 STAPLES ADVANTAGE	\$0.00	11/19/2020	C
112382 STAPLES ADVANTAGE	\$817.78	11/19/2020	R

112383 STARFALL PUBLICATIONS	\$70.00	11/19/2020 R
112384 STENGLEIN, PAUL	\$50.00	11/19/2020 R
112385 STERN, DAVID	\$1,100.00	11/19/2020 R
112386 SUCCESS BEYOND THE CLASSROOM	\$240.00	11/19/2020 R
112387 SUMMIT COMPANIES	\$300.00	11/19/2020 R
112388 SURPLUS SERVICES	\$86.50	11/19/2020 R
112389 SYNOVIA SOLUTIONS	\$1,551.40	11/19/2020 R
112390 TAUGNER, LYNNETTE	\$34.00	11/19/2020 R
112391 TEACHER SYNERGY LLC	\$5.60	11/19/2020 R
112392 TENNANT SALES AND SERVICE CO	\$192.00	11/19/2020 R
112393 TRANSLANGUAGES, LLC	\$140.00	11/19/2020 R
112394 TREASURED TRANSPORTATION	\$27,312.68	11/19/2020 R
112395 TRI-STATE BOBCAT	\$535.78	11/19/2020 R
112396 TWIN CITY ACOUSTICS INC	\$156.75	11/19/2020 R
112397 TWIN CITY TRANSPORTATION INC	\$38,259.43	11/19/2020 R
112398 USIC LOCATING SERVICES, LLC	\$3,959.32	11/19/2020 R
112399 VIKING ELECTRIC SUPPLY	\$796.04	11/19/2020 R
112400 WASHINGTON CO PUBLIC HEALTH	\$1,500.00	11/19/2020 R
112401 WHITE BEAR LAKE (CITY OF)	\$6,000.00	11/19/2020 R
112402 WELLS CONCRETE PRODUCTS CO	\$29,401.55	11/19/2020 R
112403 WOODBURY HIGH SCHOOL	\$625.00	11/19/2020 R
112404 XCEL ENERGY	\$0.00	11/19/2020 C
112405 XCEL ENERGY	\$95,521.93	11/19/2020 R
112406 ZALLAR, CHERYL L.	\$125.00	11/19/2020 R
112407 IUOE LOCAL 70	\$1,109.74	11/19/2020 R
112408 RAUSCH, STURM, ISRAEL,	\$15.87	11/19/2020 R
112409 SCHOOL SERVICE EMPLOYEES	\$0.00	11/19/2020 C
112410 SCHOOL SERVICE EMPLOYEES	\$7,170.66	11/19/2020 R
112411 GURSTEL CHARGO ATTORNEYS AT LAW	\$323.66	11/19/2020 R
112412 MESSERLI & KRAMER PA	\$20.20	11/19/2020 R
112413 VIKING ELECTRIC SUPPLY	\$0.00	11/20/2020 C
112414 VIKING ELECTRIC SUPPLY	\$1,426.47	11/20/2020 R
112415 ANCHOR SOLAR INVESTMENTS LLC	\$2,066.27	11/25/2020 R
112416 ISTATE TRUCK, INC	\$118,053.12	11/25/2020 R
9992229 AIG	\$7,051.46	11/13/2020 R
9992230 AMERICAN FUNDS	\$84,177.48	11/13/2020 R
9992231 AMERICAN UNITED LIFE	\$88,765.56	11/13/2020 R
9992232 AMERIPRISE FINANCIAL SERVICES	\$13,292.52	11/13/2020 R
9992233 ASPIRE FINANCIAL SERVICES	\$1,623.17	11/13/2020 R
9992234 AXA EQUITABLE	\$27,695.74	11/13/2020 R
9992235 EDUCATION MN ESI BILLING TRUST	\$36,181.13	11/13/2020 R
9992236 INTERNAL REVENUE SERVICE	\$0.00	11/13/2020 C
9992237 INTERNAL REVENUE SERVICE	\$0.00	11/13/2020 C
9992238 INTERNAL REVENUE SERVICE	\$0.00	11/13/2020 C
9992239 INTERNAL REVENUE SERVICE	\$0.00	11/13/2020 C
9992240 INTERNAL REVENUE SERVICE	\$0.00	11/13/2020 C
9992241 INTERNAL REVENUE SERVICE	\$781,559.05	11/13/2020 R

9992242 METROPOLITAN LIFE	\$1,152.93	11/13/2020 R
9992243 MN DEPT OF HUMAN SERVICES	\$1,600.40	11/13/2020 R
9992244 MN DEPT OF REVENUE	\$0.00	11/13/2020 C
9992245 MN DEPT OF REVENUE	\$128,189.45	11/13/2020 R
9992246 MN STATE RETIREMENT	\$6,890.78	11/13/2020 R
9992247 PUBLIC EMP RETIREMENT ASSOC	\$0.00	11/13/2020 C
9992248 PUBLIC EMP RETIREMENT ASSOC	\$123,450.06	11/13/2020 R
9992249 TEACHERS RETIREMENT ASSOC	\$0.00	11/13/2020 C
9992250 TEACHERS RETIREMENT ASSOC	\$403,885.37	11/13/2020 R
9992251 VANGUARD SMALL BUSINESS SERVICES	\$35,375.24	11/13/2020 R
9992252 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$43,360.60	11/13/2020 R
9992253 BMO	\$0.00	11/30/2020 C
9992254 BMO	\$21,586.69	11/30/2020 R
9992255 AIG	\$7,051.46	11/30/2020 R
9992256 AMERICAN FUNDS	\$0.00	11/30/2020 C
9992257 AMERICAN FUNDS	\$84,100.26	11/30/2020 R
9992258 AMERICAN UNITED LIFE	\$90,332.08	11/30/2020 R
9992259 AMERIPRISE FINANCIAL SERVICES	\$13,609.16	11/30/2020 R
9992260 ASPIRE FINANCIAL SERVICES	\$1,888.80	11/30/2020 R
9992261 AXA EQUITABLE	\$26,430.11	11/30/2020 R
9992262 EDUCATION MN ESI BILLING TRUST	\$35,757.20	11/30/2020 R
9992263 INTERNAL REVENUE SERVICE	\$0.00	11/30/2020 C
9992264 INTERNAL REVENUE SERVICE	\$0.00	11/30/2020 C
9992265 INTERNAL REVENUE SERVICE	\$0.00	11/30/2020 C
9992266 INTERNAL REVENUE SERVICE	\$0.00	11/30/2020 C
9992267 INTERNAL REVENUE SERVICE	\$0.00	11/30/2020 C
9992268 INTERNAL REVENUE SERVICE	\$0.00	11/30/2020 C
9992269 INTERNAL REVENUE SERVICE	\$772,241.01	11/30/2020 R
9992270 METROPOLITAN LIFE	\$1,206.93	11/30/2020 R
9992271 MN DEPT OF HUMAN SERVICES	\$1,376.90	11/30/2020 R
9992272 MN DEPT OF REVENUE	\$0.00	11/30/2020 C
9992273 MN DEPT OF REVENUE	\$126,743.66	11/30/2020 R
9992274 MN STATE RETIREMENT	\$6,969.78	11/30/2020 R
9992275 PUBLIC EMP RETIREMENT ASSOC	\$0.00	11/30/2020 C
9992276 PUBLIC EMP RETIREMENT ASSOC	\$111,542.74	11/30/2020 R
9992277 TEACHERS RETIREMENT ASSOC	\$0.00	11/30/2020 C
9992278 TEACHERS RETIREMENT ASSOC	\$412,913.84	11/30/2020 R
9992279 VANGUARD SMALL BUSINESS SERVICES	\$34,992.58	11/30/2020 R
9992280 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$43,432.54	11/30/2020 R
202100295 ALTHOF, KATHRYN A.	\$61.90	11/12/2020 A
202100296 ANDERSON, JON C.	\$253.04	11/12/2020 A
202100297 BEACH, RODNEY W.	\$249.85	11/12/2020 A
202100298 BERNIER, JAMES L.	\$60.00	11/12/2020 A
202100299 BILSKEMPER, JOSHUA P.	\$107.55	11/12/2020 A
202100300 CALLEN, DENISE A	\$65.00	11/12/2020 A
202100301 DAVIES, ALISON S.	\$39.98	11/12/2020 A
202100302 DERBY, SARA A.	\$88.03	11/12/2020 A

202100303	DURAND, JENNIFER A.	\$138.57	11/12/2020	A
202100304	FEIDER, CHELSEA K.	\$72.90	11/12/2020	A
202100305	FERNANDEZ, KEVIN M.	\$133.11	11/12/2020	A
202100306	FLINT III, RAY W.	\$75.91	11/12/2020	A
202100307	FREEMAN, CHRISTINA J.	\$32.95	11/12/2020	A
202100308	GALYON, AMY R.	\$35.65	11/12/2020	A
202100309	GEDNALSKE, KIRK M.	\$19.95	11/12/2020	A
202100310	GILLESPIE, ALISON C.	\$19.26	11/12/2020	A
202100311	GUTHRIE, ASHLEY M.	\$115.60	11/12/2020	A
202100312	HIGGINS, SHEILA J.	\$40.30	11/12/2020	A
202100313	HOSMER, JESSICA A.	\$74.75	11/12/2020	A
202100314	KAZMIERCZAK, CLARE C.	\$49.16	11/12/2020	A
202100315	KISSNER, TABBITHA A.	\$35.00	11/12/2020	A
202100316	KOVACICH, DANIEL K.	\$50.00	11/12/2020	A
202100317	LEHN, BRIDGET N.	\$116.75	11/12/2020	A
202100318	LYDON, CASSANDRA K.	\$50.91	11/12/2020	A
202100319	MILES, MARY T.	\$356.08	11/12/2020	A
202100320	NACHTSHEIM, JOHN J.	\$181.70	11/12/2020	A
202100321	RODRIGUEZ, DARCY A.	\$70.64	11/12/2020	A
202100322	STEADLAND, KEITH D.	\$21.96	11/12/2020	A
202100323	STEFFENS, CORINNE T.	\$41.98	11/12/2020	A
202100324	SULLIVAN, JENNIFER S.	\$44.99	11/12/2020	A
202100325	TOLONEN, CLAY S.	\$35.12	11/12/2020	A
202100326	VICHICH, JOHN P.	\$60.00	11/12/2020	A
202100327	ACCIARI, NICOLE E.	\$115.00	11/19/2020	A
202100328	BECKER, JILL E.	\$15.59	11/19/2020	A
202100329	DESJARDINS, RUTH E.	\$100.00	11/19/2020	A
202100330	DRANGE, ANGELA M.	\$92.60	11/19/2020	A
202100331	DURAND, JENNIFER A.	\$195.00	11/19/2020	A
202100332	EGEMO, PATRICIA A.	\$70.73	11/19/2020	A
202100333	HAUGEN, ANNETTE M.	\$62.90	11/19/2020	A
202100334	JOHNSON, ANDREA M.	\$522.19	11/19/2020	A
202100335	LAU, LAI F.	\$34.99	11/19/2020	A
202100336	LEMIEUX, TAMARA M.	\$75.33	11/19/2020	A
202100337	LOCKE, LYNNAE D.	\$24.15	11/19/2020	A
202100338	LUNDBLAD, ANGELA C.	\$132.54	11/19/2020	A
202100339	MARTINSON, KARA S.	\$6.33	11/19/2020	A
202100340	MILES, STACY L.	\$22.43	11/19/2020	A
202100341	MOSENG, AMANDA R.	\$65.00	11/19/2020	A
202100342	PHETTEPLACE, WANDA M.	\$101.82	11/19/2020	A
202100343	RAU, EMILY J.	\$119.03	11/19/2020	A
202100344	RIEBOW, MATTHEW R.	\$75.52	11/19/2020	A
202100345	ROLOFF, STEPHANIE H.	\$14.03	11/19/2020	A
202100346	TALEEN, KATHARINE J.	\$17.38	11/19/2020	A
202100347	TUTTLE, JANE E.	\$65.00	11/19/2020	A
202100348	VAIL, ANNE B.	\$64.61	11/19/2020	A
202100349	WEBSTER, CODY W.	\$18.67	11/19/2020	A

202100350 WHITBY, SANDRA L.

\$50.00 11/19/2020 A
\$6,226,558.62

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
4 cases engine oil; 24 cases wheel weights	Lube-Tech (Tyler Van Eps)	White Bear Lake High School, South Campus
120 Masks for kids and adults	Sheila Hruby	Lincoln Elementary
\$500.00	Mary & Clint Rowles	Lakeaires Elementary
500 bags	Lakeshore Learning Store	Birch Lake Elementary
Dozens of handmade face masks	Cathy O'Grady	Birch Lake Elementary
\$10.00	Target c/o/ CyberGrants, LLC	Hugo Elementary
5 Bosch Multimeters	Automotive Parts Headquarters (Dave Bock, Sales Manager)	White Bear Lake High School, South Campus
\$2,000.00	Vadnais Heights Firefighters	Vadnais Heights Elementary
Band Instrument – Marimba	Jennifer and Jahmal Mattson	Sunrise Park Middle School
Band Instrument – Clarinet	Linda Adams	Sunrise Park Middle School
Band Instrument – Clarinet	Amy Bachmeier	Sunrise Park Middle School
Band Instrument – Trombone	Mary Williams	Sunrise Park Middle School
Ice Skates	Sue Allen	Sunrise Park Middle School
\$500.00	Kathy and Gavin Burnham	White Bear Lake High School, Theatre Donations
\$75.00	Vermeersch Automotive	White Bear Lake High School, Theatre Donations
\$100.00	Raymond and Anissa Wenzel	White Bear Lake High School, Theatre Donations
\$75.00	Northeast Youth & Family Services	White Bear Lake High School, Theatre Donations
\$100.00	Mari Pew	White Bear Lake High School, Theatre Donations
\$25.00	The Donoghues	White Bear Lake High School, Theatre Donations

\$50.00	Cheryl and Mark Viker	White Bear Lake High School, Theatre Donations
\$100.00	Advance Speech Therapy	White Bear Lake High School, Theatre Donations
\$50.00	Eileen Burchby	White Bear Lake High School, Theatre Donations
\$100.00	Kathy Stone	White Bear Lake High School, Theatre Donations
\$20.00	Julie Snortland	White Bear Lake High School, Theatre Donations
\$68.00	Justin Nunez	White Bear Lake High School, Theatre Donations
\$20.00	Olivia Snortland	White Bear Lake High School, Theatre Donations
\$15.00	Lisa and Keith Swenson	White Bear Lake High School, Theatre Donations
\$15.00	Carrie Schesel	White Bear Lake High School, Theatre Donations
\$25.00	Melissa Seidel	White Bear Lake High School, Theatre Donations

RECOMMENDED ACTION: Approve

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624

Department of Human Resource

RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF

THOMAS ALTENDAHL– Accounts Payable Clerk, District Center

Employed by District 624 since 07/27/2020

Effective Date: 11/16/2020

SHAQUINTA COLEMAN-MOORE– Pupil Support Assistant, Sunrise Middle School

Employed by District 624 since 09/06/2016

Effective Date: 11/12/2020

JOHN FICCADENTI– Campus Security, WBLAHS South Campus

Employed by District 624 since 08/31/2018

Effective Date: 11/27/2020

PAULA JOHNSON– Paraeducator, Sunrise Middle School

Employed by District 624 since 10/27/1998

Effective Date: 11/26/2020

DEBORAH JOYCE– Nutrition Services, Vadnais Heights Elementary

Employed by District 624 since 10/27/1998

Effective Date: 11/26/2020

CYNTHIA KELSEY– Nutrition Services, WBLAHS South Campus

Employed by District 624 since 10/22/2018

Effective Date: 09/07/2020

MARGARET NOWAK– Nutrition Services, Sunrise Middle School

Employed by District 624 since 10/26/2020

Effective Date: 11/04/2020

MACK PHILLIPS– Student Supervisor, WBLAHS South Campus

Employed by District 624 since 09/02/2019

Effective Date: 11/20/2020

SONYA RILEY– Nutrition Services Assistant, WBLAHS South Campus

Employed by District 624 since 09/07/2000

Effective Date: 10/20/2020

RESIGNATION/TERMINATION/NON-RENEWAL - NON-AFFILIATED

BRANDON JOHNSON– Student Success Coordinator, Willow Lane Elementary

Employed by District 624 since 02/17/2015

Effective Date: 11/18/2020

RETIREMENT - CLASSIFIED STAFF

DAWN BOYD– Pupil Support Assistant, Vadnais Heights Elementary

Employed by District 624 since 09/02/2008

Effective Date: 01/04/2020

JULIE WODICKA - Human Relations Specialist, District Center

Employed by District 624 since 02/14/2005

Effective Date: 01/29/2021

RETIREMENT - CERTIFIED STAFF

SANDRA KNUTSON-SMAKER– Music Teacher, Vadnais Heights Elementary

Employed by District 624 since 08/22/2002

Effective Date: 12/22/2020

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF

HEATHER HART - From Nutrition Service Assistant, Vadnais Heights Elementary

To Nutrition Services Elementary Manager

\$20.14 per hr. Plus \$.95 Cert. 4, 31.25 hrs. per wk., \$18,893.86

Effective Date: 11/09/2020

RACHAEL MARKUSON - From Admin. Assist to the Principal, Sunrise Park Middle School

To Executive Assistant to the Superintendent, District Center

\$78,040 (Prorated based on start date \$45,623.38)

Effective Date: 11/30/2020

CHANGE IN ASSIGNMENT – CERTIFIED STAFF

NANCY BERNSTEIN - Preschool Teacher, Vadnais Heights Elementary

1.0 FTE To .5 FTE

Effective Date: 12/07/2020

TEMPORARY CHANGE IN ASSIGNMENT – CLASSIFIED STAFF
--

TIMOTHY DANIELS JR – From Behavior Management Asst., Willow Lane Elementary
To Student Success Coordinator
Effective Date: 09/19/2020 through 06/30/2021

CHRISTINE LA PEAN - From ADSIS Para, Matoska Elementary
To .5 FTE Intervention Teacher
Effective Date: 09/30/2020 through 06/14/2021

TEMPORARY CHANGE IN ASSIGNMENT – CERTIFIED STAFF

OMAR ALI – Science Teacher, WBLAHS - North Campus
1.0 FTE To 1.1 FTE
Effective Date: 11/17/2020 through 01/29/2020

KEITH STEADLAND – Science Teacher, WBLAHS - North Campus
1.0 FTE To 1.1 FTE
Effective Date: 11/17/2020 through 01/29/2020

TROY STRAND – Instructional Coach, WBLAHS - South Campus
1.0 FTE To 1.1 FTE
Effective Date: 10/19/2020 through 06/14/2020

SHANNON TREICHEL – Instructional Coach, WBLAHS - North Campus
1.0 FTE To 1.1 FTE
Effective Date: 10/19/2020 through 06/14/2020

TEMPORARY CHANGE IN ASSIGNMENT – PROFESSIONAL STAFF
--

MATTHEW MENIER– From Middle School Associate Principal, Sunrise Park Middle School
To Elementary Principal, Willow Lane Elementary
Effective Date: 01/04/2021 through 06/30/2021

FULL TIME LEAVE OF ABSENCE – CERTIFIED STAFF

MEGAN CHURCH– 4th Grade Teacher, Otter Lake Elementary
Employed by District 624 since 04/02/2013
Effective Date: 09/14/2020 through 11/27/2020

THREE YEAR EXTENDED LEAVE REQUEST - CERTIFIED STAFF
--

LISA OLSON- Special Education Teacher, Central Middle School

Employed by District 624 since 08/21/2003

Effective Date: 2020-2021 School Year through 2022-2023 School Year

NEW PERSONNEL – CLASSIFIED STAFF

PAYTON DVORAK – Program Assistant Leader, Vadnais Heights Elementary

\$14.92 per hr., 12.5 hrs. per wk., \$7,683.80

Effective Date: 09/14/2020

KOKOU KAH – Pupil Support Assistant, Sunrise Park Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$16,375.90

Effective Date: 12/11/2020

ANNE MADLINE – Pupil Support Assistant, Otter Lake Elementary

\$19.53 per hr., 32.5 hrs. per wk., \$16,375.90

Effective Date: 11/30/2020

SABA SHIBRU– Custodian, Sunrise Middle School & Normandy Park Education Center

\$19.39 per hr., 40 hrs. per wk., \$26,680.62

Effective Date: 11/02/2020

SOFIA VIRNIG – Administrative Assistant to Principal, Sunrise Park Middle School

\$20.81 per hr., 40 hrs. Per wk., \$23,640.16

Effective Date: 12/14/2020

TEMPORARY – CLASSIFIED STAFF

SAKAVIYE ABDISALAN– Instructional Assistant, Matoska Elementary

\$19.07 per hr., 20 hrs. per wk., \$10,297.80

Effective Date: 11/19/2020 - 06/11/2021

SARAH FOX- Media Clerk, Matoska Elementary

\$18.34 per hr., 27.5 hrs. per wk., \$2,622.62

Effective Date: 11/16/2020 - 12/22/2020

LONG TERM SUBSTITUTE– CERFITIED STAFF
--

STEPHANIE DAHLEM – .2 FTE Science Teacher, WBLAHS - South Campus

BA, Step 1, \$1,129.70

Effective Date: 12/21/2020 – 01/29/2021

KRISTEN FOURNIER – Music Teacher, Vadnais Heights Elementary

BA, Step 2, \$27,009.85

Effective Date: 01/04/2021 – 06/14/2021

MICHAEL LEHENBAUER - Grade 2 Teacher, Oneka Elementary

MA, Step 1, \$36,255.51

Effective Date: 11/16/2020 - 06/14/2021

ERIN WELTER - Special Education Teacher, Birch Lake Elementary

BA, Step 1, \$32,932.11

Effective Date: 11/17/2020 - 06/14/2021

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: **Superintendent's Report**
MEETING DATE: **December 14, 2020**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Presentation and Public Hearing Related to the Proposed 2020 Payable 2021 Property Tax Levy**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Attached please find the presentation slides that will be used to discuss the School District's 2020 payable 2021 property tax levy. Minnesota school districts are required to discuss the levy at a regularly scheduled School Board meeting and allow the public to speak. This will occur at the meeting on December 14, 2020 at 7:00 p.m.

White Bear Lake Area Schools, ISD 624

Public Hearing for Taxes Payable in 2021

DECEMBER 14, 2020

PRESENTED BY:

TIM WALD,

ASSISTANT SUPERINTENDENT FOR
FINANCE & OPERATIONS



Minnesota State Law Requires:

A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

Hearing Agenda

- Background Information on School Funding
- District's Budget
- District's Proposed Tax Levy for Taxes Payable in 2021
- Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

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

As a result...

Funding is Highly Regulated

State Sets:

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

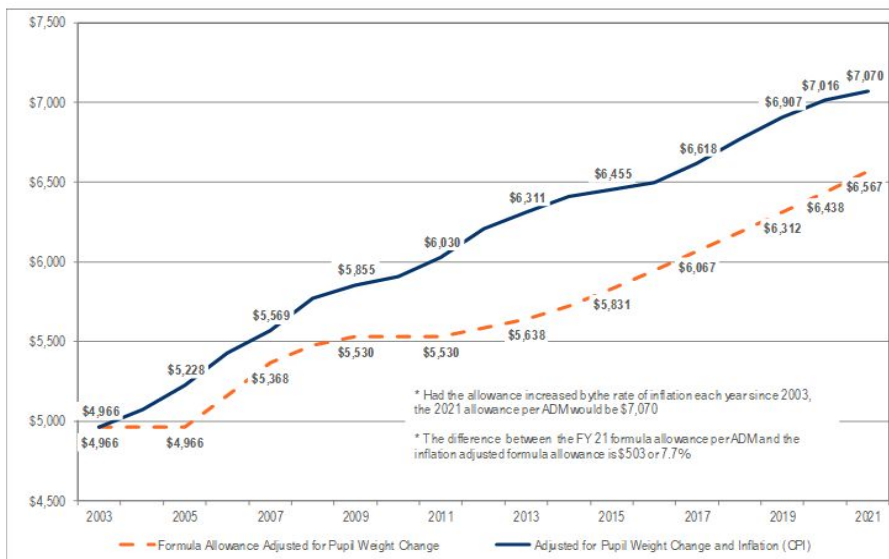
State also authorizes school board to submit referendums for operating and capital needs to voters for approval

Challenge: State Set Basic General Education Formula Lags Inflation

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2020-21, an increase of 2% or \$129 over previous year was approved
- No additional changes to formula have been approved by legislature

Per-pupil allowance for Fiscal Year 2020-21 of \$6,567 would need to increase by another \$503 (7.7%) to have kept pace with inflation since 2002-03

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



Source: MDE June 2020 Inflation Estimates



Underfunding of Special Education

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

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

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

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

Result: Growing Dependence on Referendum Revenue

- In 1992-93, 65% of districts had operating referendum revenue averaging \$332 per pupil
- For 2020-21, all Minnesota districts have referendum revenue and/or local optional revenue levy authority averaging \$1,570 per pupil
 - Of this amount, \$846 is a voter approved operating referendum, and \$724 is Local Optional Revenue (LOR)
 - Statewide, referendum revenue including Local Optional Revenue (LOR) provides 14.3% of General Fund operating revenue

Change in Tax Levy does not Determine Change in Budget

1

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

2

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

3

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

4

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

School District Levy Cycle Differs from City/County Levy Cycle

City/County:

- Budget Year same as calendar year
- 2021 taxes provide revenue for 2021 calendar year budget

Schools:

- Budget year begins July 1st and coincides with school year
- 2021 taxes provide revenue for 2021-22 school fiscal year
- Budget will be adopted in June 2021

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2021-22 budget will be adopted by School Board in June 2021.

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

Our District's Funds:

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

* Annual budget is not prepared for this fund

White Bear Lake Area Schools, ISD 624

District Revenues and Expenditures

Actual for FY 2020, Budget for FY 2021

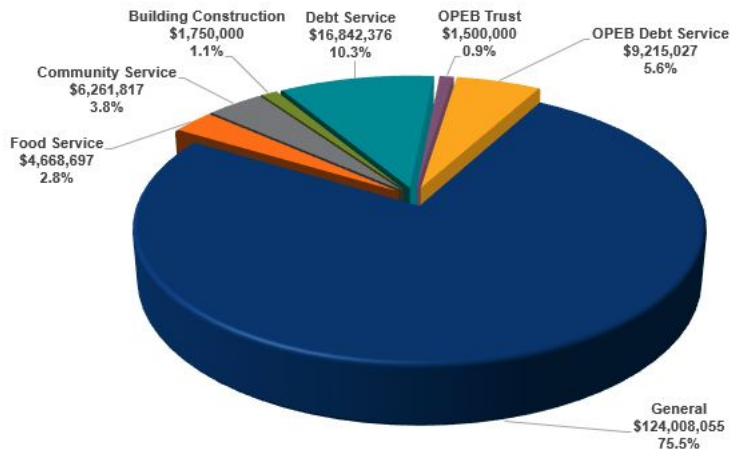
FUND	FISCAL 2020 BEGINNING	2019-20 ACTUAL	2019-20 ACTUAL	JUNE 30, 2020 ACTUAL	2020-21 BUDGET	2020-21 BUDGET	JUNE 30, 2021 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$3,723,893	\$19,976,364	\$17,153,712	\$6,540,545	\$17,217,955	\$19,214,297	\$4,544,203
General/Other	13,354,617	95,954,035	100,065,791	9,242,861	106,790,100	104,465,208	11,567,753
Food Service	746,910	3,982,048	4,148,747	580,211	4,668,697	4,699,251	549,657
Community Service	1,221,426	6,390,645	6,908,654	703,417	6,261,817	6,409,756	555,478
Building Construction	12,556,918	268,229,640	19,472,015	261,314,543	1,750,000	51,941,235	211,123,308
Debt Service	1,143,897	5,145,708	5,184,329	1,105,276	16,842,376	14,595,266	3,352,386
Trust	172,055	174,201	126,094	220,162	150,000	150,000	220,162
Internal Service	358,940	-	-	1,759,364	-	-	1,759,364
OPEB* Irrevocable Trust	33,046,282	2,102,780	1,250,051	33,899,011	1,500,000	1,500,000	33,899,011
OPEB* Debt Service	1,518,261	9,934,927	9,628,725	1,824,463	9,215,027	9,145,500	1,893,990
Total All Funds	\$67,843,199	\$411,890,348	\$163,944,118	\$317,189,853	\$164,395,972	\$212,120,513	\$269,465,312

* Other Post Employment Benefits

White Bear Lake Area Schools, ISD 624

Revenue - All Funds

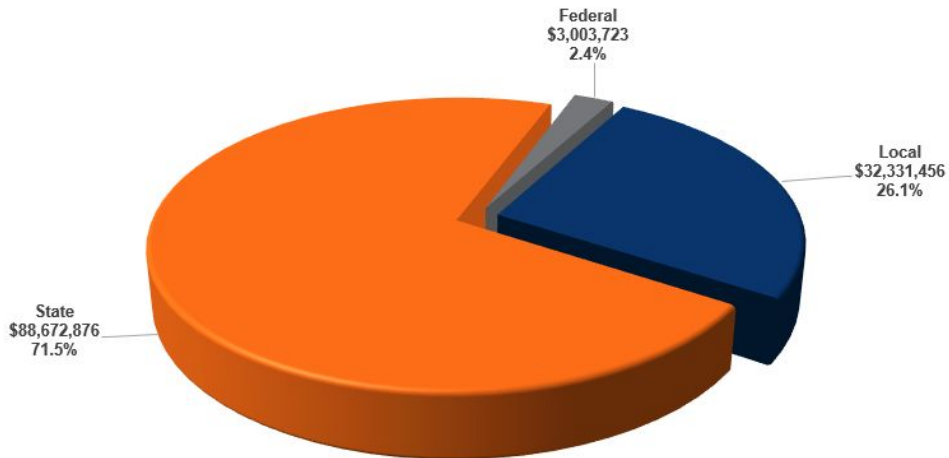
2020-21 Budget \$164,245,972



White Bear Lake Area Schools, ISD 624

General Fund Revenue

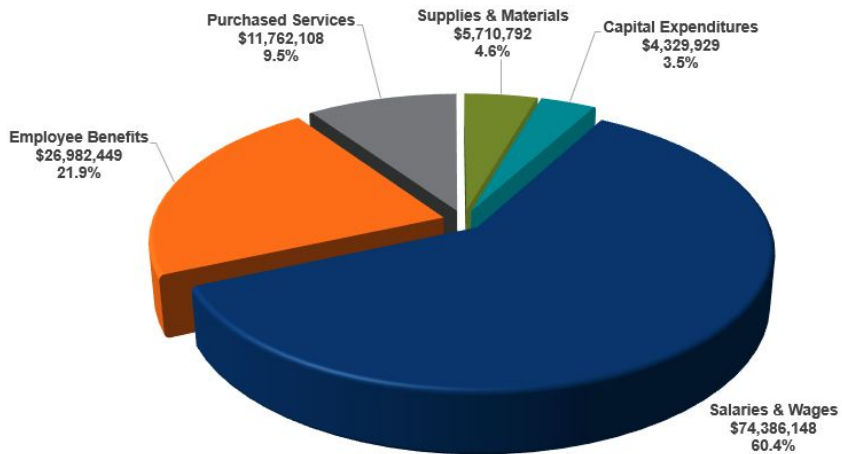
2020-21 Budget \$124,008,055



White Bear Lake Area Schools, ISD 624

General Fund Expenditures by Object

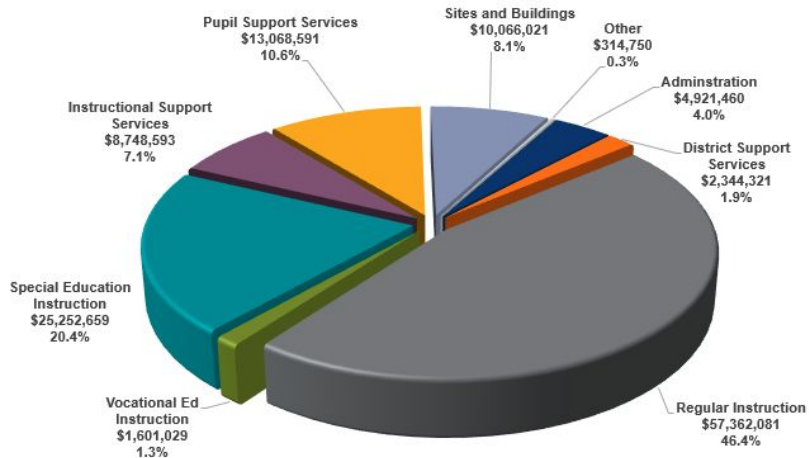
2020-21 Budget \$123,679,505



White Bear Lake Area Schools, ISD 624

General Fund Expenditures by Program

2020-21 Budget \$123,679,505



Payable 2021 Property Tax Levy

- Determination of levy
- Comparison of 2020 to 2021 levies
- Reasons for changes in tax levy
- Impact on taxpayers

Property Tax Background

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions

Sample of parcel specific notice mailed to every property owner between November 11 & November 24 with information on impact of Proposed 2021 levy

Contents:

- Proposed property taxes compared to last year
- By taxing jurisdiction
- Contains time and place of public meetings
- By voter approved and other for school district

Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 78
Spruceville, MN 55555-5555
(555) 345-4789
www.co.spruce.mn.us

TAXPAYER(S):
John and Mary Johnson
123 Pine Rd S
Spruceville, MN 55555-5555

Property Information
PIN Number: 01-234-56-789-B1
Property Address: 789 Pine Rd S, Spruceville, MN 55555

Property Description:
Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2021
THIS IS NOT A BILL. DO NOT PAY.

VALUES AND CLASSIFICATION

Step	Taxes Payable Year	2020	2021
1	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$25,000
	Taxable Market Value	\$125,000	\$125,000
	Class	Res 10/100	Res 10/100

PROPOSED TAX

Property Taxes before credits	\$1,500.00
School building bond credits	\$
Agricultural market value credits	\$ 12.00
Other credits	
Property Taxes after credits	\$1,500.00

PROPERTY TAX STATEMENT
Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
State General Tax No public meeting		\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 4, 7:00 PM	\$450.00	\$484.15
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7894	December 3, 6:30 PM Spruceville City Hall	\$275.79	\$311.06
Spruceville School District 890 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-4789 Name Approved Levies Other Levies	December 10, 7:00 PM Spruceville High School Cafeteria	\$280.35 \$340.11	\$290.08 \$374.00
Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2021 may be higher than the proposed amount shown on this notice.			
Metropolitan Special Taxing Districts Spruceville Metropolitan Council www.spruce.mnmetropolitan.org (555) 555-5555 Spruceville, MN 55555	December 11, 7:30 PM Spruce Park Centre 300 Pine St	\$17.78	\$18.70
Other Special Taxing Districts Tax Incremental Tax	No public meeting	\$12.80 \$18.17	\$13.02 \$15.22
Total excluding any special assessments		\$1,422.92	\$1,596.48 9.8%

School District Property Taxes

- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts for each category are set by:
 - State law
 - Voter approval

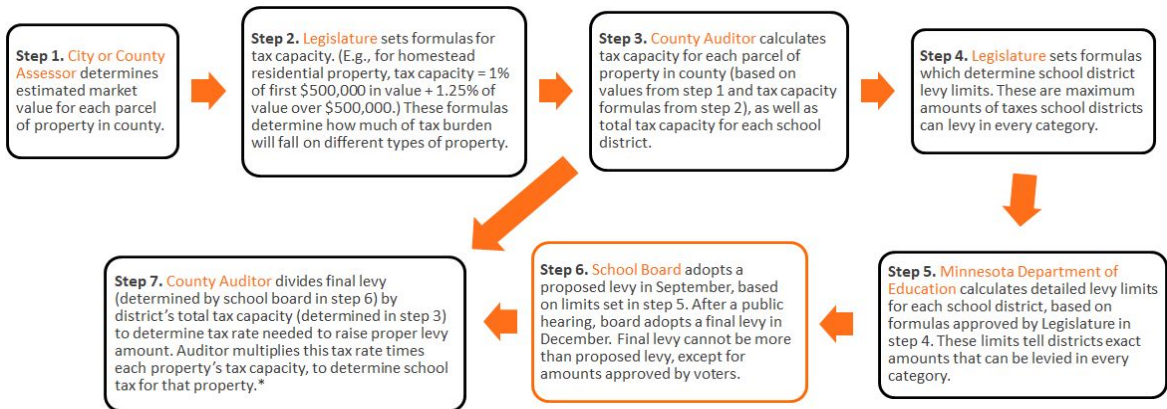
Minnesota Department of Education (MDE) calculates levy maximums for each district

Property Tax Background

School District Property Taxes

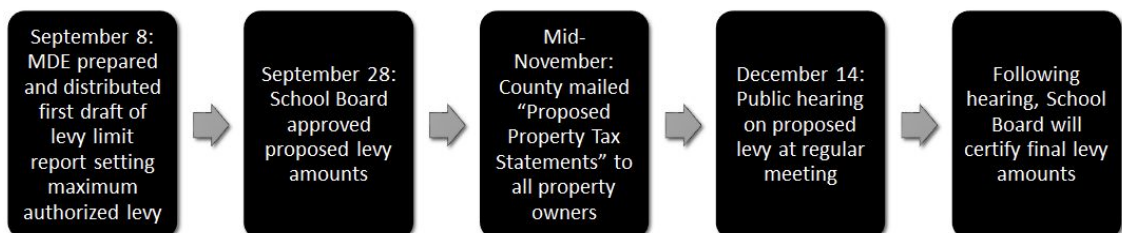
- Key steps in process are summarized on next slide
- Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 7 steps

School District Property Tax Process



Step 7*. For certain levy categories (referendum, equity & transition levies), tax rates & levy amounts are based on referendum market value, rather than tax capacity.

Schedule of Events in Approval of District's 2020 (Payable 2021) Tax Levy



Overview of Proposed Levy Payable in 2021

- Proposed property tax levy for 2021 is an increase from 2020 of \$1,093,289 or 1.96%

Includes decrease of \$220,655 from proposed levy approved by School Board in September, because District refinanced existing bonds

- Reasons for major increases and decreases in levy are included on following slides

White Bear Lake Public School District, ISD 624

Comparison of Actual Tax Levy Payable in 2020 to Proposed Levy Payable in 2021

Fund Levy Category	Actual Levy Payable in 2020	Proposed Levy Payable in 2021	\$ Change	% Change
General				
Voter Approved Operating Referendum	\$12,487,495	\$11,791,958	(\$695,537)	
Local Optional Revenue (LOR)	6,864,268	6,583,493	(280,775)	
Equity	966,252	897,550	(68,702)	
Capital Project - Technology Referendum	1,998,489	2,138,058	139,569	
Operating Capital	919,111	992,282	73,171	
Safe Schools	354,859	467,629	112,770	
Long Term Facilities Maintenance	712,796	6,887,059	6,174,262	
Instructional Lease	1,895,242	1,923,978	28,736	
Other	1,463,979	774,762	(689,217)	
Prior Year Adjustments	1,076,465	(601,056)	(1,677,521)	
Total, General Fund	\$28,738,956	\$31,855,713	\$3,116,756	10.8%
Community Service				
Basic Community Education	\$470,732	\$470,732	\$0	
Early Childhood Family Education	259,230	261,343	2,112	
School-Age Child Care	360,000	375,000	25,000	
Other	12,872	14,251	1,379	
Prior Year Adjustments	5,192	14,109	8,917	
Total, Community Service Fund	\$1,098,027	\$1,135,435	\$37,408	3.4%
Debt Service				
Voter Approved	\$11,946,645	\$18,778,282	\$6,831,637	
Long-Term Facility Maintenance	4,875,783	5,160,905	285,122	
Other Post Employment Benefits	9,602,775	0	(9,602,775)	
Reduction for Debt Excess	(418,883)	(936,341)	(517,458)	
Prior Year Adjustments	51,082	993,681	942,599	
Total, Debt Service Fund	\$26,067,403	\$23,996,527	(\$2,060,875)	-7.9%
Total Levy, All Funds	\$55,894,386	\$56,987,674	\$1,093,289	2.0%
Subtotal by Truth in Taxation Categories:				
Voter Approved	27,099,171	32,081,438	4,982,268	
Other	28,795,215	24,906,236	(3,888,979)	
Total	\$55,894,386	\$56,987,674	\$1,093,289	2.0%

Explanation of Levy Changes

Categories: Voter Approved Operating Referendum

Changes: -\$695,537

Use of Funds: General Operating Expenses

Reason for Changes:

- Revenue based on number of students in district which decreased from prior year estimates
- No change in authorized levy per pupil for voter approved amount

Explanation of Levy Changes

Categories: General Fund - Prior Year Adjustments

Changes: -\$1,677,521

Use of Funds: General Operating Expenses

Reason for Changes:

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
- In later years, estimates are updated, and levies are retroactively adjusted
- Adjustments in several categories for taxes payable in 2021 are large negative amounts, while the adjustments for taxes payable in 2020 were large positive amounts

Explanation of Levy Changes

Categories: General and Debt Service Funds - Long Term Facility Maintenance (LTFM) and Debt Service Fund - Voter Approved and Other Post Employment Benefits (OPEB)

Changes: +\$6,174,262 (General Fund LTFM), +\$6,831,637 (Debt Service Fund Voter Approved), and -\$9,602,775 (Debt Service Fund OPEB)

Use of Funds: Facilities Maintenance and Required Payments on Bonds

Reason for Changes:

- District is eligible for LTFM revenue based on state-approved project costs, financed through a combination of annual General Fund levies, state aid and bond issues
- Levies are coordinated with other capital and debt levies to maintain a level tax rate
- Final payments on OPEB bond issue is due February 1, 2021, so final debt service levy for that issue was included with taxes payable in 2020

Factors Impacting Individual Taxpayers' School Taxes

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

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

Four Year School Levy Comparison

- The following slides show examples of changes in school district portion of property taxes from 2018 to 2021
- Examples include school district taxes only
- All examples are based on a 14.1% increase in property value over this four-year period
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties

Impact on Taxpayers

- Examples are for property in City of White Bear Lake
- Amounts for 2021 are preliminary estimates, based on best available data – final amounts could change slightly
- Estimates prepared by Ehlers, District's municipal financial advisors

White Bear Lake Area Public Schools, ISD 624

Estimated Changes in School Property Taxes, 2018 to 2021

Based on 14.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes

Type of Property	Estimated Market Value for 2018 Taxes	Actual Taxes Payable in 2018	Estimated Market Value for 2019 Taxes	Actual Taxes Payable in 2019	Estimated Market Value for 2020 Taxes	Actual Taxes Payable in 2020	Estimated Market Value for 2021 Taxes	Estimated Taxes Payable in 2021	Change in Taxes 2018 to 2021	Change in Taxes 2020 to 2021
Residential Homestead	\$131,447	\$544	\$136,705	\$609	\$143,541	\$760	\$150,000	\$737	\$193	-\$23
	175,263	755	182,274	845	191,388	1,059	200,000	1,028	273	-31
	219,079	965	227,842	1,080	239,234	1,358	250,000	1,320	355	-38
	240,987	1,071	250,627	1,198	263,158	1,507	275,000	1,466	395	-41
	306,711	1,387	318,979	1,551	334,928	1,955	350,000	1,903	516	-52
	350,527	1,598	364,548	1,786	382,775	2,254	400,000	2,195	597	-59
	394,342	1,808	410,116	2,022	430,622	2,548	450,000	2,474	666	-74
	438,158	2,014	455,685	2,247	478,469	2,831	500,000	2,749	735	-82
Commercial/Industrial #	481,974	2,215	501,253	2,473	526,316	3,138	550,000	3,070	855	-68
	525,790	2,432	546,822	2,728	574,163	3,465	600,000	3,391	959	-74
	\$131,447	\$599	\$136,705	\$861	\$143,541	\$814	\$150,000	\$812	\$213	-\$2
	438,158	2,220	455,685	2,460	478,469	3,087	500,000	3,128	908	41
Apartments and Res. Non-Homestead (2 or more units)	876,317	4,547	911,369	5,089	956,938	6,541	1,000,000	6,422	1,875	-119
	1,752,633	9,094	1,822,739	10,178	1,913,876	13,082	2,000,000	12,844	3,750	-238

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

General Note

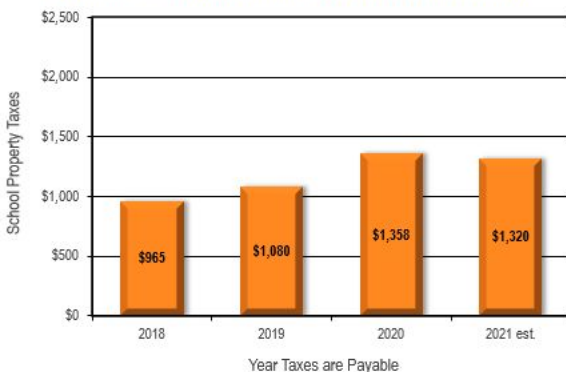
- Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
- Estimates of taxes payable in 2021 are preliminary, based on the best data available.
- For all examples of properties, taxes are based on changes in estimated market value of 4.0% from 2018 to 2019 taxes, 5.0% from 2019 to 2020, and 4.5% from 2020 to 2021.

White Bear Lake Area Public Schools, ISD 624

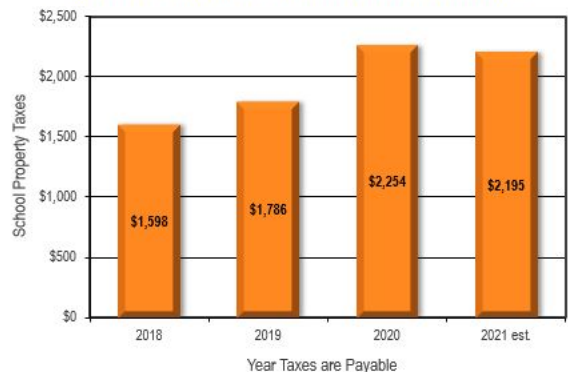
Estimated Changes in School Property Taxes, 2018 to 2021

Based on 14.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes

Example 1: \$250,000* Residential Homestead Property



Example 2: \$400,000* Residential Homestead Property

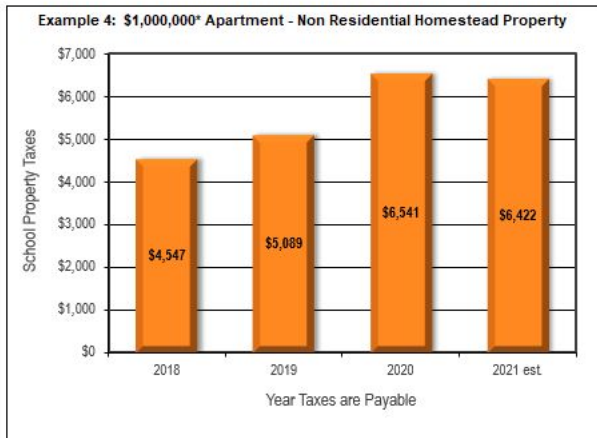
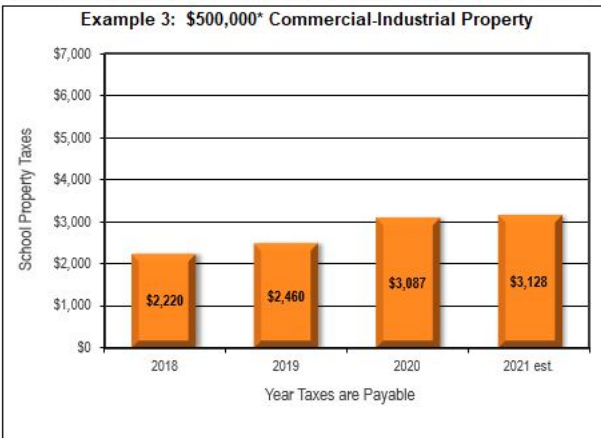


* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 5.0% from 2019 to 2020, and 4.5% from 2020 to 2021.

White Bear Lake Area Public Schools, ISD 624

Estimated Changes in School Property Taxes, 2018 to 2021

Based on 14.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes



* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 5.0% from 2019 to 2020, and 4.5% from 2020 to 2021.

Minnesota Homestead Credit Refund “Circuit Breaker”

- Has existed since 1970s
- Available each year to owners of homestead property (applies to taxes paid on house, garage and one acre for ag homestead property)
- Annual income must be approximately \$115,020 or less (income limit is higher if you have dependents)
- Sliding scale - refund based on income and total property taxes
- Maximum refund for homeowners is \$2,820
- Also available to renters
- Complete state tax form M-1PR (www.revenue.state.mn.us)

Minnesota Special Property Tax Refund

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

Helpful in first year after referendum

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

No income limits

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

Senior Citizen Property Tax Deferral

- Allows people age 65 and older with household income of \$60,000 or less to defer a portion of property taxes on home
- Must have lived in, owned, and homesteaded for last 15 years
- Limits maximum amount of property tax paid to 3% of household income
- Additional taxes are deferred, not forgiven
- Provides predictability; amount of tax paid will not change while participating in program
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps

1

Board will accept public
comments on proposed levy

2

Board will certify 2021
property tax levy



PUBLIC COMMENTS

AGENDA ITEM: **Discuss 2021-22 School Year Calendar**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Items**

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

BACKGROUND:

Each year, district leadership works with the School Board to discuss instructional needs that can be addressed through calendar decisions. Tonight, Assistant Superintendent for Teaching and Learning Dr. Alison Gillespie will present the 2021-22 calendar for discussion. The 2022-2023 calendar will be presented for discussion within the next couple months as construction timelines and project staging are being finalized.



White Bear Lake Area Schools

August 23-24 New Teacher Orientation
 August 30 Convocation
 August 31 Teacher Work and Staff Development

September 1-2 Teacher Work and Staff Development
 September 6 Labor Day
 September 7 First Day of School (6-12+)
 September 8 First Day of School (1-5)
 September 9 First Day of School (K)
 September 13 First Day Early Childhood Programs

October 20 Non Student Day*
 October 21-22 No School—Education Minnesota Conf.

November 1-2 Non Student Days*
 November 12 End of First Quarter
 November 24-26 No School - Thanksgiving Break

December 22-31 No School - Winter Break

January 1 New Years Day
 January 3 School Resumes
 January 14 Non Student Day for PreK-5*
 January 17 No School - MLK, Jr. Day
 January 27 End of Second Quarter/First Semester
 January 28 Non Student Day*

February 7 Non Student Day*
 February 21 No School -Presidents' Day

March 7- 11 No School - Spring Break

April 8 End of Third Quarter
 April 15 Non Student Day*
 April 25 Non Student Day*

May 30 No School - Memorial Day

June 10 Last Day of School
 June 13 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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DECEMBER						
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JUNE						
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19	20	21	22	23	24	25
26	27	28	29	30		

First/Last Day of School

No School for Students

Parent/Teacher Conference/Communication

End of Quarter/Semester

District Center Closed

AGENDA ITEM: **Middle School Programming**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

As we continue reviewing our Middle School programming to ensure alignment to our strategic plan and that we address essential learning needs of each of our students, Director of Curriculum and Instruction Jen Babiash and Middle School Principals Cathryn Peterson and Christina Pierre will present recommendations for additional modifications to middle school programming.

Middle School Programming Update

Cathryn Peterson, Principal CMS
Christina Pierre, Ed.D., Principal SPMS
Jen Babiash, Director of Curriculum and Instruction

December 14th, 2020

Programming Alignment and Feedback

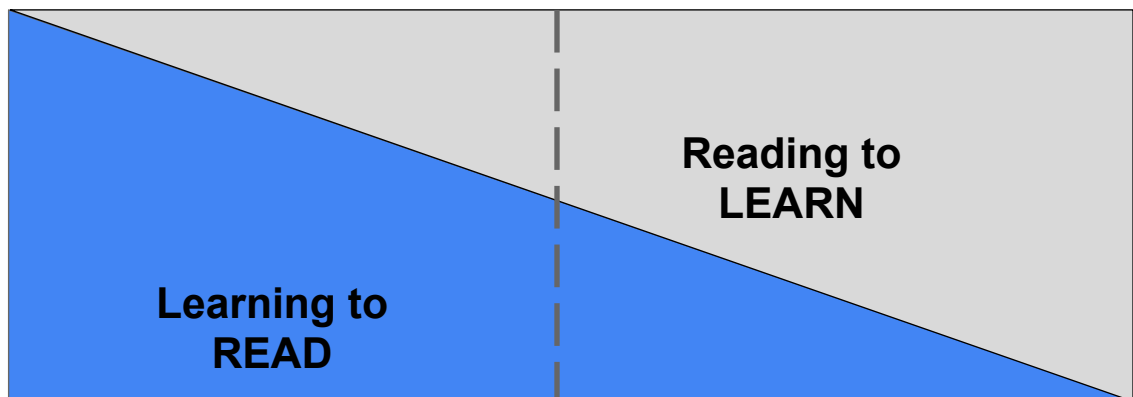
- District and Building Strategic Plans
- World's Best Workforce
- Analysis of reading data (MCAs)
- Collaboration with and among Language Arts Teachers
- Discussions with PTO and parent groups

Prioritizing Literacy



- Instruction Grounded in Research
 - Demonstration
 - Supported practice (analogy to athletics, music)
 - Tailored to the learner based on ongoing assessment
- Instruction that empowers students to:
 - Set ambitious goals
 - Engage in self-assessment & reflection
 - Apply and transfer skills to multiple texts
 - Engage in academic discourse

Learning to Read and Reading to Learn: Simultaneous and Continuous



Kindergarten

Grade 3

Grade 12

Updates on Literacy 6 & 7

- All 6th and 7th grade students take:
 - Language Arts (full year)
 - Reading to Learn
 - Literacy (1½ year)
 - Writing (composition)



Middle School Language Arts Teachers



Amber Rustand
Central Middle School



Katie Nohr
Central Middle School



Rachel Schmidt
Sunrise Park Middle School

Proposal: Enriched for All

- Language Arts and Enriched Language Arts have become redundant
- Both courses have the same range of ability, as we have challenge by choice in middle school
- Teachers already differentiate to individuals and small groups
- Having one course makes the schedule work better for all students, especially those with specialized schedules (Adv. Math & Band, etc.)
- Having one Language Arts course allows for more collaboration among staff

Additional Enrichment Opportunities

- School Newspaper
- Yearbook
- After-school Book Clubs



AGENDA ITEM: **Guaranteed Energy Saving Agreement**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

In 2019, the District entered into guaranteed savings agreements with Ideal Energies, LLC and Green2 Solar Leasing, LLC for the installation of solar arrays at multiple locations including Birch Lake, Lakeaires, Matoska International, Oneka, and Willow Lane elementary schools as well as Sunrise Park Middle School. The solar arrays are installed and operating as anticipated.

During the second phase of solar panel installation the following sites will have solar arrays installed: Lincoln Elementary, Central Middle School, North Campus addition, South Campus, new transportation facility, and the new elementary school in Hugo.

ISD 624 intends to enter into a guaranteed energy savings contract with Ideal Energies, LLC and Green² Solar Leasing, LLC for installing the second phase solar projects.



Solar Array Energy Production Summary

ISD 624 - White Bear Lake

Site	ISD 624 - White Bear Lake - Oneka		ISD 624 - White Bear Lake - Birch Lake		ISD 624 - White Bear Lake - Lakeaires		ISD 624 - White Bear Lake - Willow		ISD 624 - White Bear Lake - Matoska (Parkview)		ISD 624 - White Bear Lake - Sunrise		System Sizing - All Projects	
kW DC	39.96		35.42		39.96		39.96		39.96		39.96		235.2	
kW AC	40		33.3		40		40		40		40		233.3	
Start-up	9/19/2019		9/24/2019		9/24/2019		10/24/2019		11/18/2019		11/18/2019		See date to left	
Month	Estimated kWh	Actual kWh	Estimated kWh	Actual kWh	Estimated kWh	Actual kWh	Estimated kWh	Actual kWh	Estimated kWh	Actual kWh	Estimated kWh	Actual kWh	Total Estimated kWh	Total Actual kWh
Jan-2019														
Feb-2019														
Mar-2019														
Apr-2019														
May-2019														
Jun-2019														
Jul-2019														
Aug-2019														
Sep-2019														
Oct-2019	3383	3004	2998	2577	3311	2012							9692	7593 (78%)
Nov-2019	1537	1608	1362	1322	1504	1595	1537	1560					5941	6085 (102%)
Dec-2019	823	113	729	265	805	79	823	61	788	625	823	76	4791	1219 (25%)
Jan-2020	1208	252	1070	0	1182	289	1208	473	1156	550	1208	268	7032	1831 (26%)
Feb-2020	2323	2304	2059	23	2274	1876	2323	2328	2225	2601	2323	1834	13529	10966 (81%)
Mar-2020	4416	4433	3915	3221	4322	4395	4416	4343	4228	4338	4416	4418	25715	25149 (98%)
Apr-2020	5098	5618	4519	4321	4990	5682	5098	5527	4881	5852	5098	5662	29685	32663 (110%)
May-2020	6154	6319	5455	4531	6023	6301	6154	6214	5892	6336	6154	6260	35832	35960 (100%)
Jun-2020	6260	7006	5549	5645	6127	6741	6260	6716	5993	6880	6260	6777	36448	39764 (109%)
Jul-2020	6047	6769	5360	5695	5919	6644	6047	6545	5790	6593	6047	6609	35211	38855 (110%)
Aug-2020	5395	6017	4782	5101	5281	5862	5395	5843	5166	6004	5395	5804	31415	34630 (110%)
Sep-2020	4287	4265	3800	3654	4195	4272	4308	4168	4125	4231	4308	4217	25022	24806 (99%)
Oct-2020	3366	2802	2983	2399	3294	2858	3366	2794	3239	2776	3383	2837	19631	16466 (84%)
Nov-2020	1529	2116	1356	1497	1497	1854	1529	1921	1464	1948	1529	1928	8905	11264 (126%)
Dec-2020														
Total	51827	52627	45939	40250	50724	50458	48465	48493	44948	48733	46945	46689	288848	287250 (99.4%)

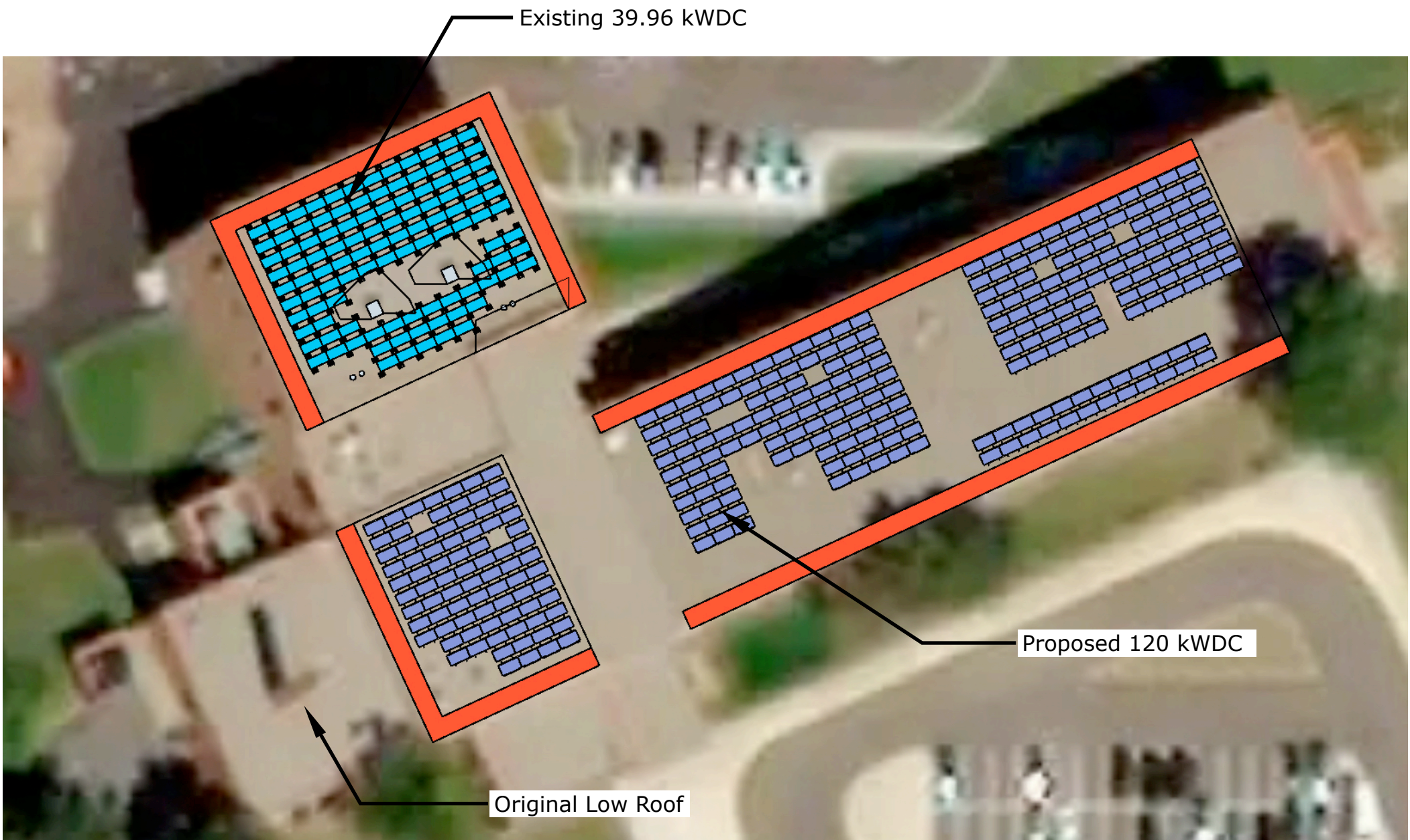
Note: Energy production not included for start-up month (partial month)

LAYOUT NOTES FOR LAKEAIRES

Current estimate for a size is 300 panels for 120kw DC. We are avoiding original low roof which also has large smoke stack. Currently have no plans for the two proposed roofs, but from previous data one of them is from 1961. Full site visits for structural verification after we exhaust efforts to procure plans will be vital.

GENERAL NOTES

- The sizes for all layouts are approximate. We will certainly add more if we can after site visits and precisely mapping everything out. We used google imagery and roof plans to create these arrays and smaller vents, conduits, etc. may not be accounted for.
- All layouts are dependent on a full structural analysis that will happen after all plans are procured and a site visit to gather measurements are performed.



Installer
iDEAL Energies/
Green² Electric, LLC.

5810 Nicollet Ave
Minneapolis, MN 55419
612-928-5008

Electrical Contractor
License #EA719118

Project Name
White Bear Lake School
District

Xcel Customer of Record
WBL School District

Installation Address
Varies

System #2
Case # XXXXXXXX
Meter # XXXXXXXX
Total AC Size - 320 kW
Total DC Size - 416.8 kW

Building Svc. Voltage
XXX/XXX, 3PH / 4W

ISSUE			DRAWN BY	
			RR AH	
#	Date	Description		
1	09/30/20	Prelim Layouts		
2	11/03/20	Updated Layouts		
3				

DESCRIPTION
Proposed Solar

G.000

GENERAL NOTES

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LAYOUT NOTES FOR WILLOW

Current estimate for a size is 238 panels for 95.2kWDC. We are avoiding original low roof which also has large smoke stack. Currently have no plans for the two proposed roofs, but from previous data one of them is from 1974. Full site visits for structural verification after we exhaust efforts to procure plans will be vital.



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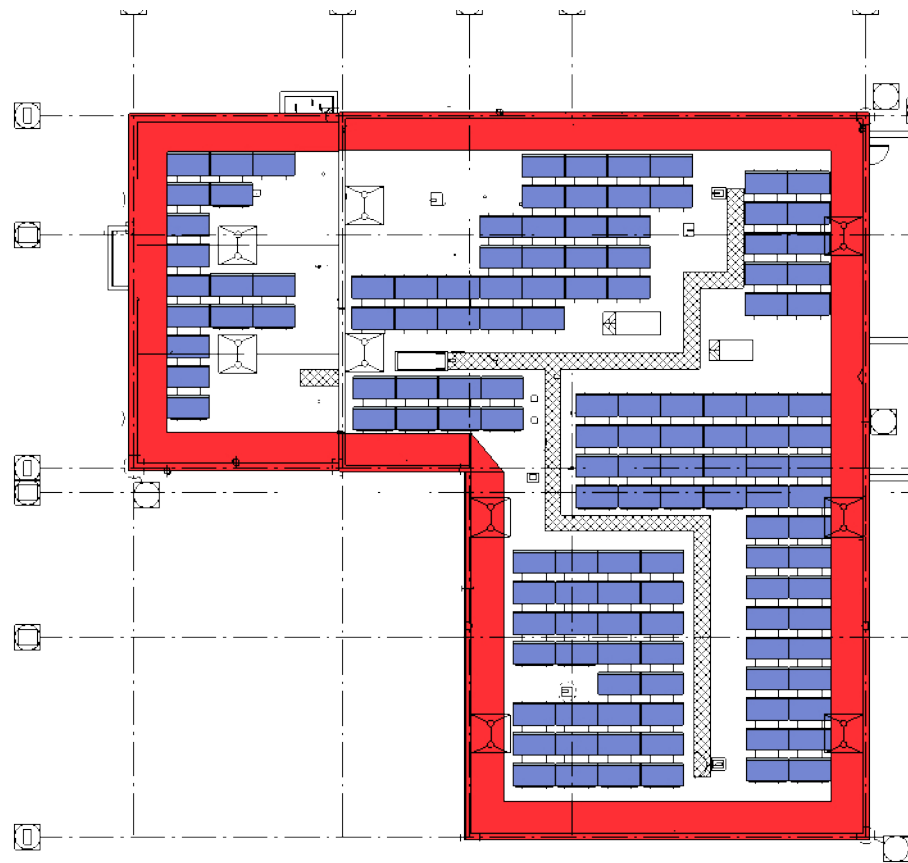
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1

Preliminary Layout - Transportation ~ 53.6 kWDC

SCALE: 1" = 30'

GENERAL NOTES

- The sizes for all layouts are approximate. We will certainly add more if we can after site visits and precisely mapping everything out. We used google imagery and roof plans to create these arrays and smaller vents, conduits, etc. may not be accounted for.
- All layouts are dependent on a full structural analysis that will happen after all plans are procured and a site visit to gather measurements are performed.

LAYOUT NOTES FOR TRANSPORTATION

A high level structural review has been performed on plans made available to us. There are no red flags and appears to be enough reserve capacity for solar. Using the architectural roof plan we have an approximate array size of 134 panels for 53.6kw DC.



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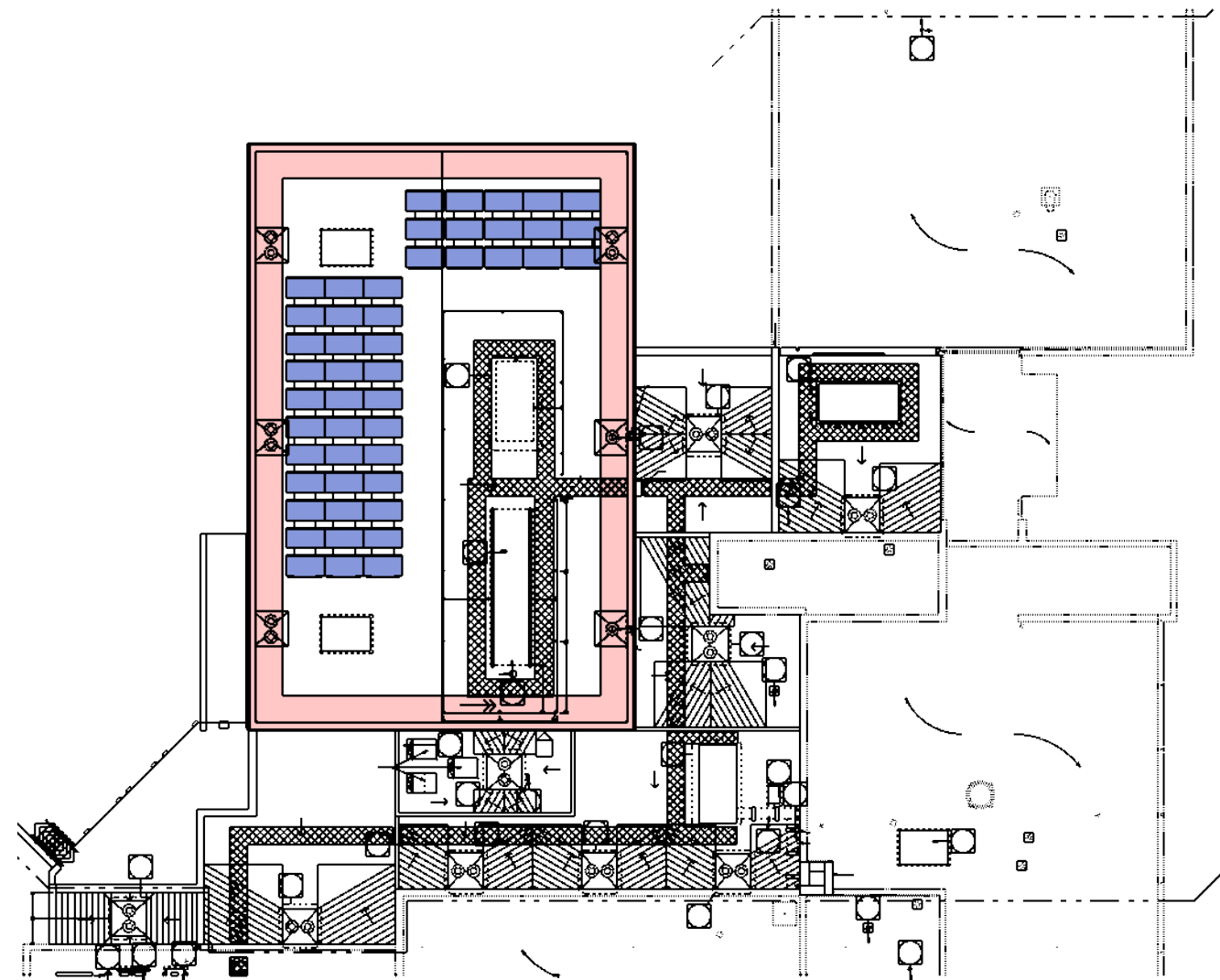
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LAYOUT NOTES FOR LINCOLN

There is no existing roofs available at this time because roof ages are 25 years+. The current work is more interior renovations than new construction. A new gym is being built, but there is very large air handling equipment being installed on the roof. Using the roof plan provided to us we can fit about 48 modules for 19.2kw DC. At a high level the new addition looks to have reserve capacity.



Preliminary Layout - Lincoln Elementary - ~ 19.2 kWDC

SCALE: 1" = 30'

GENERAL NOTES

- The sizes for all layouts are approximate. We will certainly add more if we can after site visits and precisely mapping everything out. We used google imagery and roof plans to create these arrays and smaller vents, conduits, etc. may not be accounted for.
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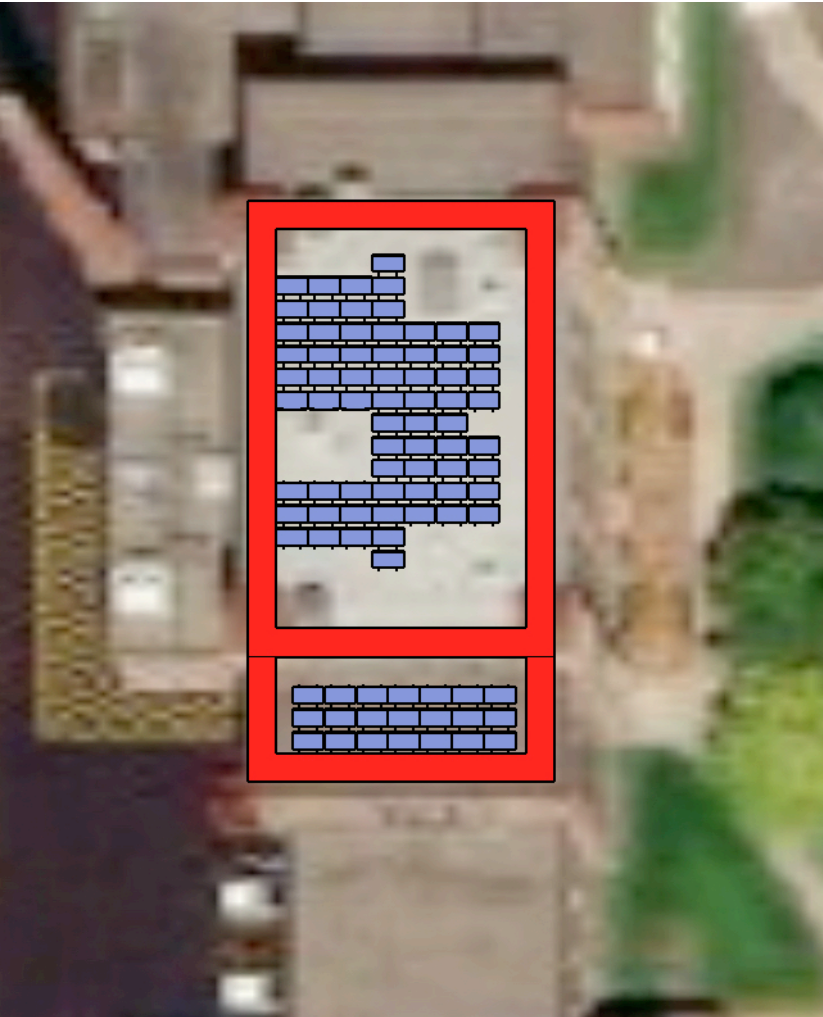
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LAYOUT NOTES FOR CENTRAL MIDDLE

Final Layout is dependent on roof mapping and structural analysis. Are we certain that none of the roofs to the north are newer? The roofs we have been approved to explore were constructed in 1918 to 1924.



GENERAL NOTES

- The sizes for all layouts are approximate. We will certainly add more if we can after site visits and precisely mapping everything out. We used google imagery and roof plans to create these arrays and smaller vents, conduits, etc. may not be accounted for.
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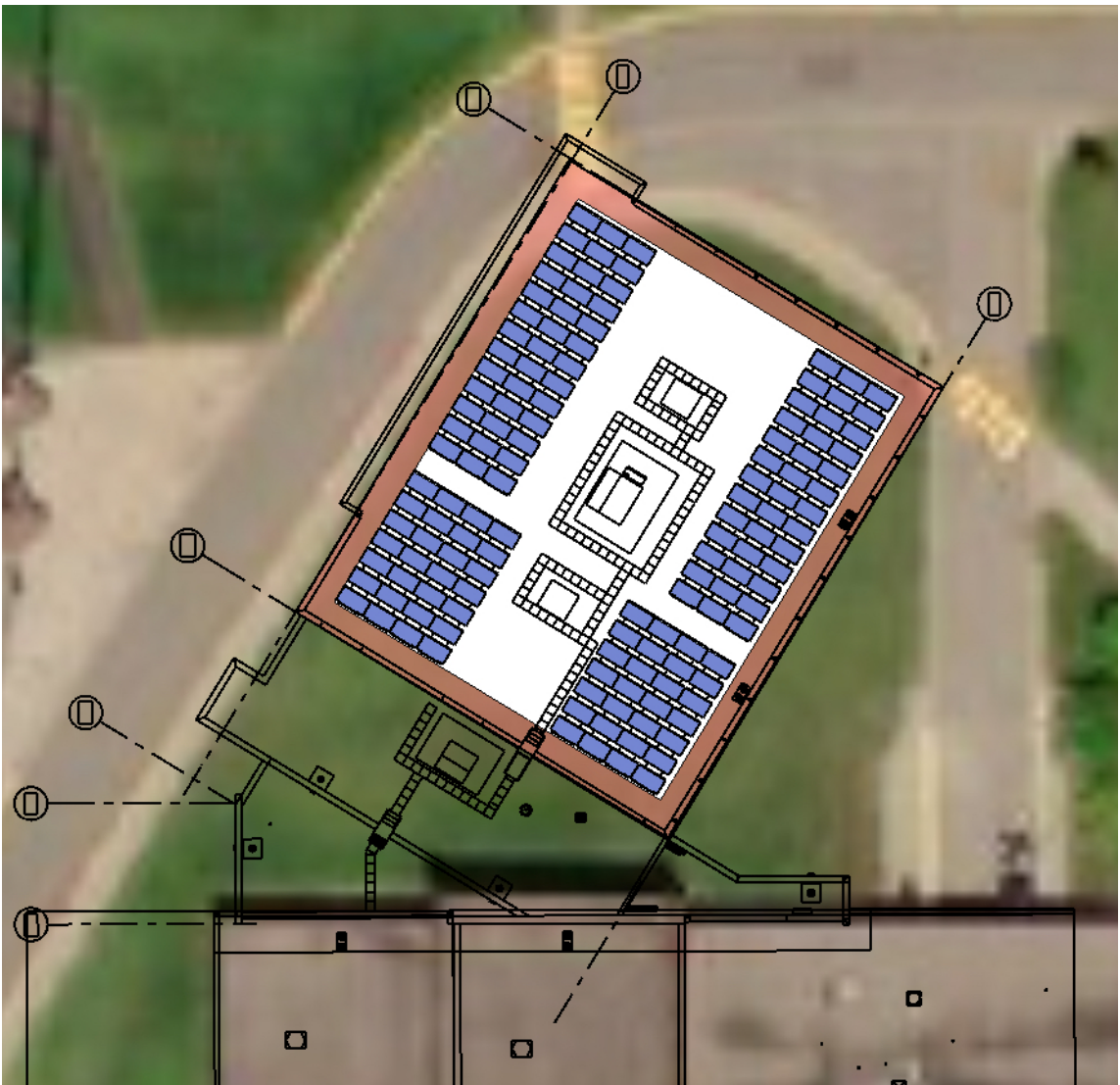


LAYOUT NOTES FOR HIGH SCHOOL SOUTH

The existing roof that has been approved for install can fit approximately 846 modules for 338.4 kWDC No plans for the existing roof have been obtained yet.

The new roof can fit approximately 134 modules for 53.6kw DC. At a high level the existing roof looks to have reserve for solar.

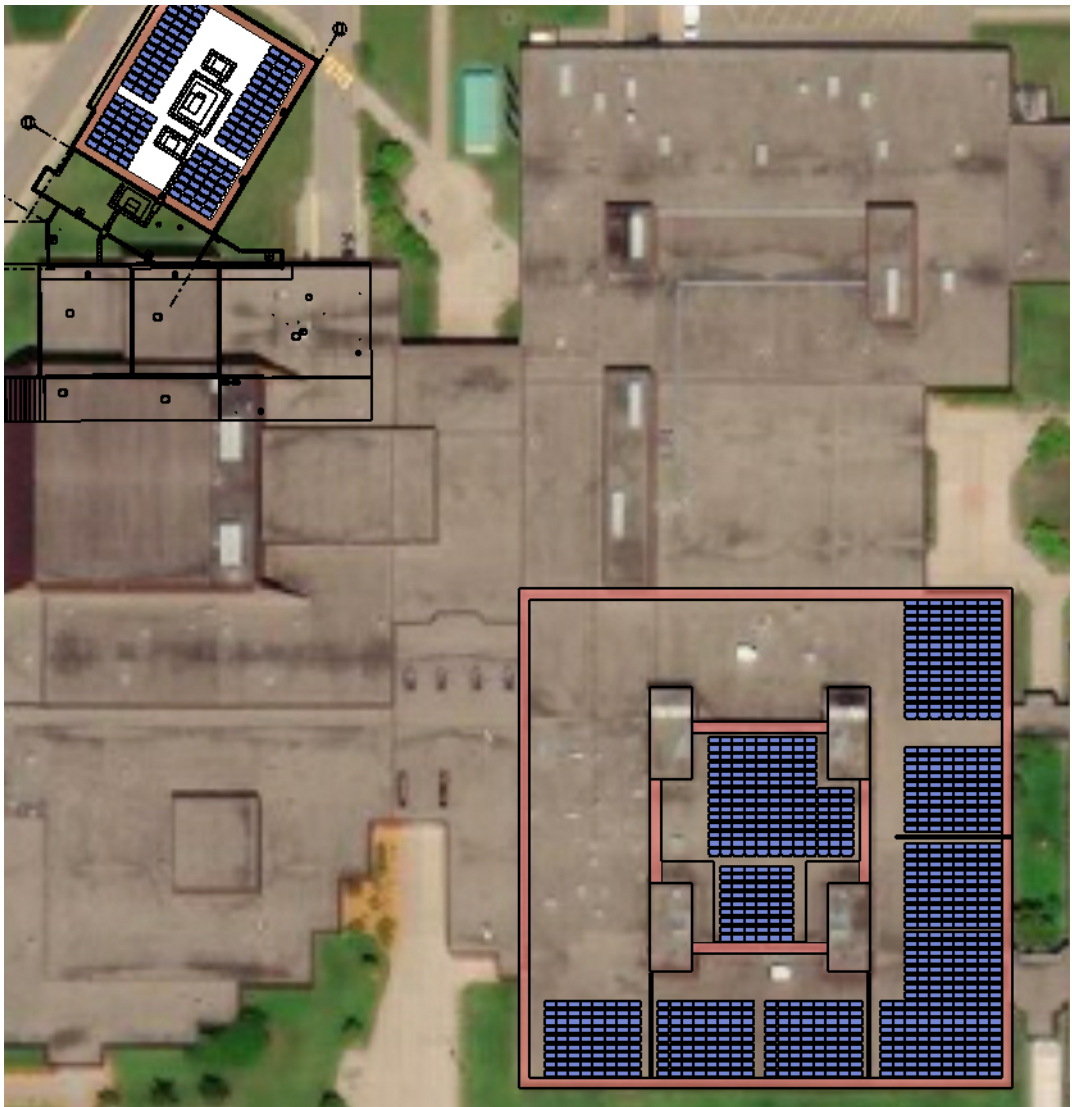
Total for these roofs is 392kWDC (980 modules).



1 Prelim Layout - High School South Expansion - 53.6 kWDC
SCALE: 1" = 40'

GENERAL NOTES

- The sizes for all layouts are approximate. We will certainly add more if we can after site visits and precisely mapping everything out. We used google imagery and roof plans to create these arrays and smaller vents, conduits, etc. may not be accounted for.
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2 Prelim Layout - High School South Existing - 338.4 kWDC
SCALE: 1" = 40'



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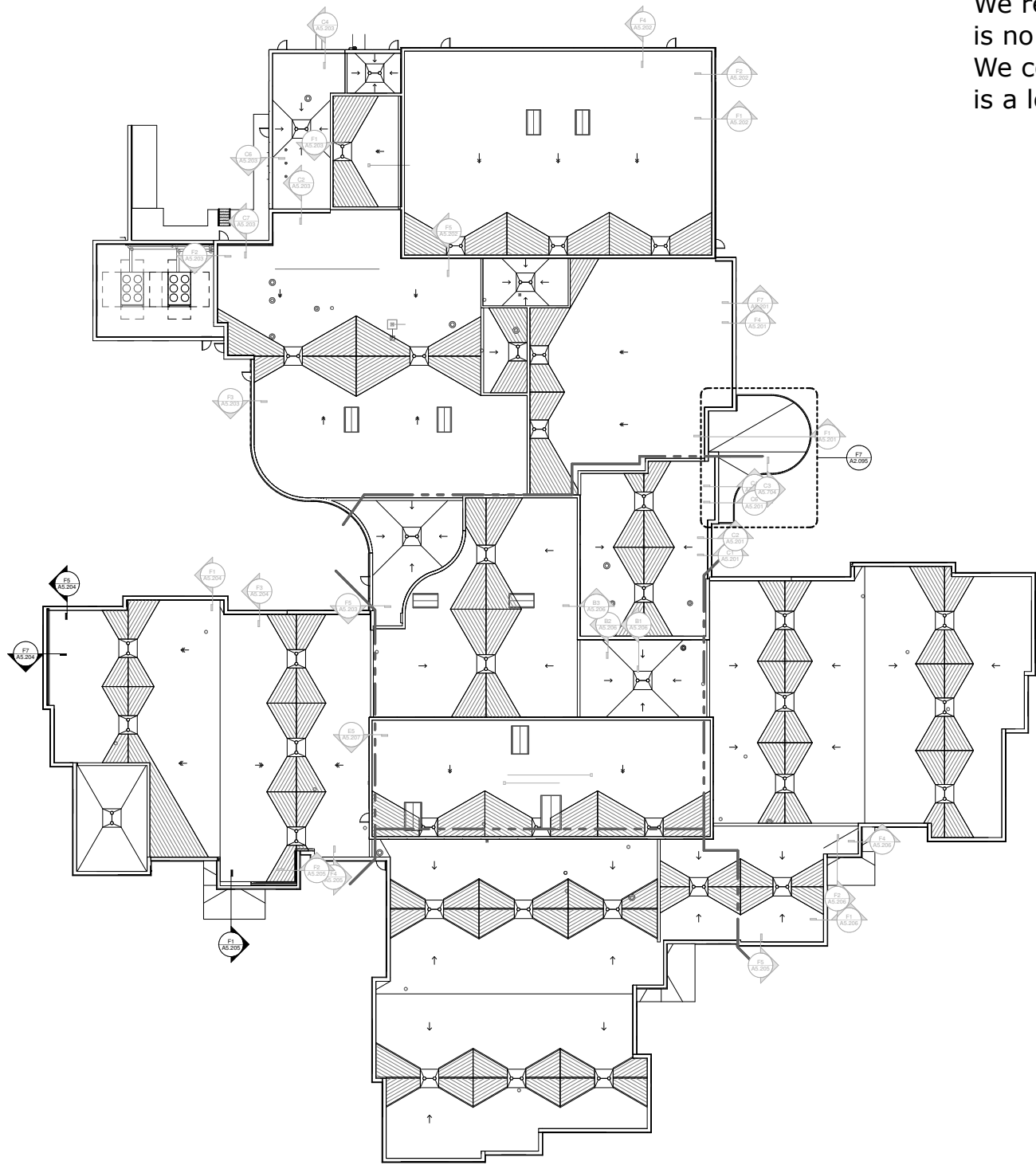
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LAYOUT NOTES FOR NEW ELEMENTARY HUGO

We received drawings, but they are very early on in design. There is no structural or MEP plan yet, but the foot print is substantial. We could expect a 100- 200kw roof mount here if we want or there is a lot of ground mount potential.



Prelim Roof Plan - New Elementary Hugo

NOT TO SCALE



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AGENDA ITEM: **2019-20 World's Best Workforce Summary
and Achievement and Integration Progress
Report**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

At the work-study meeting on November 23, Dr. Alison Gillespie discussed the 2019-20 World's Best Workforce academic goals and results. The data will be included in the Combined World's Best Workforce / Achievement and Integration Progress Report that will be submitted to the Minnesota Department of Education.

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



White Bear Lake Area Schools
World's Best Workforce and Achievement and Integration Progress Report
2019-2020

WBWF Contact: Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning

Phone: (651) 407-7567

Email: alison.gillespie@isd624.org

A and I Contact: Dr. Marcellus Davis, Director of Equity and Engagement

Phone: (651) 407-7683

Email: marcellus.davis@isd624.org

District Advisory Committee Members

Member Name	Role in District	Are they part of the Achievement and Integration Leadership Team?
Christy Bartlett	Parent	
Briana Santoscoy	Cultural Liaison	X
Cathryn Peterson	Principal	X
Dan Schmidt	Principal	
Jennifer Babiash	Teaching and Learning	X
Jordan Zickermann	Cultural Liaison	X
Miles Webb	Cultural Liaison	X
Nancy Thom	Teacher, Parent	X
Nirvana Yang	Cultural Liaison	X
Deb Beloyed	Parent, School Board Liaison	
Jan Chamberlin	Parent	
Lynn Haselmann	Community Member	
Andrew Adams III	Parent	X
Renee Butters	Parent	

Equitable Access to Excellent Teachers

Describe your process for ensuring students of color, American Indian students and students from low income families have equitable access to experienced, in-field, and effective teachers.

Our process for ensuring all students have equitable access to experienced, in-field, and effective teachers involves looking our data before engaging in the staffing process each year, so that we are cognizant of any concerns before we address each phase of our staffing cycle, including hiring, transfer requests, and the reallocation of staffing between our sites and programs. This process includes HR staff, building and program hiring administrators as well as our Teaching and Learning and Finance Departments as necessary and appropriate.

What strategies has the district initiated to improve student equitable access to experienced, in-field, and effective teachers? What goal(s) do you have to reduce and eventually eliminate equitable access gaps?

As we have looked at our data across our system, we have not found significant variance between sites, including our most diverse and racially isolated schools. Innovative programming as opposed to student body makeup is where we see trends. Innovative programs are more likely to include out of field educators and educators with strong skills within content areas, but less experience in education.

WBWF also requires districts and charters to examine student access to licensed teachers who reflect the racial and ethnic diversity of students. A growing body of research has demonstrated that all students benefit when they are taught by racially and ethnically diverse staff throughout their career, and students of color and indigenous students benefit even more. Consequently, working to increase teacher racial diversity is beneficial to all schools

Describe your efforts to increase the racial and ethnic diversity of teachers in your district. Which racial and ethnic students are present in your district that are not yet represented in your licensed teacher staff? How many additional teachers of color and American Indian teachers would you need in order to reflect your student population?

We do not have racial and ethnic student groups that are without any representation in our licensed teacher staff, however there are significant gaps in the percentages of student representation as compared to staff representation. We would need an additional one hundred and thirty teachers of color to reflect our student population.

What strategies has the district initiated to increase and retain teachers of color and American Indian teachers in the district? What goal(s) are you pursuing?

We have acted purposefully to ensure that high quality candidates of color receive offers that reflect their scarcity in our market. Student teacher relationships have been built with the Minnesota colleges that are graduating the most diverse teacher cohorts. In addition to active recruitment efforts, we have also consistently looked to our programming to ensure that we are offering opportunities and offerings that will appeal to a diverse student population as well as diverse educators. White Bear Lake Area Schools is also working to collaborate with Equity Alliance and WBLAE in order to provide a space for our diverse educators to share their experiences and find community in order to promote both recruitment and retention.

Goals and Results

All Students Ready for School

Goal	Result	Goal Status
75% of 4-yr old Preschool students enrolled in a WBLAS program will demonstrate kindergarten readiness by being able to accurately, verbally count to 20 and will being able to recognize at least 10 upper and lower case letters, especially those in their own name by the end of the 2019-2020 school year	Data was not collected in Spring 2020 due to COVID. Data Source: TS Gold	☐ On Track (multi-year goal) ☐ Not On Track (multi-year goal) ☐ Goal Met (one-year goal) ☐ Goal Not Met (one-year goal) ☐ Met All (multiple goals) ☐ Met Some (multiple goals) ☐ Met None (multiple goals) ☐ District/charter does not enroll students in Kindergarten ☒ Unable to report

Summary: These goals were identified through our Early Childhood Indicators of Progress (ECIPS) which are the MN Early Childhood Standards. Our Assessment tool (TS GOLD) is directly aligned with the ECIPS which helps us to ensure that our students are adequately meeting the preKindergarten recommendations for progress. This data can be disaggregated by special education status, FRL, and by race/ethnicity. The goals will be met through high quality instruction with licensed Early Childhood Teachers who use the ECIPS to plan and implement play-based daily lessons that support students in learning pre-academic concepts. These activities are multisensory, age appropriate and engaging for young learners.

All Students in Third Grade Achieving Grade-Level Literacy

Goal	Result	Goal Status
The percentage of grade 3 students who are proficient on the MCA-III Reading Assessment will increase by three percentage points from 65.1 % to 68.1%.	Data was not collected in Spring 2020 due to COVID. Data Source: MDE	☐ On Track (multi-year goal) ☐ Not On Track (multi-year goal) ☐ Goal Met (one-year goal) ☐ Goal Not Met (one-year goal) ☐ Met All (multiple goals) ☐ Met Some (multiple goals) ☐ Met None (multiple goals) ☐ District/charter does not enroll students in Kindergarten ☒ Unable to report

Summary: WBLAS conducts literacy screening three times per year using the FastBridge suite of assessments. The results of those screeners along with classroom formative and district interim assessments are used to make decisions around Tier I instruction, Tier 2 and Tier 3 interventions. In addition, a variety of formative measures such as BAS/IRI, interim assessments and classroom formatives are utilized by teachers

to inform instruction. All data is disaggregated by student groups and analyzed for trends. We continue to refine our multi-tiered system of support to include a focus on core instruction. MTSS teams at the buildings are refining screeners and progress monitoring tools to identify classwide interventions. We continue to implement core curriculum in literacy instruction in all grade levels and look at our common interim assessment data that is aligned to the State standards. We continue to work on Phonemic Awareness metrics that show we need to address challenges for our primary-grade learners.

Close the Achievement Gap(s) Between Student Groups

Goal	Result	Goal Status
By the end of the 2019-2020 school year, the percentage of students in each ethnic/racial group and socio-economic group who are enrolled in dual-enrollment courses will match the group with the highest percentage of enrollment.	The percentage of 10th-12th students enrolled in concurrent enrollment (CIS, eCIS, PLTW) and AP courses for 2019-2020 are as follows: • Asian: 55.4% • Black/African American: 41.9% • Hispanic/Latinx: 40.2% • Multi-Racial: 39.1% • White: 52.3%. • Low-income: 32.9%, • Medium/High Income: 54.5% • Overall 50.2%. Data Source: Equal Opportunity Schools Report	☐ On Track (multi-year goal) ☐ Not On Track (multi-year goal) ☐ Goal Met (one-year goal) ☒ Goal Not Met (one-year goal) ☐ Met All (multiple goals) ☐ Met Some (multiple goals) ☐ Met None (multiple goals) ☐ District/charter does not enroll students in Kindergarten ☐ Unable to report

Summary: Registration and transcript data is analyzed for enrollment of students in courses with the potential of earning college-credit. All data is disaggregated by student groups and analyzed for trends. Students are encouraged to pursue these courses by multiple academic support persons (ie. counselors, cultural liaisons, administrators). Writing, Inquiry, Collaboration, Organization, and Reading strategies are used schoolwide as scaffolds to prepare students for higher level coursework. Administration continues to provide professional development opportunities for staff on growth mindset and closing the opportunity gaps for students of color.

All Students Career- and College- Ready by Graduation

Goal	Result	Goal Status
The percent of members of the graduating class of 2018 who need to enroll in developmental coursework during their first two years of post-secondary education will decrease from 24% to 15%.	18% of the members of the graduating class of 2018 needed to enroll in developmental coursework during their first two years of post-secondary education.	☐ On Track (multi-year goal) ☐ Not On Track (multi-year goal) ☐ Goal Met (one-year goal) ☒ Goal Not Met (one-year goal) ☐ Met All (multiple goals) ☐ Met Some (multiple goals) ☐ Met None (multiple goals) ☐ District/charter does not

		enroll students in Kindergarten ☐ Unable to report
	Data Source: SLEDs	

Summary: MCA, ACT, course completion, and classroom assessment data is gathered and analyzed to determine how well students are mastering preparatory standards. All data is disaggregated by student groups and analyzed for trends. Academic support persons (ie. counselors, cultural liaisons, teaching and learning coordinator, and administrators) continue to encourage students to enroll in developmental coursework (Math and Language Arts) offered at the highschool level so students will be prepared for college credit- bearing courses in postsecondary education.

All Students Graduate

Goal	Result	Goal Status
The White Bear Lake Area Schools 4-year graduation rate will increase from 88.1% to 89.4% by June of 2020.	The 4- year graduation rate for the Class of 2019 was 91.2% . Graduation rate calculations are always one year behind the current graduating year. Data Source: MDE Report Card	☐ On Track (multi-year goal) ☐ Not On Track (multi-year goal) ☒ Goal Met (one-year goal) ☐ Goal Not Met (one-year goal) ☐ Met All (multiple goals) ☐ Met Some (multiple goals) ☐ Met None (multiple goals) ☐ District/charter does not enroll students in Kindergarten ☐ Unable to report

Summary: Administrators and counselors review registration and enrollment data in comparison to successful course completion and graduation credits earned. This data is utilized to counsel students and families on course and program enrollment. All data is disaggregated by student groups and analyzed for trends. All students are provided a 4-year academic plan where students can track their progress towards graduation. In addition, students identified at risk of not graduating on time are provided counseling, programmatic options including credit-recovery, and students with special needs are given additional support.

Achievement and Integration

Achievement and Integration Goal 1

Goal Statement	Achievement or Integration Goal?	Baseline	Year 3 (2019-20) Actual	On Track?
Increase from 90% to 96% the number of students who graduate from high school by 2020.	☐ Achievement Goal ☐ Integration Goal	Class of 2017 4-year rate: 88.7%	The 4- year graduation rate for the Class of 2019 was 91.2% . Graduation rate calculations are always one year behind the current graduating year. Data Source: MDE Report Card	Check one of the following: ☐ Goal Met ☒ Goal Not Met ☐ Unable to Report

Summary: Administrators and counselors review registration and enrollment data in comparison to successful course completion and graduation credits earned. This data is utilized to counsel students and families on course and program enrollment. All data is disaggregated by student groups and analyzed for trends. All students are provided a 4-year academic plan where students can track their progress towards graduation. In addition, students identified at risk of not graduating on time are provided counseling, programmatic options including credit-recovery, and students with special needs are given additional support.

Achievement and Integration Goal 2

Goal Statement	Achievement or Integration Goal?	Baseline	Year 3 (2019-20) Actual	On Track?
Close the achievement gap in both reading and math by 15 percentage points.	☒ Achievement Goal ☐ Integration Goal	Proficiency gaps range from 2.8 to 19.7 percentage points in reading and from 4.8 to 30.3 percentage points in math.	Data was not collected in Spring 2020 due to COVID. Data Source: MDE	Check one of the following: ☐ Goal Met ☐ Goal Not Met ☒ Unable to Report

Summary: In addition to the Northstar MCA data related to percentage proficient in each student group, data is collected on a variety of assessments including FastBridge areading and amath (grades 2-8), NWEA MAP, Classroom interim assessments, and classroom formatives that help inform instruction and intervention needs. How is this data disaggregated by student groups? Data is disaggregated by racial/ethnic group as well as by special education status and ELL learner status. All data is analyzed for trends. WBLAS has a robust intervention program K-12. Students are screened annually and intervention groups are formed/utilized to bridge gaps in skills.

Achievement and Integration Goal 3

Goal Statement	Achievement or Integration Goal?	Baseline	Year 3 (2019-20) Actual	On Track?
Increase the number of underserved students who are career and college ready and enrolled in rigorous coursework, including students enrolled in alternative learning centers.	☒ Achievement Goal ☐ Integration Goal	In 2017, we missed our college level class equitable participation goal (61% of students in all groups) by 50 students	The percentage of 10th-12th students enrolled in concurrent enrollment (CIS, eCIS, PLTW) and/or AP courses for 2019-2020 are as follows: • Asian: 55.4% • Black/African American: 41.9% • Hispanic/Latinx: 40.2% • Multi-Racial: 39.1% • White: 52.3%. • Low-income: 32.9%, • Medium/High Income: 54.5% • Overall 50.2%. Data Source: Equal Opportunity Schools Report	Check one of the following: ☐ Goal Met ☒ Goal Not Met ☐ Unable to Report

Narrative: Registration and transcript data is analyzed for enrollment of students in courses with the potential of earning college-credit. All data is disaggregated by student groups and analyzed for trends. Students are encouraged to pursue these courses by multiple academic support persons (ie. counselors, cultural liaisons, administrators). Writing, Inquiry, Collaboration, Organization, and Reading strategies are used schoolwide as scaffolds to prepare students for higher level coursework. Administration continues to provide professional development opportunities for staff on growth mindset and closing the opportunity gaps for students of color.

Integration

Please summarize the impact of the integration strategies that you implemented with the A and I districts you partnered with during the 2019-20 school year. Also, consider ways that your A and I plan strategies have increased integration within your district.

Summary: Our partnership with Equity Alliance Minnesota and its member districts has been integral in increasing our district's integration activities with other area districts in an extremely beneficial and impactful way to our students. During the 2019-20 schools, WBLAS students participated in a variety of

student leadership events and activities with students from Equity Alliance Minnesota member districts (Roseville, Forest Lake, Inver Grove Heights, and South St. Paul). From these events, students formed valuable friendships and also found unique ways to learn from student leaders in other districts to positively impact our district in the areas of policy and practice around racial equity, achievement, and integration. These number of events and activities that our students have participated in increased exponentially last year even with the impact of COVID-19.

Impacts from Distance Learning

Briefly explain how you modified your strategies this spring because of distance learning. List the strategies you weren't able to implement. What A and I related data were you unable to collect to document progress toward your goals? How did those adjustments or lack of data informat your A and I planning for the 2020-21 school year?

Summary: Family and student engagement changed significantly due to Distance Learning and the impact of COVID-19. We weren't able to implement many of our planning Intentional Social Interaction (IZIs) family engagement activities as many were planned in the Spring. Additionally, we were unable to host the summer "boot camp" for students enrolled in college level courses for the first time. We adjusted our strategies and were able to provide many of our students support strategies such as AVID and Promise Fellows through our Distance Learning model. Cultural liaisons met regularly with families and students to ensure that students stayed engaged in learning and schools were alerted when students were struggling at home or with their academic classes. Cultural liaisons student groups continued to meet and switched to a virtual format. We were unable to collect MCA data during the Spring. Progress data around grades was also unable to be collected in the traditional A-F scale as our district implemented a universal Pass/No Pass system for all Secondary students. Additionally, attendance data was difficult to collect as we developed procedures to be flexible with families given the crisis of COVID-19 which led to inconsistent daily attendance data tracking.

Racially Identifiable Schools

Achievement and Integration Goal 1

Goal Statement	Achievement or Integration Goal?	Baseline	Year 3 (2019-20) Actual	On Track?
Increase reading proficiency on MCA assessments for Willow Lane students from 51.7% to 70.8%	☒ Achievement Goal ☐ Integration Goal	In 2017, 50.0% of Willow students were in the Meets or Exceeds category on MCA Reading.	Data was not collected in Spring 2020 due to COVID. Data Source: MDE	Check one of the following: ☐ Goal Met ☐ Goal Not Met ☒ Unable to Report

Summary: FAST fluency CBMR, Instructional Reading Level, aReading, and/or MCA Reading (for grades 3 through 5) are used to support Willow Lane as they monitor student progress toward this goal. Data was incomplete at the end of the 2019.20 SY due to Covid-19 distance learning. Data is disaggregated by student groups based on Special Education and English Learner status. We have recently added race to the fields included in our data walls. In order to support this goal, our school utilizes a What I Need (WIN) structure. Literacy skill groups are created across each grade level and meet for 30 minutes daily. Teachers use research-based interventions with fidelity according to individual student needs. The intervention team collaborates with each other and classroom teachers to determine appropriate interventions.

Achievement and Integration Goal 2

Goal Statement	Achievement or Integration Goal?	Baseline	Year 3 (2019-20) Actual	On Track?
Increase integrated learning experiences from three to six annually between students from Willow Lane Elementary and Otter Lake Elementary Schools through an extended year targeted academic and social intervention.	☐ Achievement Goal ☒ Integration Goal	N/A	Classes from each school were paired up by grade level with a classroom from the other school. The students then interacted with each other as they worked together learning and exploring at Tamarack Nature Center. Three paired classroom experiences were scheduled for each grade level, however, due to COVID and distance learning, only two experiences at Tamarack took place during the 19-20 school year.	Check one of the following: ☐ Goal Met ☐ Goal Not Met ☒ Unable to Report

Summary: During the 2019.20 School Year, we were able to provide integration activities for Willow Lane and Otter Lake students at each grade level two times. Students participated in get-to-know you activities at Tamarack Nature Center with a class from each school attending together. The goal was for staff to connect the students ahead of time to share information about one another and then partner the students at the in-person nature center visit. Successes included that students were able to connect and experience the nature center together and have lunch together.

Integration

Please summarize the impact of the integration strategies that you implemented with the A and I districts you partnered with during the 2019-20 school year. Also, consider ways that your A and I plan strategies have increased integration within your district.

Narrative: During the 2019.20 School Year, we were able to provide integration activities for Willow Lane and Otter Lake students at each grade level two times. Students participated in get-to-know you activities at Tamarack Nature Center with a class from each school attending together. The goal was for staff to connect the students ahead of time to share information about one another and then partner the students at the in-person nature center visit. Successes included that students were able to connect and experience the nature center together and have lunch together.

Impacts from Distance Learning

Briefly explain how you modified your strategies this spring because of distance learning. List the strategies you weren't able to implement. What A and I related data were you unable to collect to document progress toward your goals? How did those adjustments or lack of data informat your A and I planning for the 2020-21 school year?

Summary: Family and student engagement changed significantly due to Distance Learning and the impact of COVID-19. We were unable to collect MCA data during the Spring. Additionally, attendance data was difficult to collect as we developed procedures to be flexible with families given the crisis of COVID-19 which led to inconsistent daily attendance data tracking. Our planned increase in integration activities was unable to be met due to moving to Distance Learning in the Spring. Throughout the Spring, Willow Lane staff worked diligently to connect with families and ensure that students had learning materials to continue to be supported in their learning while connecting with their teachers and classmates.

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

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources, General Counsel;**
Dr. Alison Gillespie, Assistant Superintendent of Teaching and Learning;
Tim Wald, Assistant Superintendent of Finance and Operations

BACKGROUND:

School Board Policy 419, Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, 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 the title; sections III, IV, and V; and the Legal References.

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 11, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: December 14, 2009
Revised: November 14, 2011
Revised: October 14, 2019

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

419 TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION.

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel, or visitor to the school district or person to smoke or use tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes any other vehicles, including personal vehicles, used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. ~~TOBACCO AND TOBACCO-RELATED DEVICES~~ **DEFEND** **DEFINITIONS**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption ~~that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through~~ inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery devices include any component part of a product, whether or not marketed or sold separately. Electronic delivery device ~~does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose~~ excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- ~~B~~C. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- ~~E~~D. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco ~~excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose~~ drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- ~~D~~E. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner

which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components to tobacco-related devices which may be marketed or sold separately.

F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTION

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

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.**
- B. The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.**

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals including visitors on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 120B.38 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children) 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

AGENDA ITEM: **Policy 430, Employee/Visitor ID Badge**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services**

BACKGROUND:

School Board Policy 430, Employee/Visitor ID Badge, 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 section II, throughout section III and section IV.

The purpose of this policy is to acknowledge staff and visitor identification cards are the primary way for a student to know whether the adult they encounter is authorized to be in the building. All staff members and visitors will be issued and must display an identification card that is supplied by the district.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 11, 2021 School Board meeting agenda or a subsequent meeting for action.

430 EMPLOYEE/VISITOR ID BADGE

I. PURPOSE

Staff and visitor identification cards are the primary way for a student to know whether the adult they encounter is authorized to be in the building. All staff members and visitors will be issued and must display an identification card that is supplied by the district.

II. DEFINITION

"Identification card" means is the staff ID badge identity card produced by the White Bear Lake Area School District for each staff member and the . A visitor card will be distributed to building visitors.

III. PROCESS

A. Distribution

Staff -- each staff member will be issued one card at the beginning of each school year. New staff members starting at other times during the year will be issued a card prior to the start of employment.

Visitors -- all visitors to the building during the school day will be issued a visitor card to be displayed while in the building or during any activity. Visitors will return their card prior to leaving the building.

B. Staff members must wear their ID badge:

- when in school buildings or on school grounds.
- while accompanying students as a part of an off-grounds district activity.
- during any official activity as a representative of the school district.

C. If a staff member does not have his/her badge card available for display under the condition described above, a temporary numbered badge card will be issued until the badge card is replaced or recovered.

D. The district may charge for the cost to replace any ID badge card which was lost at replacement cost level.

E. ID badges Cards may be reclaimed by the district administration according to procedures communicated to all employees.

IV. VIOLATIONS

Disciplinary measures may occur for failure to follow School Board policy.

AGENDA ITEM: **Policy 517, Student Recruiting**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 517, Student Recruiting, 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 section II, A; and section IV.

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

RECOMMENDED ACTION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 11, 2021 School Board meeting agenda or a subsequent meeting for action.

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ **The** policy of the school district **is** to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The **School Board** ~~school board~~ shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building or the statutory limits to nonresident enrollment in a

particular grade level. Standards may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, or previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with ~~applicable~~ statutory authority, collective bargaining agreements, ~~and~~ school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. State High School League Bylaws

Cross References: WBLASB Policy 509 (Enrollment of Nonresident Students)
MSBA Service Manual Chapter 6, District Education Program
(A-6: Enrollment Options Program)

AGENDA ITEM: **Policy 518, DNR-DNI Orders**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 518, DNR-DNI Orders, 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 section II, E.

The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

RECOMMENDED ACTION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 11, 2021 School Board meeting agenda or a subsequent meeting for action.

518 DNR-DNI ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life-threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and § Section 504 teams must develop individualized medical emergency care plans for students when indicated in **compliance** ~~keeping appropriate in accordance~~ with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, §504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References:

AGENDA ITEM: **Policy 607, Organization of Grade Levels**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 607, Organization of Grade Levels, 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 section II, and III; and a Legal Reference was added.

The purpose of this policy is to address the grade level organization of schools within the school district.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 11, 2021 School Board meeting agenda or a subsequent meeting for action.

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the policy of the school district to address the groupings of grade levels as recognized in Minnesota Statutes § 120A.05 (public schools), as follows:~~

The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Elementary: Grades K through 5 Grades prekindergarten through 5

Middle: Grades 6 through 8

Senior High: Grades 9 through 12

- B. The superintendent may seek School Board ~~school board~~ approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

- C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 11, 13, 17 (Public Schools)
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)
Minn. Stat. § 123B. 02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Certification of 2020 Payable 2021
Property Tax Levy**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The School Board approved the preliminary tax levy on September 28, 2020. The requirement for a public hearing on the proposed levy was met earlier during this meeting. The final step in the tax levy process is for the School Board to certify the final levy amounts.

Attached please find the Levy Limitation and Certification Report provided by the Minnesota Department of Education. The total levy represents a 1.96% increase compared to the total levy from the previous year. The total levy amount to be certified is \$56,987,674.46, a savings of \$220,654.68 from the amount proposed in September, which was reduced due to the savings from the 2020C Bond Refunding that the school board approved in October.

RECOMMENDED ACTION:

Move to approve the certification of the final 2020 payable 2021 property tax levy in the amount of \$56,987,674.46.

Minnesota Department of Education
Levy Limitation and Certification Report
2020 Payable 2021

District Number-Type: 0624-01
District Name: White Bear Lake School District
Home County: RAMSEY

Date Printed: 12/1/20
Limits Updated: 11/17/20
Certified Submitted: 12/1/20

	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER - JOBZ EXEMPT	11,121,003.49	11,121,003.49	11,121,003.49
GENERAL - RMV OTHER - JOBZ EXEMPT	7,415,401.75	7,415,401.75	7,415,401.75
GENERAL - NTC VOTER - JOBZ EXEMPT	2,138,057.76	2,138,057.76	2,138,057.76
GENERAL - NTC OTHER GENED - EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	11,181,249.66	11,181,249.66	11,181,249.66
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	1,135,434.59	1,135,434.59	1,135,434.59
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	18,822,377.06	19,043,031.74	18,822,377.06
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	5,174,150.15	5,174,150.15	5,174,150.15
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00	0.00
SUBTOTALS BY FUND			
GENERAL FUND	31,855,712.66	31,855,712.66	31,855,712.66
COMMUNITY SERVICES FUND	1,135,434.59	1,135,434.59	1,135,434.59
GENERAL DEBT SERVICE FUND	23,996,527.21	24,217,181.89	23,996,527.21
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	18,536,405.24	18,536,405.24	18,536,405.24
NET TAX CAPACITY	38,451,269.22	38,671,923.90	38,451,269.22
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	32,081,438.31	32,302,092.99	32,081,438.31
OTHER	24,906,236.15	24,906,236.15	24,906,236.15
TOTAL LEVY			
TOTAL LEVY	56,987,674.46	57,208,329.14	56,987,674.46

The school district must submit the completed original of this form to the home county auditor by December 28, 2020. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2021.

The certified levy listed above is the levy voted by the school board for taxes payable in 2021.

Signature of School Board Clerk

Date of Certification

AGENDA ITEM: **Action on Guaranteed Energy Saving Agreement**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Earlier this evening we had a discussion item regarding phase two installation of solar panels at sites across the district..

During the second phase of solar panel installation the following sites will have solar arrays installed: Lincoln Elementary, Central Middle School, North Campus addition, South Campus, new transportation facility, and the new elementary school in Hugo.

ISD 624 intends to enter into a guaranteed energy savings contract with Ideal Energies, LLC and Green² Solar Leasing, LLC for installing the second phase solar projects.

RECOMMENDATION:

Approve the guaranteed energy savings contract with Ideal Energies, LLC and Green² Solar Leasing, LLC for installing the second phase solar projects.

AGENDA ITEM: **Action on Acceptance of Brosious Grants**
MEETING DATE: **December 14, 2020**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

The White Bear Lake Area Educational Foundation has forwarded six Brosious Teaching Grants to the Superintendent, with a request that these grants be formally accepted by the School Board.

As part of their internal process, prior to consideration of any proposal the Foundation reviews the proposals with our administration. We confirm that proposals are consistent with our curriculum, and if technology is used, consistent with our technology plan.

RECOMMENDED ACTION:

Accept the six Brosious Teaching Grants from the White Bear Lake Area Educational Foundation as shown in the attached materials in the total amount of \$8,471.95.

The purpose of Brosious Grants is to enhance the rigor of the curriculum or instruction within the school district. In 1997 Mr. Rutherford Brosious gave a \$1,000,000 endowment to the WBLAEF, in recognition of the high quality education he had received in White Bear Lake. Each year the foundation is able to direct a portion of these funds to fund grants for teachers. This year the White Bear Lake Area Educational Foundation awarded the following 2020 Brosious Grants.

WBLAEF 2020 Brosious Grants
TOTAL AMOUNT: \$8,471.95

1. “Increasing Communication, Play, and Social Skills Through Play”

School: Otter Lake Elementary - Theresa Stender (Special Education Grades K-5)

of students impacted: 22

The goal of this project is to provide students with Developmental Cognitive Disabilities and Autism greater opportunities to increase, through play, their communication skills, social skills and play skills. One of the biggest motivators for these students to increase their skills is to be involved in various play activities. Theresa is requesting new, novel age-appropriate play activities and toys for the program, including such items as Little People Disney Frozen Ice Palace, Paw Patrol items, etc.

2. “Sunrise Skaters”

School: Sunrise Park Middle School - Mark Misgen, Julie Nasvik, Keith Lockwood

of students impacted: 910

The PE department would like to purchase approximately 35-40 pairs of ice skates to use on the outdoor ice rink (in keeping with teaching life long skills). Students are allowed to bring their own skates, but not all have skates. The purchased skates would help to create equitable opportunities for all students in class, instead of having to share the 10 pairs currently owned by the PE department.

3. “Connecting Family Literacy Families with Classroom Areas of Study”

School: Normandy Park - Early Childhood - Ann Zettel

of students impacted: 15 plus parents and other family member

This project will provide children's books for families enrolled in our Family Literacy Class. The books will increase students' and staff's ability to connect learning in the home environment with learning at school. Take-Home activities will also provide parents a method to promote literacy learning activities at home.

4. **“Intermediate Word Study Project”**

School: Lakeaires Elementary - Sandra Whitby (Intervention/5th grade)

of students impacted: 44

This is the virtual intermediate level of Orton Gilligam training that focuses on word study and morphology strategies for struggling readers. This training will not only allow Sandra to work with intervention students but will also allow her to work with fifth grade teachers to help enrich their current 5th grade curriculum. Participants in the program will “learn how to teach advanced spelling rules, encoding/decoding with seven syllable types, morphology, and vocabulary. The training offers an in-depth study on orthography (advanced spelling rules) and morphology (affixes, Greek/Latin basis) that works well for struggling students while working on phonic skills as well.

This will be a pilot program that will eventually be funded by the school district.

5. **“Near or Far, Group is Where You Are: Improving Connections Between Hybrid and Distance Learners Through Technology.”**

School: Area Learning Center/Insight Program - Traci Bowmaster, Beth Samulelson

of students impacted: Recovery School Grades 10-12

Due to the pandemic, accommodating all learners in Hybrid, Distance, On-Line learning etc. has been challenging since most group work in the Insight Program is done in a circle format. Currently Chrome Books focus only on the person speaking, and this is a cumbersome way for the group to function, and remain engaged in the group work. Traci and Beth are asking for a web camera that takes images from 360 degrees so the entire group could be on the screen at once. It also has the ability to zero in on faces and voices of people who are speaking. The device can be placed in the center of the room and the images from the device can be viewed on a smartboard, monitors, Chromebooks or a computer screen. This could improve the general group experience, along with the staff being able to interact with the students in a much more personal and supportive manner.

6. **“Bears Protecting Bears”**

School: South Campus - Lindsay Lamwers

of students impacted: Grades 11 and 12

Lindsay is requesting a 3D printer to be used in the Learning Commons/Media Center for creating PPE. Students would be able to design and print personal protective equipment to use and to distribute to other students, staff and community members. This purchase will also create equity between the North and South Campuses, as North Campus currently has a 3D printer in their building.

AGENDA ITEM: **Action on Approval of 2021 Election Polling Locations**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services**

BACKGROUND:

Minnesota law requires the governing body of each school district to designate the locations of polling places for the following election year. It is now time for the School Board to approve polling places for the 2021 election year.

RECOMMENDED ACTION:

We recommend that the School Board approve the recommendation of the polling places for the 2021 State Primary and General Elections.

White Bear Lake Area Public Schools
Ramsey County, Anoka County, Washington County, Minnesota

RESOLUTION NO. ____ - ____

RESOLUTION DESIGNATING POLLING PRECINCT LOCATIONS FOR
THE 2021 STATE PRIMARY AND GENERAL ELECTIONS

WHEREAS, Minnesota Statutes 205A.11, subdivision 2 requires the School Board to designate combined polling places for the upcoming year by resolution; and

WHEREAS, changes to the combined polling places locations may be made at least 90 days before the next election if one or more of the authorized combined polling places becomes unavailable for use; and

WHEREAS, changes to the combined polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

WHEREAS, the school district general election is November 2, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 624 (White Bear Lake Area Schools), hereby designates the following polling places for any elections conducted in the school in 2020:

Lino Lakes

- Precinct 1 Lino Lakes Senior Center
 1189 Main St
 Lino Lakes, MN 55014
 (Anoka County)
- Precinct 4 Lino Lakes City Hall
 600 Town Center PKWY
 Lino Lakes, MN 55014
 (Anoka County)
- Precinct 6 Living Waters Lutheran Church
 865 Birch St
 Lino Lakes, MN 55110
 (Anoka County)

Gem Lake

- Precinct 1 Heritage Hall
 4200 Otter Lake RD
 White Bear Lake, MN 55110

(Ramsey County)

Little Canada

Precinct 2 Little Canada Elementary
School 400 Eli RD
Little Canada, MN 55117
(Ramsey County)

Maplewood

Precinct 8 Ramsey County Library
3025 Southlawn DR
Maplewood, MN 55109
(Ramsey County)

North Oaks

Precinct 2 Presbyterian Homes/Waverly Gardens
5919 Centerville RD
North Oaks, MN 55127
(Ramsey County)

Vadnais Heights

Precinct 1 Vadnais Heights Commons 655
County Road F E
Vadnais Heights, MN 55127
(Ramsey County)

Precinct 2 Vadnais Heights
Commons 655 County Road F E
Vadnais Heights, MN 55127
(Ramsey County)

Precinct 3 Vadnais Heights Commons
655 County Road F E
Vadnais Heights, MN 55127
(Ramsey County)

Precinct 4 Vadnais Heights South Fire
Station
3595 Arcade St N
Vadnais Heights, MN 55110
(Ramsey County)

White Bear Township

Precinct 1 Otter Lake Elementary School

1401 County Road H2 E
White Bear Township, MN 55110
(Ramsey County)

Precinct 2 Lakeshore Players Theatre
4941 Long Ave
White Bear Lake, MN 55110
(Ramsey County)

Precinct 3 South Shore Trinity Lutheran Church
2480 South Shore BLVD
White Bear Lake, MN 55110
(Ramsey County)

Precinct 4 Heritage Hall
4200 Otter Lake Rd
White Bear Lake, MN 55110
(Ramsey County)

White Bear Lake

Precinct 1 White Bear Lake City Hall - Council Chamber
W-1 4701 Highway 61
White Bear Lake, MN 55110
(Ramsey County)

Precinct 1 Ramsey County Library White Bear Lake
W-2 2150 2nd St
White Bear Lake, MN 55110
(Ramsey County)

Precinct 1 Sunrise Park Middle School, Gym
W-3 2399 Cedar Ave
White Bear Lake, MN 55110
(Ramsey County)

Precinct 2 Sunrise Park Middle School, Gym
W-3 2399 Cedar Ave
White Bear Lake, MN 55110
(Ramsey County)

Precinct 1 Golfview Building
W-4 2449 Orchard LN
White Bear Lake, MN 55110
(Ramsey County)

Precinct 1 St. Stephen's Lutheran Church
W-5 1965 County Road E E
 White Bear Lake, MN 55110
 (Ramsey County)

Birchwood Village City

Precinct 1 Birchwood City Hall
 207 Birchwood Ave
 White Bear Lake, MN 55110
 (Washington County)

Hugo

Precinct 1 Hugo Fire Hall
W-1 5323 140th St N
 Hugo, MN 55038
 (Washington County)

Precinct 2B Oneka Elementary School
W-2 4888 Heritage PKWY N
 Hugo, MN 55038
 (Washington County)

Precinct 3A Hugo City Hall
W-3 14669 Fitzgerald Ave N
 Hugo, MN 55038
 (Washington County)

AND BE IT FURTHER RESOLVED, that the school district clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any combined polling place designated in this Resolution that becomes unavailable for use by the School District;

AND BE IT FURTHER RESOLVED, that the school district clerk is hereby authorized to designate an emergency replacement combined polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

AND BE IT FURTHER RESOLVED, that the school district clerk is directed to send a copy of this resolution and any subsequent combined polling place designations to the Anoka County Elections Office.

Adopted by the School Board of _____ this _____
day of _____, 20__.

Don Mullin, Chair

_____signature

Jessica Ellison, Clerk White Bear Lake Area School District ISD #624, School District

_____signature

AGENDA ITEM: **Action on Approval of Additional Funds to MDE Expanded Meal Access Grant and the Ramsey County Emergency Food Service Grant**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The Nutrition Services department applied for and received two grants.

1) Nutrition Services applied for and received additional funding from the Expanded Meal Access for Minnesota Children and Adults Grant from the Minnesota Department of Education totaling \$34,893.71. The grant will be used to wrap the new delivery truck as well to purchase supplies to support the various meal pick-up locations for Minnesota children and adults who are experiencing food insecurity as a result of COVID-19.

2) Nutrition Services applied for and received funding from the Emergency Food Services: Meals for Youth and Children Grant through Ramsey County, totaling \$376,572.58. This grant will be used to purchase serving lines for Birch Lake Elementary, Otter Lake Elementary and Central Middle School. Additional equipment purchases as a result of this grant include reach-in freezers for Vadnais Heights Elementary, a Warming Cabinet for Lakeaires Elementary and Milk Coolers for Vadnais Heights Elementary, Otter Lake Elementary and Central Middle School. The remainder of the funds will be used to increase variety and quality in meal bundles by purchasing a variety of fresh produce options and individually packaged meal choices. Finally, funds will be used to purchase paper products to package meals on-site.

RECOMMENDED ACTION:

Move to approve acceptance of the additional funding from the MDE Expanded Meal Access grant totaling \$20,000 and the Ramsey County Emergency Food Services Grant totaling \$376,572.58 for a combined total of \$396,572.58.



WHITE BEAR
LAKE AREA
SCHOOLS

ISD624.ORG

AGENDA ITEM: **Policy 421, Gifts to Employees and School Board Members**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 421, Gifts to Employees and School Board Members, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section II. General Statement of Policy A, B, and E.

The purpose of this policy is to avoid the appearance of impropriety conflict of interest with respect to gifts given to school district employees and School Board members.

RECOMMENDED ACTION:

Approve School Board Policy 421, Gifts to Employees and School Board Members, as recommended by the School Board Policy Committee and Cabinet.

421 GIFTS TO EMPLOYEES, CLASSROOMS AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid an actual or the appearance of an impropriety or the **perceived** appearance of a conflict of interest with respect to gifts given to school district employees, ~~to schools, classrooms,~~ and School Board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents/guardians, and others may **wish to** show appreciation to school district employees or School Board members. ~~and/or to a particular school or classroom.~~ The policy of the school district ~~however~~ is to **encourage writing of letters and notes of appreciation but to** discourage gift-giving to employees ~~schools/classrooms~~ and School Board members **and to prohibit employees and School Board members from accepting gifts of more than nominal value from an interested person, with the exception of School Board members' acceptance of campaign contributions/donations allowed by applicable campaign finance laws.** encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude. Any gifts accepted **by employees or School Board members** of more than nominal value shall become property of the District.
- B. A violation of this policy occurs when an employee **or School Board member** solicits, accepts, or receives, either by direct or indirect means, a gift of greater than nominal value from a student, parent/guardian, or other individual or organization.
- ~~C. A violation of this policy occurs when any employee solicits, accepts or receives gifts or donations, of greater than nominal value, to fund school or classroom items, by any means, including the use of a website, without prior approval of the building principal and/or in a manner that is otherwise out of compliance with Policy 706: Acceptance of Gifts.~~
- ~~D~~**C.** A violation of this policy occurs when any employee or School Board member solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of nominal value of a promotional or public relations nature, or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "nominal."

- ~~E~~D. Teachers may accept from publishers free samples of textbooks and other related teaching materials.
- ~~F~~E. This policy applies only to gifts given to employees where the donors' relationships with the employees or School Board members arise out of the employees' employment with, or School Board members' service to, the school district. It does not apply to gifts given to employees and School Board members by personal friends, family members, other employees, or others unconnected to the employee's employment with, or School Board members' service to, the school district.
- ~~G~~E. An elected or appointed member of the School Board, the school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift of greater than nominal value from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a School Board member, superintendent, school principal and building administrator, or a district cabinet member is authorized to make.
- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.
- D. "Nominal value" means a value of \$5 or less.

IV. PROCEDURES

Any employee or School Board member considering the acceptance of a gift, individually or for any component of the district, shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, termination and/or discharge. School Board members who violate the provisions of this policy may be subject to discipline in accordance with applicable statute and school district policy.

Legal References:

Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References:

WBLASB Policy 209 (Code of Ethics)
WBLASB Policy 210 (Conflict of Interest – School Board Members)
WBLASB Policy 306 (Administrator Code of Ethics)

AGENDA ITEM: **Policy 422, Policies Incorporated By Reference**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent;**
Dr. Alison Gillespie, Assistant Superintendent
for Teaching and Learning;
Matt Mons, Director of Human Resources and
General Counsel

BACKGROUND:

School Board Policy 422, Policies Incorporated by Reference, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November, and is being recommended for a second reading. The changes to this policy are in the purpose and Policy 535, Service Animals on School Property, was added to the list.

Purpose of this policy: Certain policies are applicable to employees as well as to students.

RECOMMENDED ACTION:

Approve School Board Policy 422, Policies Incorporated by Reference as recommended by the School Board Policy Committee and Cabinet.

*Adopted: August 27, 2001
Revised: August 25, 2003
Revised: January 10, 2005
Revised: November 8, 2007*

*White Bear Lake Area
School Board Policy 422*

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides **this** notice **that** ~~by this section of the application and incorporation by reference of~~ the following policies ~~which~~ also apply to employees:

WBLASB Policy 102 Equal Educational Opportunity
WBLASB Policy 103 Complaints-Students, Employees, Parents, Other Persons
WBLASB Policy 206 Public Participation in School Board Meetings/Complaints
About Persons at School Board Meetings and Data Privacy Considerations
WBLASB Policy 211 Criminal or Civil Action Against School District, School
Board Member, Employee, or Student
WBLASB Policy 305 Policy Implementation
WBLASB Policy 505 Distribution of Non-school-Sponsored Materials on School
Premises by Students and Employees
WBLASB Policy 507 Corporal Punishment
WBLASB Policy 510 Student Activities
WBLASB Policy 511 Student Fundraising
WBLASB Policy 517 Student Recruiting
WBLASB Policy 518 DNR-DNI Orders
WBLASB Policy 519 Interview of Students by Outside Agencies
WBLASB Policy 524 Internet Acceptable Use Policy
WBLASB Policy 525 Violence Prevention
WBLASB Policy 535 Service Animals on School Property
WBLASB Policy 610 Field Trip
WBLASB Policy 710 Extracurricular Transportation
WBLASB Policy 802 Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

AGENDA ITEM: **Policy 510, School Activities**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**
**Dr. Alison Gillespie, Assistant Superintendent
for Teaching and Learning**

BACKGROUND:

School Board Policy 510, School Activities, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section II. General Statement of Policy, and section III. E added.

The purpose of this policy is to impart to students, employees and community the school district's policy related to the student activity program. This policy does not address field trips (refer to Policy 610, Student Field Trips, Fees, and Fines).

RECOMMENDED ACTION:

Approve School Board Policy 510, School Activities as recommended by the School Board Policy Committee and Cabinet.

*Adopted: August 12, 1996
Revised: June 11, 2001
Revised: June 8, 2015
Revised: December 10, 2018*

*White Bear Lake Area
School Board Policy 510*

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees and community the school district's policy related to the student activity program. This policy does not address field trips (refer to Policy 610, Student Field Trips, Fees, and Fines).

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development. School activities, referred to as extra Co-Curricular Activities by the Minnesota State High School League, include:

1. Competitive athletic activities.
2. Competitive enrichment activities.
3. Non-competitive athletic activities.
4. Non-competitive enrichment activities.

III. RESPONSIBILITY

- A. The School Board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The School Board expects all spectators at school-sponsored activities, including students, parent(s)/guardian(s), employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parent(s)/guardian(s) and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. The superintendent or designee shall be responsible for disseminating information needed to inform students, parent(s)/guardian(s), staff and community of the opportunities available within the school activity program and the rules of participation.

- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the League rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parent(s)/guardian(s) with all applicable rules, penalties, and opportunities.
- E. The superintendent or designee shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendation to the School Board.
- F. The School Board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

IV. STUDENT ACTIVITY FEES

Activity fees will be established in a manner as provided by law. Fees will be reviewed and set annually by the administration and reviewed by the School Board. Refer to Addendum 510.1 for activity fees, terms and conditions.

The School Board believes in the benefits derived from participation in district-sponsored activities and supports involvement by all students. Activity fees shall be waived for students whose families qualify for free or reduced priced lunch. The administration shall establish procedures that ensure proper implementation of this policy provision.

Legal References: Minn. Stat. §123B.49 (Extracurricular Activities Insurance)

Cross References: WBLASB Policy 503 (Student Attendance)
WBLASB Policy 506 (Student Discipline)
~~MSBA Service Manual, Chapter 5, Various Educational Programs~~

AGENDA ITEM: **Policy 513, Student Promotion, Retention and Program Design**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 513, Student Promotion, Retention and Program Design, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section 11.

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

RECOMMENDED ACTION:

Approve School Board Policy 513, Student Promotion, Retention and Program Design as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: November 8, 2010
Revised: July 16, 2018

White Bear Lake Area
School Board Policy 513

513 STUDENT PROMOTION, RETENTION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The School Board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment can be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
 - a. Multiple objective criteria; and

- b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to gender participation and to under-represented groups, including, but not limited to low-income, minority, twice, exceptional, and English learners.
- 3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. Assess a student's readiness and motivation for acceleration; and
 - b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
- 4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental/guardian report and teacher observation of the child's knowledge, skills, and abilities. The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143 Subd.1(Superintendents)

Cross References: WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Policy and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Plans, and LEP Students)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **Policy 515, Protection and Privacy of Student Records**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning**
Matt Mons, Director of Human Resources and Legal Counsel

BACKGROUND:

School Board Policy 515, Protection and Privacy of Student Records, has been reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. There are minor changes throughout the policy.

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

RECOMMENDED ACTION

Approve School Board Policy 515, Protection and Privacy of Student Records as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997

Revised: June 12, 2000

Revised: April 9, 2001

Revised: September 9, 2002

Revised: May 9, 2005

Revised: November 8, 2007

Revised: January 14, 2008

Revised: March 8, 2010

Annual Review: September 12, 2011

Annual Review: September 10, 2012

White Bear Lake Area School District #624 Policy 515

Annual Review: April 14, 2014

Annual Review: January 8, 2018

515 PROTECTION AND PRIVACY OF ~~PUPIL~~ STUDENT RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of ~~pupil~~ student records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act [FERPA]) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minn. Rules Pts. 1205.0100 - 1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance”, as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student ~~which~~ **that** would not generally be considered harmful or an invasion of privacy if disclosed. It includes: the student’s name, photograph, information that a student provides for inclusion in the yearbook, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

E. Education Records

1. “Education records” mean those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. “Education records” do not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1. Perform an administrative task required in the school or employee's contract

or position description approved by the ~~s~~School ~~b~~B~~o~~ard;

2. Perform a supervisory or instructional task directly related to the student's education; ~~or~~
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid; ~~and~~
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

L. Responsible Authority

“Responsible authority” means the district's superintendent or designee.

M. School Official

“School official” includes: (a) a person duly elected to the ~~s~~School ~~b~~B~~o~~ard; (b) a person employed by the ~~s~~School ~~b~~B~~o~~ard in an administrative, supervisory, instructional or other professional position; (c) a person employed by the ~~s~~School ~~b~~B~~o~~ard as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the ~~s~~School ~~b~~B~~o~~ard to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney or an auditor for the period of his or her performance as an employee or contractor.

N. Students

“Student” includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes an applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of students' names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school

district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in 5e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L., which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
6. Eligible Student Consent.

Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines to have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions, provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act (ESSA) and, if applicable, data regarding a student's history of violent behavior. The record also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with section XV of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or

- d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.

- 6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
- 7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to the school district all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonable necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers.
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal or administrator of the school where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171. Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The

principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notice from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal or administrator of the school where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the

results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section ~~405b of Title 25~~ 25 U.S.C. § 5304) who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
 - d. Disclosure of directory information will be limited to the following individuals, agencies, or parties: companies that have a contract with the district to publish yearbooks or distribute class rings; organizations that exist to promote the school district's interest, such as parent-teacher organizations and area education foundations; and other organizations determined by the district to promote the interests of the district's students. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has

been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non- directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information ~~is~~ **are** not to be made public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health service provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected, and/or physically, and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The individual subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individual

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR
EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40, *et. seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND
POST-SECONDARY EDUCATIONAL INSTITUTIONS**

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within 60 days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the Superintendent of Schools or designee, in writing by *October 1* each year. The written request must include the following information.

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;

4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiters and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A of this Section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record keeping requirements of Section XIII. of this policy.

2. Subdivision A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student

records;

3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C, which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; ~~and~~
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the

record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student or the parents of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.

3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The ~~s~~School ~~b~~B~~o~~ard attorney shall be in attendance to present the ~~s~~School ~~b~~B~~o~~ard's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the~~ Minn. Stat. Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices official means superintendent or designee.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English.

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who Are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40 - 121A.56 (The Pupil Fair Dismissal Act) Minn.
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer
Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services) Minn.
Minn. Stat. § 260B.171. Subds. 3 and 5 (Disposition Order and Peace Officer
Records of Children)
Minn. Stat. § 363A.42 (Public Records Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) Minn.
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation
of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries) 20
U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act) 20
U.S.C. § 6301 *et seq.* Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information) 26
U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy) 34
C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
309 (2002)

Cross References: WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or
Sexual Abuse)
WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 519 (Interviews of Students by Outside Agencies)
WBLASB Policy 520 (Student Surveys)
WBLASB Policy 529 (Notification to Staff Regarding Placement of
Students with Violent Behavior)
WBLASB Policy 711 (Videotaping on School Bus)
WBLASB Policy 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School
Records-Privacy-Access to Data)

AGENDA ITEM: **Policy 516, Student Medication**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 516, Student Medication, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section IV in J, K, N, and legal references.

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

RECOMMENDED ACTION:

Approve School Board Policy 516, Student Medication as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997
Revised: August 27, 2001
Revised: September 9, 2002
Revised: February 10, 2003

White Bear Lake Area School Board Policy 516
Revised: May 9, 2005
Revised: January 14, 2013
Revised: December 9, 2019

516 STUDENT MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. REQUIREMENTS

- A. The administration of prescription and nonprescription medication requires a completed signed authorization from the student's parent or guardian. The school district may rely on an oral parent/guardian request to administer medication for up to two school days, after which a written authorization is required.
- B. An "Administration of Prescription Medication" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. All medication must come to school in the original container. Prescription medication must be labeled for the student by an authorized medical professional in accordance with law, and must be administered in a manner consistent with the instructions on the label and prescriber instructions. The medication cannot be expired.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are:

prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (Individual Education Program), Section 504 plan, or IHP (Individual Health Plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medication used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- ~~H.~~ The school nurse, or other designated person, shall be responsible for the filing of the Administration of Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- ~~I.~~ Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21).

J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

~~JK.~~ Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine.
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
3. Drugs or medication provided or administered by a public health agency to prevent or control an illness or a disease outbreak is not governed by this policy.

4. Drugs or medication used at school in connection with services for which a minor may give effective consent are not governed by this policy. Authorization for administration of medication paperwork signed by licensed prescriber, must still be on file in the health office.
5. Drugs or medicines that are prescription asthma or reactive airway disease medications may be self-administered by a student with an asthma inhaler if:
 - a. The school district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication;
 - b. The inhaler is properly labeled for that student; and
 - c. The parent has not requested school personnel to administer the medication to the student.

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

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

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

self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

L.8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

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

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

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

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

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

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district. 1.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Legal References: Minn. Stat. § 13.32 (Student Health Records)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.2205 (~~Possession and Use of Non-Syringe Injectors of Epinephrine; Model Policy~~) (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 152.02 (Definitions)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis, Definitions)
Minn. Stat. § 152.23 (Medical Cannabis, Limitations)
20 U.S.C. 1400, et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. 794, et. seq. (Rehabilitation Act of 1973, §504)

Cross References: WBLAS Policy 418 (Drug-Free Workplace/Drug Free School)

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

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 601, School District Curriculum and Instruction Goals, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in the purpose, section IV in C1, 2, 3, 4, 5, and legal reference.

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the World's Best Workforce

RECOMMENDED ACTION:

Approve School Board Policy 601, School District Curriculum and Instruction Goals as recommended by the School Board Policy Committee and Cabinet.

Adopted: May 26, 1998
Revised: June 11, 2001
Revised: October 11, 2010
Revised: June 13, 2016
Revised: November 12, 2019

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

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota ~~Graduation~~ **Academic** Standards and federal law and are aligned with creating the World's Best Workforce.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill(s) that a student must master to complete part or all of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to the knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district, school site, and student progress in striving to create the world's best workforce and must include at least the following:
 - 1. Student performance on the National Assessment of Educational Progress where applicable;
 - 2. The size of the academic achievement gap and rigorous course taking, including college-level advanced placement, postsecondary enrollment options including concurrent enrollment, other statutorily recognized courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
 - 3. Student performance on the Minnesota Comprehensive Assessments;
 - 4. High school graduation rates; and
 - 5. Career and college readiness under Minn. Stat. § 120B.30, Subd. 1.

- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The School Board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
 - 1. Clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
 - 2. A process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to underrepresented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
 - 3. A system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;
 - 4. Strategies for improving instruction, curriculum, and student achievement, the academic achievement of English Learners, and where practicable, the native language development and the academic achievement of English learners;
 - 5. Education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
 - 6. An annual budget for continuing to implement the school district plan.
- B. School district site and school site goals shall include the following:
 - 1. All students will be required to demonstrate essential skills to effectively

participate in lifelong learning.* These skills include the following:

*[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]*

- a. reading, writing, speaking, listening, and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
 2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
 3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
 4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
 - a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner; 601-5
 - f. exercising ethical behavior.
 5. Students will be given the opportunity to acquire human relations skills necessary to:
 - a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.

[Note: School district and site goals example courtesy of the Winona School District.]
- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on

valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district ~~shall~~ **must** identify, before the end of kindergarten, grade 1, and grade 2, **all** students who are not reading at grade level. **Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.**
2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher **must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.**
3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment **and annually report summary assessment results to the Commissioner of Education by July 1.**
4. **The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:**
 - a. **a summary of the district's efforts to screen for dyslexia;**
 - b. **the number of students screened for that report year, and**
 - c. **the number of students demonstrating characteristics of dyslexia for that year.**
5. **A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.**
- 6.2.** At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student's progress; and

- c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

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

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.011 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act – ESSA, formerly No Child Left Behind Act)

Cross References: WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 613 (Graduation Requirements)

WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing, Accommodations, Modifications, and Exemptions
for IEP, Section 504 Plan and LEP Students)
WBLASB Policy 616 (School District System Accountability)
WBLASP Policy 618 (Assessment of Student Achievement)

AGENDA ITEM: **Policy 602, Organization of School Calendar and School Day**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 602, Organization of School Calendar and School Day, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section III, IV, V, and legal references.

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

RECOMMENDED ACTION:

Approve School Board Policy 602, Organization of School Calendar and School Day as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997

Revised: June 11, 2001

Revised: May 9, 2005

Revised: December 10, 2012

Revised: May 9, 2016

White Bear Lake Area School Board Policy 602

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

It is important to parents/guardians, students, employees, and the general public to have advance knowledge of the school calendar and school day to effectively plan for the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the ~~s~~School ~~b~~Board in accordance with Minnesota Statute. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days, hours, and other provisions of law. The school calendar shall establish student days, workshop days for staff, allow for emergency closings and provide other information related to students, staff and parents/guardians.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Teacher workshop days may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has **an** agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer or other process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the ~~s~~School ~~b~~Board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider the successful implementation of the current calendar and such factors as cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, school bus schedules, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the ~~s~~School ~~b~~Board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment, Contracts; Termination)

Minn. Stat. § 122A.41, Subds, 4 and 4a (Teacher Tenure Act; Cities of the First Class, Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
~~Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)~~
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: WBLASB Policy 425 (Staff Development)

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

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 603, Curriculum Development, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section III.

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

RECOMMENDED ACTION:

Approve School Board Policy 603, Curriculum Development as recommended by the School Board Policy Committee and Cabinet.

Adopted: October 27, 1997
Revised: June 11, 2001
Revised: December 14, 2009
Revised: January 10, 2011
Revised: February 13, 2012
Revised: March 11, 2013
Revised: February 10, 2014
Revised: November 12, 2019

603 CURRICULUM DEVELOPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

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

5. Provide for specific, particular, and special needs of all members of the student community.
6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with statute.
7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
8. Meet all requirements of the Minnesota Department of Education and federal law.

D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minn. Stat. § 120B.12, Subd. 2.

E.Đ. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessment that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets all requirements of Minn. Stat. § 120A.20. Subd 1 (c). A student's plan under this section shall continue while the student is enrolled.

F.E. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and for periodically presenting recommended modifications for school board review and approval.

G.F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References:

Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.125 (f) (Planning for Students' Successful)
Minn. Rule 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
(repealed Minn. L. 2013, Ch. 116, Art. 2, § 22) Minn. Rules parts 3501.1300-3501.1345
(Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

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

AGENDA ITEM: **Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning;**
Lisa Ouren, Director of Student Support Services

BACKGROUND:

School Board Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section III.

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan) or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

RECOMMENDED ACTION:

Approve School Board Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997

Revised: August 27, 2001

Revised: January 10, 2005

Revised: April 12, 2010

Revised: November 8, 2010

Revised: March 12, 2012

Revised: October 8, 2018

*White Bear Lake Area
School Board Policy 615*

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan) or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
 - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
 - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
 - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;
 - (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that

the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;

(4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;

(5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

b. MTAS participation decisions must not be made on the following factors:

(1) Student's disability category;

(2) Placement;

(3) Participation in a separate, specialized curriculum;

(4) An expectation that the student will receive a low score on the MCA;

(5) Language, social, cultural, or economic differences;

(6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, and determine on a case-by-case basis, how an identified EL student with a disability will participate in statewide testing.

2. Eligibility Requirements

a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.

c. For students in grades that the MTAS is not administered:

(1) the student must have cognitive functioning significantly below age level;

(2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and

(3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.

- d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
- e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

3. Alternate ACCESS participation decisions must not be made on the following factors:

- a. Student's disability category;
- b. Participation in a separate, specialized curriculum;
- c. Current level of English language proficiency;
- d. The expectation that the student will receive a low score on the ACCESS for ELs;
- e. Language, social, cultural, or economic differences;
- f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

See the current "Procedures Manual for the Minnesota Assessments" which is produced by the Minnesota Department of Education and available through Minnesota.pearsonaccessnext.com.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.” and 2017-18 Guidelines for Administration of Accommodations and Linguistic Supports (http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/GuidelinesforAccommandLS_2018.pdf).

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the District Assessment Coordinator (DAC) or designee. The DAC shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References:

Minn. Stat § 120B.11 (School District Process)
Minn. Stat § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat § 125A.08 (a) (1) (Individualized Education Programs)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science) 615-6
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
(repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS),
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>
Alternate ACCESS for ELLs Participation Guidelines,
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

Cross References:

WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **Policy 620, Credit for Learning**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 620, Credit for Learning, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section I, VI, VII, VIII, IX, X, legal references, and cross references.

The purpose of this policy is to recognize student achievement that meets White Bear Lake Area School District required curriculum, standards, and graduation requirements. The experiences include, but are not limited to, student achievement in other schools, alternative learning sites, Postsecondary Enrollment Options, and concurrent enrollment programs, and out-of-school experiences, such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

RECOMMENDED ACTION:

Approve School Board Policy 620, Credit for Learning as recommended by the School Board Policy Committee and Cabinet.

Adopted: May 26, 1998
Revised: August 27, 2001
Withdrew: January 10, 2011
Adopted: June 10, 2017

White Bear Lake
School District #624 Policy 620

620 CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement that meets White Bear Lake Area School District required curriculum, standards, and graduation requirements. The experiences include, but are not limited to, student achievement in other schools, alternative learning sites, Postsecondary Enrollment Options, ~~and~~ concurrent enrollment programs, and out-of-school experiences, such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The school district will develop and provide processes and procedures by which students may meet a curriculum credit requirement, whether the district offers the credit within its curriculum, or the student accomplishes the work in another learning environment. The school district will provide a process for approving the transfer of credits or curriculum standards completed in another Minnesota school district, for recognition of work completed in other schools and postsecondary institutions, and for recognition of previous learning, community and work experiences as demonstrated by the student through assessment. This is a process to allow students who, through other means, have mastered content and can move on to other areas of study.

III. TRANSFER OF CONTENT STANDARDS

- A. The school district will transfer high school credits achieved in earlier grades or in other schools, in credit-based programs that meet district curriculum and graduation requirements, to the student's record upon admission or completion of the experience.
- B. When a student transfers into the school district from another Minnesota public school district, any credits completed in the sending school district, along with scores recorded by the sending district, shall be recorded as completed with a notation indicating the identity of the school district from which the records are transferred.
- C. Students shall be advised of ~~the~~ opportunities available to complete further requirements and electives.
- D. The school district will determine a transferring student's grade level placement, as well as the letter grade assigned for completed courses, and credits granted toward diploma requirements in accordance with district procedures.

IV. RECOGNITION OF COMPLETED WORK

- A. The school district will equate high school or postsecondary-level credits completed by students in other schools into equivalent course credits.
- B. The district may formally evaluate other learning experiences to declare that a transfer student meets or exceeds a specific academic standard requirement or course credit.
- C. Students must receive prior approval from the district for any courses to be completed outside the district for credits towards graduation.

The district will determine the awarding of the course credit and the letter grade assigned to that credit. The district does not cover expenses of related courses identified in this section.

V. CREDIT BY ASSESSMENT

- A. The school district will provide students in grades 9-12 with the opportunity to receive course credit by assessment provided such experiences meet current Minnesota academic standards.
- B. The superintendent or designee shall establish a procedure by which student achievement and competence in content standards will be assessed.

VI. POSTSECONDARY AND CONCURRENT ENROLLMENT CREDIT

~~A student who satisfactorily completes a Postsecondary Enrollment Option (PSEO) or concurrent enrollment course or program under Minn. Stat. § 124D.09 that has been approved by the district as meeting the necessary requirements will be granted credits that count toward graduation and credit requirements.~~

A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.

B. Secondary credits granted to a student through a postsecondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

- 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven-quarter or four-semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.

VII. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VIII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:
 - 1. A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.25.
 - 2. A grade awarded in a College In the Schools course will be multiplied by a factor of 1.25.
 - 3. A grade awarded in a Project Lead the Way course will be multiplied by a factor of 1.25.
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition)

Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)

Cross References: WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students)
WBLASB Policy 616 (School District System Accountability)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 624 (Online Learning Options)

AGENDA ITEM: **Policy 703, Annual Audit**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 703, Annual Audit, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section III E.

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

RECOMMENDED ACTION:

Approve School Board Policy 703, Annual Audit as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 28, 1997

Revised: August 27, 2001

Revised: December 10, 2012

Revised: February 9, 2015

Revised: July 16, 2018

White Bear Lake Area School Board Policy 703

703 ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The School Board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The School Board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and staff shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit its unaudited financial data for the preceding year to the Commissioner of Education on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14 Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance **Audit** Guide issued by the Office of the State Auditor.

- F. The School Board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the School Board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: WBLASB Policy 702 (Accounting)
WBLASB Policy 714 (Fund Balances)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 904, Distribution of Materials On
School District Property For NonSchool
Persons**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services
and Recreation**

BACKGROUND:

School Board Policy 904, Distribution of Materials On School District Property For NonSchool Persons, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in section IV B-6, VI F, and legal references.

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

RECOMMENDED ACTION:

Approve School Board Policy 904, Distribution of Materials On School District Property For NonSchool Persons as recommended by the School Board Policy Committee and Cabinet.

Adopted: October 9, 1995
Revised: April 13, 2009
Revised: December 13, 2010
Revised: May 8, 2017

White Bear Lake Area School Board Policy 904

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY FOR NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting as deemed by the district, within the limitations and provisions of this policy.
- B. Political materials that align with the curriculum used for that course may be used for teaching purposes. Care should be given to present politically balanced materials during current political campaigns.
- C. Teachers may invite political speakers, but must give equal time to presenters from an opposing party.
- D. Campaign literature can be distributed on school property only during non-school hours.
- E. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following guidelines and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.
- C. "Material and substantial disruption" means:
 - 1. Where the school activity is an educational program of the school

district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the school activity is voluntary in nature (including, but not limited to school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, or participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of protest activity.

In order for expression to be considered disruptive, there must exist specific factors upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written materials in question.

- D. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters and unsanctioned newspapers whether written by students, employees or others.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Nonschool person" means any person who is not currently enrolled as a student or employed by the school district.
- G. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The materials depicts or describes, conduct that is patently offensive to ~~prevailing~~ ~~offensive~~ by prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested; and
 3. The materials, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- G. "School activities" means any activity sponsored by the school, including but not limited to classroom work, library activities, physical education classes, official assemblies, field trips. and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions and in-school lunch periods.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. is deemed to be an insulting or fight inducing message, the very expression of which constitutes injury or harassment of other people (e.g., threats of violence, defamation of character or of a person's race, religious religion, gender, sexual orientation, ethnic origin or all other protected classes identified in Federal and State statute);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is educationally related to our district mission and values;
 - 2. the extent to which distribution is likely to cause disruption of, or interference with, the school district's educational objectives or school activities, or threaten school discipline;

3. whether the materials can be distributed from the school office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, or the use of school district equipment or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds; and/or
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the administration and consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials on school property must first submit for approval a copy of the materials to the administration at least five business days in advance of desired distribution time, together with the following information:
 1. Name and contact information of the person submitting the request..
 2. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. The administration will review the request and render a decision.
- C. In the event a non-school person seeks permission to personally distribute materials on school property, the administration will review the request, and if granted, assign a location and method of distribution and will inform the persons submitting the request.
- D. In the event that permission to distribute the materials is denial or limitation, the administrator may use any reasonable method to inform the person of the denial or limitation; however, the administrator must request of the person submitting the request, provide a written denial of or limitation on the request including the reason(s) for denial or limitation.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by the school, the administration of the school, the school board, or the individual reviewing the material submitted.

- D. In the event that permission to distribute materials is denied or limited, the nonschool person(s) or organization may request reconsideration of the decision. The request for reconsideration must be sent to the Superintendent, or designee, be in writing and must set forth the reason(s) why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, law enforcement will be notified.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines or procedures necessary to implement this policy, and submit the guidelines or procedures to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass’n v. Perry Local Educators’ Ass’n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee’s Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: WBLASD Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
WBLASD Policy 512 (School-Sponsored Student Publications)

AGENDA ITEM: **Policy 598, Home School Students
Participating on High School League
Sanctioned Activities**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

On December 8 the School Board Policy Committee discussed School Board Policy 598, Home School Students Participating on High School League Sanctioned Activities. After conferring with Brian Peloquin, Activities Director, it was decided that Policy 598 is not necessary because home school involvement in activities is covered in MN Statute and MSHSL bylaws. This policy is not a recommended policy from MSBA; it was created by District 624.

RECOMMENDED ACTION:

Eliminate School Board Policy 598, Home School Students Participating on High School League Sanctioned Activities, as recommended by the School Board Policy Committee and Cabinet.

Adopted: February 23, 1998
Revised: August 10, 1998
Revised: December 10, 2001

White Bear Lake Area
School District #624 Policy 598

Policy to be eliminated

598 HOME SCHOOL STUDENTS PARTICIPATING ON STATE HIGH SCHOOL LEAGUE SANCTIONED ACTIVITIES

I. PURPOSE

The purpose of this policy is to provide home school students the opportunity to participate ~~on~~ in school district Minnesota State High School League sanctioned activities.

II. GENERAL STATEMENT OF POLICY

- A. Home School students residing in the White Bear Lake Area School District will be allowed to participate in Minnesota State High School League sanctioned activities.
- B. Home School students will pay the same participation fees that White Bear High School students are required to pay.
- C. Home School students will be required to adhere to all eligibility rules and regulations of the Minnesota State High School League and the White Bear Lake Area School District.

AGENDA ITEM: **Action on Reduction in Staff in Fee-Based Programs**

MEETING DATE: **December 14, 2020**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

As the impact of the pandemic and resulting stay at home order on our fee based programs has come into sharp relief, we have needed to assess our current staffing levels in those programs. While our Community Education, and Nutrition Services Departments have both been integral in our efforts to comply with the governor's executive order to provide distance learning to all students, provide daycare for essential workers, and distribute meals for children, we do not anticipate that the district will receive additional funds to offset lost revenue in our fee based programs. In light of the current circumstances Matt Mons, Director of Human Resources and General Counsel, will make recommendations on behalf of our Community Education and Nutrition Services Departments to make staff reductions in order to more closely align our staffing levels with the level of programming that we are currently able to offer.

RECOMMENDATION:

Approve the layoff resolution on reduction in staff in fee-based programs as recommended by the administration.

LAYOFF RESOLUTION

WHEREAS, because of budget constraints and the COVID-19 pandemic, the School Board has determined that it must temporarily lay off employees who hold positions that do not have a dedicated funding source, including, but not limited to, positions that are supported by fees;

NOW, THEREFORE, BE IT RESOLVED, by the School Board as follows:
Effective at the end of the scheduled workday on December 4, 2020, employees holding the following positions are temporarily laid off until further notice:

Effective at the end of the scheduled workday on December 7, 2020, employees holding the following positions are temporarily laid off until further notice:

- Nutrition Services Assistants (5 positions)
- Preschool Teacher (.78 FTE)
- Preschool Paraeducator (.43 FTE)

Effective at the end of the scheduled workday on December 9, 2020, employees holding the following positions are temporarily laid off until further notice:

- Nutrition Services Assistants (9 positions)

Board Member _____ moved and _____seconded the motion for the adoption of this Resolution, and upon a vote being taken, the following Board members voted in favor of this Resolution:

And the following voted against this Resolution:

Based on the vote, this Resolution was declared duly passed and adopted.

Donald Mullin
School Board Chair

Jessica Ellison
School Board Clerk

Date