

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

February 8, 2021

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: February 3, 2021

A meeting of the White Bear Lake Area School Board will be held on **Monday, February 8, 2021** 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.

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
 - g) Quarterly Investment Update

B. PUBLIC FORUM

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

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. First Reading of School Board Policies:
 - a. Policy 408, Subpoena of a School District Employee
 - b. Policy 413, Harassment and Violence; and Policy 413 Form
 - c. Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - d. Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
 - e. Policy 419, Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction
 - f. Policy 524, Electronic Technologies Acceptable Use
 - g. Policy 806, Crisis Management
 - h. Policy 809, Naming School Buildings or Facilities
2. Youth Development Plan Update - Community Services & Recreation

E. OPERATIONAL ITEMS

1. Action on Approving Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore
2. Action on Revised FY21 Budget
3. Action on Acceptance of Brosious Grants
4. Action on School Board Policies:
 - a. Policy 401, Equal Employment Opportunity
 - b. Policy 407, Employee Right to Know - Exposure to Hazardous Substances
 - c. Policy 409, Employee Publications, Instructional Materials, Inventions and Creations
 - d. Policy 497, Nepotism
 - e. Policy 499, Student Teaching
 - f. Policy 519, Interviews of Students by Outside Agencies
 - g. Policy 529, Staff Notification of Violent Behavior by Students
 - h. Policy 599, Academic Recognition
 - i. Policy 609, Religion

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **February 8, 2021**
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
- g) Quarterly Investment Update

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: **February 8, 2021**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Jessica Ellison School Board Clerk**

BACKGROUND:

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

RECOMMENDED ACTION:

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, January 11, 2021** at 5:30 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting was live streamed and the recording is posted on the website.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 5:31 p.m.
2. Roll Call – Present: Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman
Ex-Officio: Dr. Wayne Kazmierczak
Cabinet:
School Board Student Representative: Adams, Tessema
3. Pledge of Allegiance
4. Chapman moved and Thompson seconded to approve the agenda as presented.
Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.
5. Newmaster moved and Thompson seconded to approve the consent agenda consisting of:
 - Approval of minutes for regular Board meeting on December 14, 2020;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Passage of resolution to approve personnel issues to include:
 - **RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF**
 - MICHELLE BEHNKE** - Extended Day, Vadnais Heights Elementary
Employed by District 624 since 09/24/2019
Effective Date: 12/04/2020
 - CHERYL ETERNO** - Building Assistant, Willow Lane Elementary
Employed by District 624 since 05/18/2010
Effective Date: 12/14/2020
 - JAMIE GRIEFENHAGEN** - Clerical, Oneka Elementary
Employed by District 624 since 09/21/2015
Effective Date: 12/07/2020
 - MEGAN JOHNSON** - Paraeducator, WBLAHS - South
Employed by District 624 since 11/04/2020
Effective Date: 12/03/2020
 - JANE STONEHOUSE** - Paraeducator, Matoska Elementary
Employed by District 624 since 11/04/2020
Effective Date: 12/03/2020
 - DANNY VOLBRECHT** - Grounds Supervisor, Bus Garage
Employed by District 624 since 07/06/2020
Effective Date: 12/18/2020

- **RETIREMENT– CERTIFIED STAFF**
ROBIN ROUSH– .7 FTE Occupational Therapist, Lakeaires Elementary
Employed by District 624 since 03/09/1998
Effective Date: 09/24/2020
- **CHANGE IN ASSIGNMENT– CLASSIFIED STAFF**
JENNIFER DECKER- Clerical, Willow Lane Elementary
To Production Assistant
\$20.04 per hr., \$15,500.94
Effective Date: 12/14/2020
SAKAVIYE ABDISALAN- Paradeducator, Matoska Elementary
To Instructional Assistant
\$19.7 per hr., \$10,774.55
Effective Date: 12/22/2020
- **TEMPORARY CHANGE IN ASSIGNMENT– CLASSIFIED STAFF**
PATRICIA FERRELL- From Paraprofessional, WBLAHS South Campus
To Distance Learning Support Coach
\$20.50 per hr., \$17,329
Effective Date: 12/07/2020
AARON TURNER- From Paraprofessional, WBLAHS South Campus
To Distance Learning Support Coach
\$20.50 per hr., \$17,329
Effective Date: 12/07/2020
CHENTE XIONG- From Cultural Liaison, Normandy Park Education Center
To Distance Learning Support Coach
\$20.50 per hr., \$17,329
Effective Date: 12/07/2020
- **TEMPORARY CHANGE IN ASSIGNMENT– CERTIFIED STAFF**
JULIE DORNER – Speech Language Pathologist, North Campus, Oneka,
Lincoln and Hugo
.6 FTE To 1.0 FTE
Effective Date: 12/07/2020 through 06/14/2020
- **FULL TIME LEAVE OF ABSENCE– CERTIFIED STAFF**
SARAH NEWKIRK– Paraeducator, WBLAHS - North Campus
Employed by District 624 since 09/04/2018
Effective Date: 12/09/2020 through 03/10/2021
CARLY LIBBY – Paraeducator, Transition Education Center
Employed by District 624 since 09/04/2018
Effective Date: 10/26/2020 through 01/01/2021
- **FULL TIME LEAVE OF ABSENCE– CERTIFIED STAFF**
JANA BUESING – Intervention Teacher, Otter Lake Elementary
1.0 FTE, Employed by District 624 since 08/22/2016
Effective Date: 08/31/2020 through 06/14/2021

➤ **THREE YEAR EXTENDED LEAVE REQUEST– CERTIFIED STAFF**

KIRK JOHNSON- Science Teacher, WBLAHS - North Campus
Employed by District 624 since 08/27/1992
Effective Date: 2020-2021 School Year through 2022-2023 School Year

➤ **NEW PERSONNEL– CLASSIFIED STAFF**

ZER CHANG – Paraeducator, Sunrise Park Middle School
\$19.53 per hr., 32.5 hrs. per wk., \$13,075.33
Effective Date: 01/11/2021

SARAH KUSTERMAN – Extended Day Paraeducator, Otter Lake Elementary
\$19.07 per hr., 12.5 hrs. per wk., \$26,402.41
Effective Date: 12/07/2020

JACQUES LEROUGE – Communication Specialist, District Center
20 hrs. per wk., \$27,000
Effective Date: 01/04/2021

JEFFERY LUSTIG – Custodian PM, Lincoln Elementary
\$22.57 per hr., 40 hrs. per wk., \$ 23,111.67
Effective Date: 01/04/2021

DAVID NEUBAUER – Instructional Assistant, Oneka Elementary
\$19.07 per hr., 13 hrs. per wk., \$26,402.41
Effective Date: 11/30/2020

SARAH TYLER – Paraeducator, Birch Lake Elementary
\$19.53 per hr. 32.5 hrs. per wk., \$13,710.06
Effective Date: 01/04/2021

➤ **LONG TERM SUBSTITUTE– CERTIFIED STAFF**

MICHELLE HENDRICKSON – 1.0 FTE Special Education Teacher, Oneka Elementary
MA, Step 6, \$7,521.13
Effective Date: 12/22/2020 – 02/05/2021

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

6. Reorganization of the School Board:

- Chapman nominated Mullin as Chair
- Arcand nominated Chapman as Vice Chair
- Beloyed nominated Ellison as Clerk
- Thompson nominated Beloyed as Treasurer

---- moved and ---- seconded to approve the nominations for Chair Mullin, Vice Chair Chapman, Clerk Ellison, and Treasurer Beloyed

B. PUBLIC FORUM - Jackie Bussjaeger, will be covering school board meetings for the White Bear Press. Introduced herself and her previous experience, including her experience as a White Bear grad, and looks forward to working with the board.

C. INFORMATION ITEMS

1. Overview of Welcome to White Bear Week and Update on Registration Information for 2021-22 - Director of Communications Marisa Vette presented

on the early childhood, elementary, middle school and high school welcome activities. The presentation is available on the district website.

2. Superintendent's Report - Dr. Kazmierczak welcomed the Board back to 2021. Other topics he mentioned: 2020 Annual Update, Welcome to White Bear, Coffee with Dr. K, The Closet, Covid-19 update. He concluded with information on the return to in-person learning for elementary students.

D. DISCUSSION ITEMS

1. Presentation of the FY 2020 Annual Audit Report - Mr. Jim Eichten from the auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), presented the fiscal year 2019-2020 audit report. The presentation is available on the district website.
2. First Reading of School Board Policies; a) Policy 401, Equal Employment Opportunity, b) Policy 407, Employee Right to Know - Exposure to Hazardous Substances, c) Policy 409, Employee Publications, Instructional Materials, Inventions and Creations, d) Policy 497, Nepotism, e) Policy 499, Student Teaching, f) Policy 519, Interviews of Students by Outside Agencies, g) Policy 529, Staff Notification of Violent Behavior by Students, h) Policy 599, Academic Recognition, i) Policy 609, Religion
The policies listed above will be on the February 8, 2021 agenda for a second reading.

E. OPERATIONAL ITEMS

1. Ellison moved and Chapman seconded to approve the bids for the new elementary school in Hugo in the amount of \$23,834,200.00. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
2. Arcand moved and Beloyed seconded to accept the audit report for fiscal year 2020 as presented by Mr. Jim Eichten from MMKR, the District's independent auditor. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
3. Ellison moved and Thompson seconded to approve the First Student Transportation addendum. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
4. Chapman moved and Arcand seconded to approve the School Board operating procedures for 2021. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
5. Ellison moved and Newmaster seconded to approve the same compensation levels for the School Board for 2021. Chair - \$5,450; Vice-Chair - \$5,250; Clerk - \$5,450, Treasurer - \$5,250; and Members - \$5,050. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
6. Newmaster moved and Chapman seconded to approve the School Board meeting calendar and following resolution: *BE IT RESOLVED by the School Board of Independent School District 624 that the attached School Board*

*Meeting calendar be approved and adopted for the 2020-21 school year and that pursuant to Minn. Stat. §645.44, Subd. 5, the School Board of Independent School District 624 has determined that Indigenous Peoples Day is not a legal holiday, and therefore, public business, including School Board and informational meetings, may be transacted on that day. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***

7. Thompson moved and Beloyed seconded to approve the official depositories for School District funds and authorized bank accounts and signatures for 2021. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
8. Ellison moved and Newmaster seconded to confirm the School Board's understanding that the Superintendent and Assistant Superintendent for Finance and Operations have been duly authorized to lease, purchase, and contract for goods and services within the budget as approved by the Board in amounts up to \$175,000 and restatement of authorization for the same pursuant to Minnesota Statutes section 123B.52, subdivision. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
9. Beloyed moved and Chapman seconded to approve the *White Bear Press* as the legal publication for the White Bear Lake Area Public Schools for 2021. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
10. Beloyed moved and Thompson seconded to approve the appointment of Matthew Mons, Director of Human Resources, as the District Human Rights Officer, Dr. Alison Gillespie, Assistant Superintendent of Teaching and Learning, as the Title IX Coordinator, and Lisa Ouren, Director of Student Support Services, as the District ADA/504 Coordinator in conformance with School Board policies. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
11. Thompson moved and Newmaster seconded to authorize Dr. Wayne Kazmierczak as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2021. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
12. Arcand moved and Thompson seconded to approve *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* for 2021. The School Board approves authorized personnel to contact legal counsel, including: school board chair, school board vice-chair, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and operations, director of human resources, director of student support services, director of community services, director of communications and community relations, and director of technology and innovation. **Roll call vote: ayes, Ellison, Mullin,**

Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.

13. Chapman moved and Beloyed seconded to appoint Jessica Ellison as White Bear Lake Area School's representative to Equity Alliance MN Board for 2021. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
14. Ellison moved and Beloyed seconded to appoint Kim Chapman as White Bear Lake Area School's representative to Intermediate School District 916 School Board for 2021. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
15. Newmaster moved and Beloyed seconded to approve the 2021-2022 calendar as recommended by the administration. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
16. Arcand moved and Chapman seconded to approve the recommendations for change to the middle school programming. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
17. Thompson moved and Beloyed seconded to approve School Board Policies a) Policy 430, Employee/Visitor ID Badge; b) Policy 517, Student Recruiting; c) Policy 518, DNR-DNI Orders; d) Policy 607, Organization of Grade Levels as recommended by the School Board Policy Committee and Cabinet. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
18. Chapman moved and Beloyed seconded to approve the purchase agreement for the property described as PID#143022120015 located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent and the Assistant Superintendent for Finance and Operations to sign all documents as necessary to acquire said property. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***

F. BOARD FORUM - Ellison thanked the Equity Action Plan team for their great work, including the leadership of Dr. Davis and Equity Alliance MN. Mullin thanked the board for their work.

G. ADJOURNMENT - Arcand moved and Mullin seconded to adjourn the meeting at 7:44 p.m. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. 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, January 25, 2021**, at 5:30 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting was live streamed and the recording is 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 – Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison

B. DISCUSSION ITEMS

1. School Presentation - Jennifer Moore, Career Pathways Coordinator presented updates regarding strategic initiatives in her program.
2. Overview of FY21 Revised Budget - Tim Wald, Assistant Superintendent of Finance and Operations presented a revised fiscal year 2020-2021 budget for discussion. A mid-year revision allows for modifications to be made that reflect changes since the preliminary budget was approved in June. Additionally, a projected budget for fiscal year 2021-2022 was presented.
3. Learning Model Update - Dr. Wayne Kazmierczak presented an update on the District's learning model.

- C. ADJOURNMENT** – Arcand moved and Mullin seconded to adjourn the meeting at 6:43 p.m. ***Roll call vote: ayes, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays: none. Motion carried.***

Submitted by: Jessica Ellison, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDED ACTION:

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

**White Bear Lake Area Schools
Electronic Transfers - January 2021**

		<u>1/15/2021</u>	<u>1/29/2021</u>
Direct Deposit	601057-602376	2,086,668.85	
Direct Deposit	602377-603710		1,999,035.41

Check Number	Vendor	Date	Check Amount	Check Type
112561	HOUGE, SARAH M.	1/8/2021	(\$1,762.50)	V
112950	MN DEPT OF LABOR & INDUSTRY	1/8/2021	(\$32,819.35)	V
112951	ABBOTT PAINT & CARPET INC	1/7/2021	\$370.25	R
112952	ACOUSTICS ASSOCIATES INC	1/7/2021	\$1,187.50	R
112953	ALVARADO, GINA M.	1/7/2021	\$120.00	R
112954	AMAZON CAPITAL SERVICES	1/7/2021	\$0.00	C
112955	AMAZON CAPITAL SERVICES	1/7/2021	\$0.00	C
112956	AMAZON CAPITAL SERVICES	1/7/2021	\$0.00	C
112957	AMAZON CAPITAL SERVICES	1/7/2021	\$0.00	C
112958	AMAZON CAPITAL SERVICES	1/7/2021	\$0.00	C
112959	AMAZON CAPITAL SERVICES	1/7/2021	\$0.00	C
112960	AMAZON CAPITAL SERVICES	1/7/2021	\$0.00	C
112961	AMAZON CAPITAL SERVICES	1/7/2021	\$5,048.79	R
112962	APERTURE EDUCATION, LLC	1/7/2021	\$1,800.00	R
112963	ARCH LANGUAGE NETWORK	1/7/2021	\$65.00	R
112964	ASL INTERPRETING SERVICES	1/7/2021	\$128.00	R
112965	ASTLEFORD INTL MINNEAPOLIS	1/7/2021	\$722.79	R
112966	AUTONATION WBL FORD	1/7/2021	\$207.93	R
112967	AXEL H OHMAN INC	1/7/2021	\$78,394.00	R
112968	B&B ELECTRIC INC	1/7/2021	\$1,710.00	R
112969	BARNETT WB CHRYSLER JEEP DODGE	1/7/2021	\$150.88	R
112970	BATTERIES PLUS BULBS	1/7/2021	\$365.25	R
112971	BLUE TARP FINANCIAL INC	1/7/2021	\$39.98	R
112972	BRAINPOP LLC	1/7/2021	\$2,950.00	R
112973	BRAUN INTERTEC CORPORATION	1/7/2021	\$1,867.50	R
112974	BRIN GLASS COMPANY	1/7/2021	\$2,755.00	R
112975	BSN SPORTS	1/7/2021	\$869.60	R
112976	CANION CREATIONS LLC	1/7/2021	\$68.00	R
112977	CAPITAL CITY GLASS INC	1/7/2021	\$1,520.00	R
112978	CARGILL INC	1/7/2021	\$2,187.64	R
112979	CENTRAL ROOFING COMPANY	1/7/2021	\$2,479.50	R
112980	CENTURYLINK ASSET ACCOUNTING	1/7/2021	\$2,805.13	R
112981	CINTAS CORP #470	1/7/2021	\$143.06	R
112982	CL BENSON CO., INC	1/7/2021	\$1,371.88	R
112983	CLARK, BARBARA	1/7/2021	\$400.00	R
112984	COMCAST	1/7/2021	\$589.34	R
112985	COMCAST	1/7/2021	\$1,562.54	R
112986	COMMERCIAL DRYWALL INC	1/7/2021	\$2,090.00	R
112987	CONNEY SAFETY PRODUCTS LLC	1/7/2021	\$257.09	R
112988	CONSTRUCTION RESULTS CORPORATION	1/7/2021	\$21,185.00	R
112989	CRAN, DOUGLAS R.	1/7/2021	\$989.64	R
112990	CRYTEEL TRUCK EQUIPMENT	1/7/2021	\$522.50	R
112991	CUB FOODS OF WHITE BEAR TWSHP	1/7/2021	\$0.00	C
112992	CUB FOODS OF WHITE BEAR TWSHP	1/7/2021	\$251.42	R

112993 CUMMINS SALES AND SERVICE	1/7/2021	\$6,533.07	R
112994 DALCO CORPORATION	1/7/2021	\$0.00	C
112995 DALCO CORPORATION	1/7/2021	\$0.00	C
112996 DALCO CORPORATION	1/7/2021	\$9,727.14	R
112997 DEMCO INC	1/7/2021	\$265.34	R
112998 DONALD R FRANTZ CONCRETE CONSTRUCTION LLC	1/7/2021	\$120,217.75	R
112999 DOOR SERVICE COMPANY	1/7/2021	\$274.28	R
113000 EBERT CONSTRUCTION	1/7/2021	\$1,679.60	R
113001 ECKROTH MUSIC	1/7/2021	\$0.00	C
113002 ECKROTH MUSIC	1/7/2021	\$0.00	C
113003 ECKROTH MUSIC	1/7/2021	\$2,366.05	R
113004 ELLISON EDUC EQUIP INC	1/7/2021	\$39.99	R
113005 ENVISION GLASS INC	1/7/2021	\$4,655.00	R
113006 ETS NORTH METRO LLC	1/7/2021	\$3,833.33	R
113007 EXPANDING EXPRESSION	1/7/2021	\$121.00	R
113008 FENWAY INNOVATION CENTER	1/7/2021	\$9,052.11	R
113009 FIRST STUDENT INC	1/7/2021	\$0.00	C
113010 FIRST STUDENT INC	1/7/2021	\$766,499.05	R
113011 FOLLETT SCHOOL SOLUTIONS INC	1/7/2021	\$196.43	R
113012 FOREST LAKE PETS	1/7/2021	\$18.00	R
113013 FRATTALONE COMPANIES INC	1/7/2021	\$61,632.01	R
113014 FRATTALONES HARDWARE STORES	1/7/2021	\$0.00	C
113015 FRATTALONES HARDWARE STORES	1/7/2021	\$199.20	R
113016 GENERAL SHEET METAL COMPANY LLC	1/7/2021	\$12,920.00	R
113017 GOPHER	1/7/2021	\$1,888.61	R
113018 GRAINGER	1/7/2021	\$0.00	C
113019 GRAINGER	1/7/2021	\$1,608.82	R
113020 GRANDMA'S BAKERY INC	1/7/2021	\$154.00	R
113021 GROUP MEDICAREBLUE RX	1/7/2021	\$11,027.00	R
113022 H&B SPECIALIZED PRODUCTS INC	1/7/2021	\$1,805.00	R
113023 HISDAHL INC	1/7/2021	\$196.00	R
113024 HOGLUND BUS COMPANY	1/7/2021	\$2,481.12	R
113025 HOGLUND BUS & TRUCK CO	1/7/2021	\$100.00	R
113026 HOUGE, SARAH M.	1/7/2021	\$1,593.75	R
113027 IFD	1/7/2021	\$6,696.37	R
113028 INNOVATIVE OFFICE SOLUTIONS	1/7/2021	\$811.69	R
113029 JACON LLC	1/7/2021	\$125,112.15	R
113030 JAYTECH INC	1/7/2021	\$0.00	C
113031 JAYTECH INC	1/7/2021	\$4,943.40	R
113032 JOHNSON, SHARON A.	1/7/2021	\$550.88	R
113033 JUNIOR LIBRARY GUILD	1/7/2021	\$238.70	R
113034 JW PEPPER & SON INC	1/7/2021	\$1,617.50	R
113035 KELLINGTON CONSTRUCTION INC	1/7/2021	\$4,152.45	R
113036 KILDAHL, MANNY	1/7/2021	\$2,000.00	R
113037 KOCH MECHANICAL LLC	1/7/2021	\$3,658.00	R
113038 KRAFT MECHANICAL LLC	1/7/2021	\$0.00	C
113039 KRAFT MECHANICAL LLC	1/7/2021	\$10,597.96	R

113040 KRAUS ANDERSON CONSTRUCTION CO	1/7/2021	\$0.00	C
113041 KRAUS ANDERSON CONSTRUCTION CO	1/7/2021	\$0.00	C
113042 KRAUS ANDERSON CONSTRUCTION CO	1/7/2021	\$371,589.61	R
113043 LAMPI, KAREN	1/7/2021	\$23.48	R
113044 LEICK, LINDA M.	1/7/2021	\$2,607.10	R
113045 MACKIN EDUCATIONAL RESOURCES	1/7/2021	\$2,404.20	R
113046 MACPHAIL CENTER FOR MUSIC	1/7/2021	\$6,765.00	R
113047 MN ASSOC OF SCH BUSINESS OFFICIALS	1/7/2021	\$110.00	R
113048 MATRIX COMMUNICATIONS	1/7/2021	\$10,758.64	R
113049 MCGRAW HILL LLC	1/7/2021	\$5,483.71	R
113050 MCPHILLIPS BROS ROOFING CO	1/7/2021	\$48,230.00	R
113051 MEDICALESHP	1/7/2021	\$102.95	R
113052 METRO MEALS ON WHEELS INC	1/7/2021	\$358.25	R
113053 METRO SOUND AND LIGHTING	1/7/2021	\$84.00	R
113054 MIDAMERICA ADMIN & RETIREMENT	1/7/2021	\$10,591.00	R
113055 MIDWEST BUS PARTS INC	1/7/2021	\$441.53	R
113056 MINNEAPOLIS PUBLIC SCHOOLS SPEC DIST 1	1/7/2021	\$230.00	R
113057 MINVALCO INC	1/7/2021	\$208.80	R
113058 MN DEPT OF LABOR & INDUSTRY	1/7/2021	\$43,759.14	R
113059 MN RECREATION AND PARK ASSOC	1/7/2021	\$600.00	R
113060 MN UTILITIES & EXCAVATING LLC	1/7/2021	\$112,100.00	R
113061 MN INTERSCHOLASTIC ATHLETIC ADM ASSOC	1/7/2021	\$130.00	R
113062 MODERN PIPING INC	1/7/2021	\$17,290.00	R
113063 MORITZ, CLAIRE S.	1/7/2021	\$1,556.80	R
113064 NAC MECHANICAL & ELECTRICAL SERV	1/7/2021	\$1,178.00	R
113065 NAPA AUTO PARTS	1/7/2021	\$213.07	R
113066 NASCO	1/7/2021	\$55.72	R
113067 NCPERS MINNESOTA	1/7/2021	\$128.00	R
113068 NEO ELECTRICAL SOLUTIONS LLC	1/7/2021	\$16,273.50	R
113069 NORTH CENTRAL TRUCK EQUIPMENT	1/7/2021	\$165.63	R
113070 NORTHBOUND CREATIVE	1/7/2021	\$2,664.00	R
113071 NORTHERN LIGHTS	1/7/2021	\$12,202.75	R
113071 NORTHERN LIGHTS	1/22/2021	(\$12,202.75)	V
113072 NATL SCHOOL PUBLIC RELATIONS ASSOC	1/7/2021	\$270.00	R
113073 O'NEILL ELECTRIC INC	1/7/2021	\$6,825.75	R
113074 O'REILLY AUTOMOTIVE INC	1/7/2021	\$0.00	C
113075 O'REILLY AUTOMOTIVE INC	1/7/2021	\$1,928.54	R
113076 OFFICE DEPOT	1/7/2021	\$181.49	R
113077 PARTS TOWN, LLC	1/7/2021	\$236.48	R
113078 PEASE ACADEMY	1/7/2021	\$250.00	R
113079 PETERSON BROS ROOFING & CONST	1/7/2021	\$672.85	R
113080 PFEIFER, ANGELA M.	1/7/2021	\$112.50	R
113081 PHASOR ELECTRIC COMPANY	1/7/2021	\$6,788.86	R
113082 PIONEER MIDWEST	1/7/2021	\$1,467.40	R
113083 WALSER POLAR CHEVROLET	1/7/2021	\$494.40	R
113084 PRAXAIR DISTRIBUTION INC	1/7/2021	\$52.96	R
113085 PRESS PUBLICATIONS	1/7/2021	\$237.12	R

113086 PRO-ED INC	1/7/2021	\$129.80	R
113087 QUADIENT FINANCE USA, INC.	1/7/2021	\$4,816.26	R
113088 R & R SPECIALTIES INC	1/7/2021	\$22.50	R
113089 RAMSEY COUNTY PUBLIC HEALTH	1/7/2021	\$75.00	R
113090 REILING CONSTRUCTION CO INC	1/7/2021	\$2,794.90	R
113091 RTL CONSTRUCTION INC	1/7/2021	\$0.00	C
113092 RTL CONSTRUCTION INC	1/7/2021	\$23,506.99	R
113093 SCHMIT TOWING	1/7/2021	\$375.00	R
113094 SCHOOL FIX CATALOG	1/7/2021	\$137.02	R
113095 SCHOOL HEALTH CORPORATION	1/7/2021	\$636.63	R
113096 SCHROEHER, JANE E.	1/7/2021	\$300.00	R
113097 SCHURHAMER, LAURA	1/7/2021	\$110.00	R
113098 SCR INC	1/7/2021	\$11,438.00	R
113099 SHORT ELLIOTT HENDRICKSON, INC	1/7/2021	\$31,719.50	R
113100 SITEONE LANDSCAPE SUPPLY	1/7/2021	\$650.00	R
113101 SKYWARD INC	1/7/2021	\$200.00	R
113102 SOLIANT	1/7/2021	\$4,614.75	R
113103 SPECIALTY SYSTEMS INC	1/7/2021	\$722.00	R
113104 SPRIGGS PLUMBING & HEATING INC	1/7/2021	\$3,990.00	R
113105 STAPLES ADVANTAGE	1/7/2021	\$0.00	C
113106 STAPLES ADVANTAGE	1/7/2021	\$231.13	R
113107 STAR TRIBUNE	1/7/2021	\$50.00	R
113108 SUNDE LAND SURVEYING LLC	1/7/2021	\$0.00	C
113109 SUNDE LAND SURVEYING LLC	1/7/2021	\$1,201.87	R
113110 SURPLUS SERVICES	1/7/2021	\$31.00	R
113111 TEACHER SYNERGY LLC	1/7/2021	\$70.70	R
113112 TED MANNSTEDT & SONS INC	1/7/2021	\$4,180.00	R
113113 TR ENVIRONMENTAL CONSULTING LLC	1/7/2021	\$336.00	R
113114 TRADE PRESS INC	1/7/2021	\$419.00	R
113115 TRANSLANGUAGES, LLC	1/7/2021	\$420.00	R
113116 TREASURED TRANSPORTATION LLC	1/7/2021	\$32,095.16	R
113117 TRI-STATE BOBCAT	1/7/2021	\$187.93	R
113118 TRIO SUPPLY COMPANY	1/7/2021	\$13,063.24	R
113119 TSA CONSULTING GROUP	1/7/2021	\$940.24	R
113120 UNIVERSAL ATHLETIC LLC	1/7/2021	\$2,159.00	R
113121 VANG, STEPHANIE	1/7/2021	\$1,125.00	R
113122 VERITEXT	1/7/2021	\$817.50	R
113123 VIKING ELECTRIC SUPPLY	1/7/2021	\$633.73	R
113124 CITY OF WHITE BEAR LAKE	1/7/2021	\$21.57	R
113125 WEIDNER PLUMBING & HEATING CO	1/7/2021	\$5,415.00	R
113126 WELCH, KATHLEEN	1/7/2021	\$46.45	R
113127 WELLS CONCRETE PRODUCTS CO	1/7/2021	\$7,783.35	R
113128 WL HALL COMPANY	1/7/2021	\$192.89	R
113129 WTG TERRAZZO & TILE INC	1/7/2021	\$2,258.15	R
113130 IUOE LOCAL 70	1/7/2021	\$1,155.00	R
113131 RAUSCH, STURM, ISRAEL,	1/7/2021	\$29.84	R
113132 SCHOOL SERVICE EMPLOYEES	1/7/2021	\$0.00	C

113133 SCHOOL SERVICE EMPLOYEES	1/7/2021	\$7,130.14	R
113134 GURSTEL CHARGO ATTORNEYS AT LAW	1/7/2021	\$323.66	R
113135 MESSERLI & KRAMER PA	1/7/2021	\$20.20	R
113136 LANDTITLE	1/11/2021	\$2,635.70	R
113137 PITNEY BOWES PURCHASE POWER	1/12/2021	\$227.40	R
113138 ABBOTT PAINT & CARPET INC	1/21/2021	\$639.76	R
113139 ACCLAIM SERVICES INC	1/21/2021	\$3,538.00	R
113140 ACOUSTICS ASSOCIATES INC	1/21/2021	\$475.00	R
113141 ACT INC	1/21/2021	\$21,594.00	R
113142 ACTIVE INTERNET TECHNOLOGIES	1/21/2021	\$27,502.00	R
113143 ADAMS, LINDA J.	1/21/2021	\$877.90	R
113144 ALLDATA	1/21/2021	\$975.00	R
113145 ALLIED 100, LLC	1/21/2021	\$312.13	R
113146 ALLSTREAM	1/21/2021	\$4,647.70	R
113147 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113148 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113149 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113150 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113151 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113152 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113153 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113154 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113155 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113156 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113157 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113158 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113159 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113160 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113161 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113162 AMAZON CAPITAL SERVICES	1/21/2021	\$0.00	C
113163 AMAZON CAPITAL SERVICES	1/21/2021	\$10,053.36	R
113164 AMERICAN ENGINEERING TESTING	1/21/2021	\$6,930.00	R
113165 AMERICAN MESSAGING	1/21/2021	\$13.76	R
113166 ANGELLIS, DEEDRA K.	1/21/2021	\$590.00	R
113167 ANGELLIS, ELIZA J.	1/21/2021	\$530.00	R
113168 ARAMARK UNIFORM & CAREER APPAREL GROUP INC	1/21/2021	\$1,707.81	R
113169 ARCADE ASPHALT CO	1/21/2021	\$0.00	C
113170 ARCADE ASPHALT CO	1/21/2021	\$18,950.00	R
113171 ATC GROUP SERVICES LLC	1/21/2021	\$5,127.88	R
113172 B&B ELECTRIC INC	1/21/2021	\$20,520.00	R
113173 BALLARD, BECKY	1/21/2021	\$83.70	R
113174 BATTERIES PLUS BULBS	1/21/2021	\$3.55	R
113175 BEST BUY BUSINESS ADVANTAGE ACCT	1/21/2021	\$279.99	R
113176 BEVSO	1/21/2021	\$0.00	C
113177 BEVSO	1/21/2021	\$26,017.84	R
113178 BLICK ART MATERIALS	1/21/2021	\$1,665.29	R
113179 BLUE CROSS / BLUE SHIELD OF MN	1/21/2021	\$10,966.70	R

113180 BLUE TARP FINANCIAL INC	1/21/2021	\$326.47	R
113181 BRAUN INTERTEC CORPORATION	1/21/2021	\$0.00	C
113182 BRAUN INTERTEC CORPORATION	1/21/2021	\$0.00	C
113183 BRAUN INTERTEC CORPORATION	1/21/2021	\$21,091.00	R
113184 BRIN GLASS COMPANY	1/21/2021	\$3,325.00	R
113185 BSN SPORTS	1/21/2021	\$10,812.17	R
113186 CAP ELECTRIC INC	1/21/2021	\$335.41	R
113187 CAPITAL ONE COMMERCIAL	1/21/2021	\$301.61	R
113188 CDW GOVERNMENT INC	1/21/2021	\$4,337.71	R
113189 CEDAR LABS LLC	1/21/2021	\$12,500.00	R
113190 CENTRAL CROSS COUNTRY SKIING INC	1/21/2021	\$1,880.00	R
113191 CENTRAL ROOFING COMPANY	1/21/2021	\$62,485.05	R
113191 CENTRAL ROOFING COMPANY	1/22/2021	(\$62,485.05)	V
113192 CENTURY COLLEGE - BUSINESS OFFICE	1/21/2021	\$24,000.00	R
113193 CERTIFIED LABORATORIES	1/21/2021	\$359.60	R
113194 CINTAS CORP #470	1/21/2021	\$479.65	R
113195 CLASS CREATOR	1/21/2021	\$414.00	R
113196 COCHRAN, MARTY	1/21/2021	\$500.00	R
113197 COLLINS SPORTS MEDICINE	1/21/2021	\$120.30	R
113198 CONNEY SAFETY PRODUCTS LLC	1/21/2021	\$20.44	R
113199 CONTINENTAL RESEARCH CORP	1/21/2021	\$1,223.07	R
113200 CUB FOODS OF WHITE BEAR TWSHP	1/21/2021	\$197.40	R
113201 CUMMINS SALES AND SERVICE	1/21/2021	\$1,754.54	R
113202 CURRIER, STEFANIE	1/21/2021	\$61.50	R
113203 CUSTOM INK LLC	1/21/2021	\$1,372.15	R
113204 DALCO CORPORATION	1/21/2021	\$0.00	C
113205 DALCO CORPORATION	1/21/2021	\$0.00	C
113206 DALCO CORPORATION	1/21/2021	\$0.00	C
113207 DALCO CORPORATION	1/21/2021	\$0.00	C
113208 DALCO CORPORATION	1/21/2021	\$10,927.73	R
113209 DEMCO INC	1/21/2021	\$819.69	R
113210 DISCOUNT SCHOOL SUPPLY	1/21/2021	\$282.38	R
113211 DOMINOS PIZZA	1/21/2021	\$1,308.52	R
113212 DONALD R FRANTZ CONCRETE CONSTRUCTION LLC	1/21/2021	\$180,310.00	R
113213 DEFINITIVE TECHNOLOGY SOLUTIONS	1/21/2021	\$0.00	C
113214 DEFINITIVE TECHNOLOGY SOLUTIONS	1/21/2021	\$21,013.26	R
113215 EHLERS	1/21/2021	\$0.00	C
113216 EHLERS	1/21/2021	\$2,850.00	R
113217 EMERGENCY CONTRACTORS SERVICES INC	1/21/2021	\$21,350.00	R
113218 ENVIROBATE INC	1/21/2021	\$77,685.76	R
113219 FASTSIGNS	1/21/2021	\$222.42	R
113220 FESTIVAL FOODS-KNOWLAN'S	1/21/2021	\$2.37	R
113221 FIRST STUDENT INC	1/21/2021	\$8,418.60	R
113222 FLANAGAN, HOPE L.	1/21/2021	\$1,000.00	R
113223 FOLLETT SCHOOL SOLUTIONS INC	1/21/2021	\$7.98	R
113224 FRATTALONE COMPANIES INC	1/21/2021	\$241,614.31	R
113225 FRATTALONES HARDWARE STORES	1/21/2021	\$0.00	C

113226 FRATTALONES HARDWARE STORES	1/21/2021	\$0.00	C
113227 FRATTALONES HARDWARE STORES	1/21/2021	\$0.00	C
113228 FRATTALONES HARDWARE STORES	1/21/2021	\$793.71	R
113229 GEPHART TRUCKING	1/21/2021	\$4,525.00	R
113230 GOPHER STATE ONE CALL	1/21/2021	\$99.90	R
113231 GRAINGER	1/21/2021	\$0.00	C
113232 GRAINGER	1/21/2021	\$1,380.30	R
113233 GRAYBAR ELECTRIC COMPANY	1/21/2021	\$2,046.60	R
113234 GREEN2 SOLAR LEASING LLC	1/21/2021	\$0.00	C
113235 GREEN2 SOLAR LEASING LLC	1/21/2021	\$2,093.36	R
113236 HALO TRANSPORTATION	1/21/2021	\$13,725.42	R
113237 HOENIGSCHMIDT, KAYLEA	1/21/2021	\$684.00	R
113238 HOGLUND BUS COMPANY	1/21/2021	\$0.00	C
113239 HOGLUND BUS COMPANY	1/21/2021	\$1,851.22	R
113240 HOUGE, SARAH M.	1/21/2021	\$2,681.25	R
113241 HOUGHTON MIFFLIN HARCOURT	1/21/2021	\$132.60	R
113242 HOUSE OF PRINT	1/21/2021	\$6,636.78	R
113243 IFD	1/21/2021	\$0.00	C
113244 IFD	1/21/2021	\$0.00	C
113245 IFD	1/21/2021	\$0.00	C
113246 IFD	1/21/2021	\$208,997.94	R
113247 INNOVATIVE OFFICE SOLUTIONS	1/21/2021	\$219.39	R
113248 INTERSTATE POWERSYSTEMS	1/21/2021	\$150.64	R
113249 IXL LEARNING	1/21/2021	\$1,666.00	R
113250 JOHN HENRY FOSTER	1/21/2021	\$508.90	R
113251 JAMAR COMPANY	1/21/2021	\$6,604.07	R
113252 JAYTECH INC	1/21/2021	\$2,925.00	R
113253 J J KELLER & ASSOC	1/21/2021	\$1,190.00	R
113254 JR WRESTLING	1/21/2021	\$334.81	R
113255 JUNIOR LIBRARY GUILD	1/21/2021	\$1,528.60	R
113256 JW PEPPER & SON INC	1/21/2021	\$0.00	C
113257 JW PEPPER & SON INC	1/21/2021	\$0.00	C
113258 JW PEPPER & SON INC	1/21/2021	\$636.45	R
113259 KALKA, KATIE	1/21/2021	\$30.70	R
113260 KATH FUEL OIL SERVICE CO	1/21/2021	\$13,680.02	R
113261 KELLINGTON CONSTRUCTION INC	1/21/2021	\$1,539.95	R
113262 KOCH MECHANICAL LLC	1/21/2021	\$0.00	C
113263 KOCH MECHANICAL LLC	1/21/2021	\$16,015.00	R
113264 KRAFT MECHANICAL LLC	1/21/2021	\$0.00	C
113265 KRAFT MECHANICAL LLC	1/21/2021	\$11,430.92	R
113266 KRAUS ANDERSON CONSTRUCTION CO	1/21/2021	\$0.00	C
113267 KRAUS ANDERSON CONSTRUCTION CO	1/21/2021	\$0.00	C
113268 KRAUS ANDERSON CONSTRUCTION CO	1/21/2021	\$624,238.18	R
113269 KULLY SUPPLY COMPANY	1/21/2021	\$47.30	R
113270 KURTA, JUSTIN	1/21/2021	\$800.00	R
113271 LADENS BUSINESS SOLUTIONS	1/21/2021	\$202.50	R
113272 LANDGRAFF, MARCIA J.	1/21/2021	\$577.00	R

113273 LANGUAGE LINE SERVICES	1/21/2021	\$129.52	R
113274 LIBERTY CLASSICAL ACADEMY	1/21/2021	\$4,056.00	R
113275 LINDENMEYR MUNROE	1/21/2021	\$1,050.00	R
113276 LISA'S PHOTOGRAPHY	1/21/2021	\$300.00	R
113277 LORENZ BUS SERVICE INC	1/21/2021	\$2,580.00	R
113278 LORENZ RECOGNITION CO	1/21/2021	\$39.50	R
113279 L T G POWER EQUIPMENT	1/21/2021	\$30.32	R
113280 MACKIN EDUCATIONAL RESOURCES	1/21/2021	\$3,883.93	R
113281 MALLOY/MONTAGUE/KARNOWSKI & CO	1/21/2021	\$8,500.00	R
113282 MN ASSOC OF SCH BUSINESS OFFICIALS	1/21/2021	\$110.00	R
113283 MASE	1/21/2021	\$225.00	R
113284 MAUER COMPANY	1/21/2021	\$2,900.00	R
113285 MCDONALD, MORGAN	1/21/2021	\$150.00	R
113286 METAL DOCTOR INC	1/21/2021	\$512.30	R
113287 METRO DEAF SCHOOL	1/21/2021	\$4,810.32	R
113288 METRO SOUND AND LIGHTING	1/21/2021	\$63.99	R
113289 METROPOLITAN TRANSPORTATION NETWORK	1/21/2021	\$42,323.04	R
113290 MID CITY SERVICES - INDUSTRIAL LAUNDRY	1/21/2021	\$722.33	R
113291 MINVALCO INC	1/21/2021	\$413.07	R
113292 MLA	1/21/2021	\$789.00	R
113293 MN DNR OMB	1/21/2021	\$363.47	R
113294 MN EQUIPMENT	1/21/2021	\$184.16	R
113295 MN INDEPENDENT SCHOOL FORUM (MISF)	1/21/2021	\$75.00	R
113296 MINNESOTA REVENUE	1/21/2021	\$653.00	R
113297 MN SAFETY COUNCIL INC	1/21/2021	\$414.00	R
113298 MN STATE HIGH SCHOOL LEAGUE	1/21/2021	\$451.00	R
113299 MUSIC FILING SOLUTIONS	1/21/2021	\$2,735.00	R
113300 NAPA AUTO PARTS	1/21/2021	\$11.83	R
113301 NARDINI FIRE EQUIPMENT CO INC	1/21/2021	\$1,147.92	R
113302 NASP INC	1/21/2021	\$782.00	R
113303 NESCO SPECIALTY RENTALS	1/21/2021	\$261.30	R
113304 NORTH CENTRAL TRUCK EQUIPMENT	1/21/2021	\$1,395.92	R
113305 NORTHBOUND CREATIVE	1/21/2021	\$435.60	R
113306 NORTHEAST METRO INTERMEDIATE DISTRICT 916	1/21/2021	\$10,907.52	R
113307 NORTHERN LIGHTS STEEL FABRICATION	1/21/2021	\$43,321.91	R
113308 NORTHWESTERN TIRE CO INC	1/21/2021	\$2,274.66	R
113309 O'REILLY AUTOMOTIVE INC	1/21/2021	\$870.39	R
113310 OLSEN FIRE PROTECTION INC	1/21/2021	\$1,125.00	R
113311 ON SITE SANITATION INC	1/21/2021	\$74.00	R
113312 ORTIZ, KLEBER I.	1/21/2021	\$1,950.00	R
113313 OXTON, JAMI S.	1/21/2021	\$158.07	R
113314 OXYGEN SERVICE CO INC	1/21/2021	\$13.02	R
113315 PAN-O-GOLD	1/21/2021	\$604.10	R
113316 PATIENT TOOLS INC	1/21/2021	\$141.00	R
113317 PETERSON COMPANIES INC	1/21/2021	\$705.26	R
113318 PHOENIX SCHOOL COUNSELING LLC	1/21/2021	\$5,307.94	R
113319 PIONEER MIDWEST	1/21/2021	\$223.84	R

113320 PRAXAIR DISTRIBUTION INC	1/21/2021	\$52.74	R
113321 PRESS PUBLICATIONS	1/21/2021	\$392.16	R
113322 QUADIENT LEASING	1/21/2021	\$474.42	R
113323 RAMSEY COUNTY	1/21/2021	\$4,361.67	R
113324 RENTAL REHAB & REPAIR	1/21/2021	\$3,990.00	R
113325 REPUBLIC SERVICES #899	1/21/2021	\$3,592.68	R
113326 THE RETROFIT COMPANIES INC	1/21/2021	\$1,609.57	R
113327 ROW-LOFF PRODUCTIONS	1/21/2021	\$113.00	R
113328 RUPP ANDERSON SQUIRES & WALDSPURGER PA	1/21/2021	\$4,538.01	R
113329 SCHINDLER ELEVATOR CORP	1/21/2021	\$321.27	R
113330 SCHMIT TOWING	1/21/2021	\$312.50	R
113331 SCHMITT MUSIC COMPANY	1/21/2021	\$1,029.20	R
113332 SCHOLASTIC	1/21/2021	\$417.56	R
113333 SCHOOL FIX CATALOG	1/21/2021	\$256.07	R
113334 SCHOOL HEALTH CORPORATION	1/21/2021	\$0.00	C
113335 SCHOOL HEALTH CORPORATION	1/21/2021	\$2,344.21	R
113336 SCHOOL SPECIALTY	1/21/2021	\$1,296.69	R
113337 SHRED-IT USA - MINNEAPOLIS	1/21/2021	\$388.68	R
113338 SOLIANT	1/21/2021	\$1,858.50	R
113339 SOUTHERN MN INSPECTION	1/21/2021	\$1,890.00	R
113340 STAPLES ADVANTAGE	1/21/2021	\$0.00	C
113341 STAPLES ADVANTAGE	1/21/2021	\$440.84	R
113342 STATE INDUSTRIAL PRODUCTS	1/21/2021	\$195.30	R
113343 STATE SUPPLY CO	1/21/2021	\$936.37	R
113344 STATE CHEMICAL MANUF CO	1/21/2021	\$270.00	R
113345 STREAMLINE DESIGN INC	1/21/2021	\$912.00	R
113346 SUMMIT FIRE PROTECTION	1/21/2021	\$615.00	R
113347 SUNDE LAND SURVEYING LLC	1/21/2021	\$0.00	C
113348 SUNDE LAND SURVEYING LLC	1/21/2021	\$0.00	C
113349 SUNDE LAND SURVEYING LLC	1/21/2021	\$8,855.96	R
113350 SUPERIOR STRIPING INC	1/21/2021	\$375.00	R
113351 SUPINSKI, MIKE	1/21/2021	\$425.00	R
113352 SVL SERVICE CORPORATION	1/21/2021	\$182.78	R
113353 SWIERCZEK, NICOLE	1/21/2021	\$27.30	R
113354 SYNOVIA SOLUTIONS	1/21/2021	\$1,551.40	R
113355 TEACHER SYNERGY LLC	1/21/2021	\$61.59	R
113356 TEAMWORKS INTERNATIONAL INC	1/21/2021	\$1,093.75	R
113357 THILMANY, JENNIFER L.	1/21/2021	\$200.00	R
113358 THYSSENKRUPP ELEVATOR CORP	1/21/2021	\$3,968.08	R
113359 TR ENVIRONMENTAL CONSULTING LLC	1/21/2021	\$1,327.00	R
113360 TRADE PRESS INC	1/21/2021	\$0.00	C
113361 TRADE PRESS INC	1/21/2021	\$0.00	C
113362 TRADE PRESS INC	1/21/2021	\$6,782.47	R
113363 TREASURED TRANSPORTATION LLC	1/21/2021	\$13,652.98	R
113364 TRIFECTA NETWORKS LLC	1/21/2021	\$2,174.41	R
113365 TRUE NORTH CONSULTING GROUP	1/21/2021	\$5,000.00	R
113366 TSA CONSULTING GROUP	1/21/2021	\$940.24	R

113367 TWIN CITY JANITOR SUPPLY CO	1/21/2021	\$2,079.30	R
113368 TWIN CITY TRANSPORTATION INC	1/21/2021	\$48,334.14	R
113369 US FOODS CULINARY EQUIP & SUPPLIES	1/21/2021	\$197.52	R
113370 USIC LOCATING SERVICES LLC	1/21/2021	\$1,961.12	R
113371 CITY OF VADNAIS HEIGHTS	1/21/2021	\$1,445.75	R
113372 VERIZON WIRELESS	1/21/2021	\$1,527.66	R
113373 VIKING ELECTRIC SUPPLY	1/21/2021	\$0.00	C
113374 VIKING ELECTRIC SUPPLY	1/21/2021	\$0.00	C
113375 VIKING ELECTRIC SUPPLY	1/21/2021	\$0.00	C
113376 VIKING ELECTRIC SUPPLY	1/21/2021	\$0.00	C
113377 VIKING ELECTRIC SUPPLY	1/21/2021	\$17,130.96	R
113378 VISUALZ	1/21/2021	\$7,850.00	R
113379 VITAMINK12, LLC	1/21/2021	\$360.00	R
113380 VOIGT MOTORCOACH TRAVEL	1/21/2021	\$1,486.62	R
113381 VOYAGER SOPRIS LEARNING	1/21/2021	\$59.00	R
113382 WARNER, DANIAL S.	1/21/2021	\$240.00	R
113383 WHITE BEAR CENTER FOR THE ARTS	1/21/2021	\$8,500.00	R
113384 WHITE BEAR TOWNSHIP	1/21/2021	\$3,543.38	R
113384 WHITE BEAR TOWNSHIP	1/22/2021	(\$3,543.38)	V
113385 CITY OF WHITE BEAR LAKE	1/21/2021	\$2,491.62	R
113386 WHITE BEAR LAKE ROTARY CLUB	1/21/2021	\$242.00	R
113387 WHITE BEAR LAKE SPORTS CENTER	1/21/2021	\$18,720.00	R
113388 WI CENTER FOR EDUC PRODUCTS & SERV	1/21/2021	\$2,967.50	R
113389 WEIDNER PLUMBING & HEATING CO	1/21/2021	\$20,900.00	R
113390 WINDSTREAM	1/21/2021	\$569.03	R
113391 WOLD ARCHITECTS AND ENGINEERS	1/21/2021	\$0.00	C
113392 WOLD ARCHITECTS AND ENGINEERS	1/21/2021	\$0.00	C
113393 WOLD ARCHITECTS AND ENGINEERS	1/21/2021	\$868,494.20	R
113394 XCEL ENERGY	1/21/2021	\$0.00	C
113395 XCEL ENERGY	1/21/2021	\$152,881.28	R
113396 GREATER TWIN CITIES UNITED WAY	1/21/2021	\$270.00	R
113397 IUOE LOCAL 70	1/21/2021	\$1,155.00	R
113398 RAUSCH, STURM, ISRAEL,	1/21/2021	\$85.10	R
113399 SCHOOL SERVICE EMPLOYEES	1/21/2021	\$0.00	C
113400 SCHOOL SERVICE EMPLOYEES	1/21/2021	\$7,491.01	R
113401 WBLA EDUCATIONAL FOUNDATION	1/21/2021	\$3,001.00	R
113402 GURSTEL CHARGO ATTORNEYS AT LAW	1/21/2021	\$348.04	R
113403 MESSERLI & KRAMER PA	1/21/2021	\$20.20	R
113404 CENTRAL ROOFING COMPANY	1/22/2021	\$62,485.02	R
113405 NORTHERN LIGHTS STEEL FABRICATION	1/22/2021	\$12,202.75	R
113406 WHITE BEAR TOWNSHIP	1/22/2021	\$3,221.26	R
113407 INTERNAL REVENUE SERVICE	1/29/2021	\$3,541.02	R
9992363 AIG	1/15/2021	\$7,190.96	R
9992364 AMERICAN FUNDS	1/15/2021	\$83,905.42	R
9992365 AMERICAN UNITED LIFE	1/15/2021	\$0.00	C
9992366 AMERICAN UNITED LIFE	1/15/2021	\$87,814.11	R
9992367 AMERIPRISE FINANCIAL SERVICES	1/15/2021	\$14,699.79	R

9992368	ASPIRE FINANCIAL SERVICES	1/15/2021	\$1,948.80	R
9992369	AXA EQUITABLE	1/15/2021	\$27,684.97	R
9992370	EDUCATION MN ESI BILLING TRUST	1/15/2021	\$35,912.72	R
9992371	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992372	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992373	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992374	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992375	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992376	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992377	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992378	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992379	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992380	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992381	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992382	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992383	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992384	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992385	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992386	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992387	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992388	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992389	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992390	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992391	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992392	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992393	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992394	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992395	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992396	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992397	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992398	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992399	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992400	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992401	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992402	INTERNAL REVENUE SERVICE	1/15/2021	\$0.00	C
9992403	INTERNAL REVENUE SERVICE	1/15/2021	\$747,245.56	R
9992404	METROPOLITAN LIFE	1/15/2021	\$1,198.76	R
9992405	MN DEPT OF HUMAN SERVICES	1/15/2021	\$1,149.60	R
9992406	MN DEPT OF REVENUE	1/15/2021	\$0.00	C
9992407	MN DEPT OF REVENUE	1/15/2021	\$0.00	C
9992408	MN DEPT OF REVENUE	1/15/2021	\$0.00	C
9992409	MN DEPT OF REVENUE	1/15/2021	\$121,398.13	R
9992410	MN STATE RETIREMENT	1/15/2021	\$6,423.53	R
9992411	PUBLIC EMP RETIREMENT ASSOC	1/15/2021	\$0.00	C
9992412	PUBLIC EMP RETIREMENT ASSOC	1/15/2021	\$0.00	C
9992413	PUBLIC EMP RETIREMENT ASSOC	1/15/2021	\$134,143.68	R
9992414	TEACHERS RETIREMENT ASSOC	1/15/2021	\$375,973.12	R

9992415 VANGUARD SMALL BUSINESS SERVICES	1/15/2021	\$34,377.70	R
9992416 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	1/15/2021	\$43,369.69	R
9992417 BMO	1/26/2021	\$0.00	C
9992418 BMO	1/26/2021	\$0.00	C
9992419 BMO	1/26/2021	\$0.00	C
9992420 BMO	1/26/2021	\$0.00	C
9992421 BMO	1/26/2021	\$0.00	C
9992422 BMO	1/26/2021	\$0.00	C
9992423 BMO	1/26/2021	\$7,776.75	R
9992424 SAM'S CLUB/SYNCHRONY BANK	1/31/2021	\$1,583.65	R
9992425 AIG	1/31/2021	\$7,114.46	R
9992426 AMERICAN FUNDS	1/31/2021	\$82,440.40	R
9992427 AMERICAN UNITED LIFE	1/31/2021	\$0.00	C
9992428 AMERICAN UNITED LIFE	1/31/2021	\$822,642.60	R
9992429 AMERIPRISE FINANCIAL SERVICES	1/31/2021	\$0.00	C
9992430 AMERIPRISE FINANCIAL SERVICES	1/31/2021	\$14,699.79	R
9992431 ASPIRE FINANCIAL SERVICES	1/31/2021	\$1,948.80	R
9992432 AXA EQUITABLE	1/31/2021	\$27,576.63	R
9992433 EDUCATION MN ESI BILLING TRUST	1/31/2021	\$35,962.72	R
9992434 INTERNAL REVENUE SERVICE	1/31/2021	\$0.00	C
9992435 INTERNAL REVENUE SERVICE	1/31/2021	\$0.00	C
9992436 INTERNAL REVENUE SERVICE	1/31/2021	\$0.00	C
9992437 INTERNAL REVENUE SERVICE	1/31/2021	\$0.00	C
9992438 INTERNAL REVENUE SERVICE	1/31/2021	\$0.00	C
9992439 INTERNAL REVENUE SERVICE	1/31/2021	\$0.00	C
9992440 INTERNAL REVENUE SERVICE	1/31/2021	\$715,238.10	R
9992441 METROPOLITAN LIFE	1/31/2021	\$1,198.76	R
9992442 MN DEPT OF HUMAN SERVICES	1/31/2021	\$1,149.60	R
9992443 MN DEPT OF REVENUE	1/31/2021	\$0.00	C
9992444 MN DEPT OF REVENUE	1/31/2021	\$115,179.43	R
9992445 MN STATE RETIREMENT	1/31/2021	\$6,423.53	R
9992446 PUBLIC EMP RETIREMENT ASSOC	1/31/2021	\$0.00	C
9992447 PUBLIC EMP RETIREMENT ASSOC	1/31/2021	\$117,336.81	R
9992448 TEACHERS RETIREMENT ASSOC	1/31/2021	\$378,903.66	R
9992449 VANGUARD SMALL BUSINESS SERVICES	1/31/2021	\$34,429.55	R
9992450 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	1/31/2021	\$43,369.69	R
202100447 ANDERSON, JON C.	1/7/2021	\$1,295.25	A
202100448 BEACH, RODNEY W.	1/7/2021	\$211.60	A
202100449 DERBY, SARA A.	1/7/2021	\$70.30	A
202100450 EGEMO, PATRICIA A.	1/7/2021	\$85.68	A
202100451 GALYON, AMY R.	1/7/2021	\$25.30	A
202100452 GRAVLEY, STEPHEN A.	1/7/2021	\$1,514.04	A
202100453 GUTHRIE, ASHLEY M.	1/7/2021	\$13.80	A
202100454 HAGESTUEN, FAITH M.	1/7/2021	\$69.90	A
202100455 HARRIMAN, GRETCHEN E.	1/7/2021	\$56.99	A
202100456 KLECKER, KEVIN W.	1/7/2021	\$152.04	A
202100457 LAFRINIER, BENJAMIN N.	1/7/2021	\$1,233.88	A

202100458 LAMWERS, LINDSAY M.	1/7/2021	\$25.00	A
202100459 LANIGAN, CHERYL D.	1/7/2021	\$128.23	A
202100460 LEMIEUX, TAMARA M.	1/7/2021	\$51.18	A
202100461 MARIER, JAMES J.	1/7/2021	\$1,206.52	A
202100462 NELSON, ANGELA A.	1/7/2021	\$390.00	A
202100463 OGDEN, TERESA L.	1/7/2021	\$109.73	A
202100464 PHETTEPLACE, WANDA M.	1/7/2021	\$65.00	A
202100465 PUJOLS, JUAN	1/7/2021	\$377.61	A
202100466 RAU, EMILY J.	1/7/2021	\$29.00	A
202100467 RECORDS, SHERI L.	1/7/2021	\$27.60	A
202100468 REEVES, BROOKE E.	1/7/2021	\$193.01	A
202100469 SALENGER, SETH A.	1/7/2021	\$390.00	A
202100470 SCHULTE, VANESSA L.	1/7/2021	\$37.55	A
202100471 SHELSTAD, JACQUALINE A.	1/7/2021	\$365.55	A
202100472 VICHICH, JOHN P.	1/7/2021	\$19.00	A
202100473 WALLRICH, KAREN M.	1/7/2021	\$29.00	A
202100474 WHITBY, SANDRA L.	1/7/2021	\$975.00	A
202100475 YANG, NIRVANA K.	1/7/2021	\$520.00	A
202100476 YOUNG, MATTHEW V.	1/7/2021	\$180.00	A
202100477 ACCIARI, NICOLE E.	1/21/2021	\$65.00	A
202100478 BRUEMMER, SARAH E.	1/21/2021	\$33.46	A
202100479 CAPAN, NANCY A.	1/21/2021	\$51.00	A
202100480 CARDENAS, DAVID A.	1/21/2021	\$70.00	A
202100481 CARLSON-CASA DE CALVO, JANET L.	1/21/2021	\$35.94	A
202100482 DENNIS, MICHAEL S.	1/21/2021	\$346.85	A
202100483 DONAHOE, TRACI L.	1/21/2021	\$49.85	A
202100484 DRANGE, ANGELA M.	1/21/2021	\$65.00	A
202100485 ESBOLDT, LISA A.	1/21/2021	\$338.69	A
202100486 FITZPATRICK, RYAN M.	1/21/2021	\$2,679.82	A
202100487 GRITZMACHER, SHAWN W.	1/21/2021	\$56.00	A
202100488 HIGGINS, SHEILA J.	1/21/2021	\$38.80	A
202100489 HUBBARD, MICHELLE K.	1/21/2021	\$345.00	A
202100490 IMMEL, COLLEEN M.	1/21/2021	\$769.35	A
202100491 INDLECOFFER, TRACI D.	1/21/2021	\$26.00	A
202100492 IVEY, JEFFREY D.	1/21/2021	\$104.64	A
202100493 KAY MCPHERSON, CAROLYN M.	1/21/2021	\$23.00	A
202100494 KRUEGER, LAURA J.	1/21/2021	\$33.35	A
202100495 LAMWERS, LINDSAY M.	1/21/2021	\$127.07	A
202100496 LARSON, TIMOTHY J.	1/21/2021	\$70.22	A
202100497 LAU, LAI F.	1/21/2021	\$36.00	A
202100498 MADER, SETH A.	1/21/2021	\$12.17	A
202100499 MANLEY, KATHLEEN M.	1/21/2021	\$175.00	A
202100500 MARKUSON, RACHAEL J.	1/21/2021	\$19.55	A
202100501 MCKENZIE, MICHAEL G.	1/21/2021	\$67.85	A
202100502 MILES, STACY L.	1/21/2021	\$22.42	A
202100503 MOORE, JENNIFER R.	1/21/2021	\$130.00	A
202100504 OKLOBZIJA, LUANNE P.	1/21/2021	\$247.50	A

202100505 PARADEZ, DANIEL K.	1/21/2021	\$8.00	A
202100506 PELOQUIN, BRIAN F.	1/21/2021	\$435.46	A
202100507 PIERSON, CATHERINE A.	1/21/2021	\$46.00	A
202100508 PUJOLS, JUAN	1/21/2021	\$278.88	A
202100509 RIEBE, BRIAN C.	1/21/2021	\$138.00	A
202100510 RYAN, DENISE M.	1/21/2021	\$82.51	A
202100511 SCHULTE, ALETA A.	1/21/2021	\$37.38	A
202100512 SCHWEIZER, JENNIFER M.	1/21/2021	\$152.00	A
202100513 STOFFEL, JAMES E.	1/21/2021	\$26.59	A
202100514 SYNAN, ERIN K.	1/21/2021	\$167.59	A
		\$9,516,646.61	

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: **February 8, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

Donation	Donor	Recipient
15 colored ink pads, 1 circle cutter, 1 corner punch, 2 fancy cut scissors, 3 sets of alphabet stamps, 1 set of number stamps, 6 custom stamps, 1 pack of scrapbook cardstock, 3 packs of 8.5X11 colored cardstock	Michael Andres	Sunrise - SPED Card Program
200 Norwex masks, valued at \$3000.00	Suzanne Holt	Department of Student Support Services
\$80.78	Christy Christensen	WBLAHS - South Campus
\$98.00	Jennifer Kohnen	District Center

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

SAKAVIYE ABDISALAN- Instructional Assistant, Matoska Elementary
Employed by District 624 since 11/30/2020
Effective Date: 01/12/2021

NICHOLAS JOHNSON- Activity Leader, Matoska Elementary
Employed by District 624 since 11/11/2019
Effective Date: 01/15/2021

ANGELA KEELING- Administrative Assistant, Transition Education Center
Employed by District 624 since 12/02/2019
Effective Date: 02/05/2021

LINDSY WADDELL- Instructional Assistant, Matoska Elementary
Employed by District 624 since 11/11/2020
Effective Date: 01/04/2021

TESSA TAKASH - Extended Day, Lakeaires Elementary
Employed by District 624 since 05/04/2021
Effective Date: 01/28/2021

RESIGNATION/TERMINATION/NON-RENEWAL - CERTIFIED STAFF

DIANE DUKOWITZ- Special Education Teacher, Central Middle School
Employed by District 624 since 09/28/2020
Effective Date: 02/10/2021

RACHEL ZITZOW- ESL Teacher, Lakeaires Elementary
Employed by District 624 since 08/24/2011
Effective Date: 01/20/2021

RETIREMENT - CERTIFIED STAFF

KARI SUNDBERG- Spanish Teacher, WBLAHS - South
Employed by District 624 since 08/23/1984
Effective Date: 06/14/2021

KAREN WALLRICH– 3rd Grade Teacher, Lincoln Elementary
Employed by District 624 since 12/18/1989
Effective Date: 06/14/2021

CHANGE IN ASSIGNMENT - CLASSIFIED STAFF

ANGELA BOHRER - From Assistant Cook, Oneka Elementary
To Middle School Assistant Manager, Sunrise Middle School
\$16.27 per hr., to \$19.63 per hr.,
Effective Date: 02/01/2021

SAMANTHA CISNEROS - From Pupil Support Assistant, Sunrise Middle School
To Pupil Support Assistant, Hugo Elementary
\$19.53 per hr., to \$19.53 per hr.,
Effective Date: 12/07/2020

TRACI DONAHOE - From Nutrition Services Menu Specialist, District Center
To Nutrition Services Specialist, District Center
\$26.52 per hr., to \$61,200 yearly salary
Effective Date: 01/04/2021

MARY FLEMING - From Assistant Cook, WBLAHS - South
To Middle School Assistant Manager, Central Middle School
\$16.83 per hr., to \$20.19 per hr.,
Effective Date: 02/01/2021

RYAN FULTON - From Custodial District Wide to Grounds Supervisor, Admin Offices
\$27.43 per hr., to \$70,750 yearly salary
Effective Date: 01/25/2021

REFUGIO LEON ZAMUDIO - Early Childhood Inst. Assistant, Vadnais Heights Elementary
From 35.0 hrs per week To 17.5 hrs. per week
Effective Date: 12/11/2020

ZOE MAZIS - From Lunchroom Assistant, Birch Lake Elementary
To Instructional Assistant, Birch Lake Elementary
\$18.34 per hr., to \$19.07 per hr.,
Effective Date: 12/07/2020

PATTI PRICE - From Admin Asst Registrar and Records, WBLAHS South Campus
To Admin Asst Building and Grounds, District Center
\$21.16 per hr., to \$21.72 per hr.,
Effective Date: 02/02/2021

KATHRYN YOUNKER - From Admin Asst Building and Grounds, District Center
To Accounts Payable Clerk, District Center
\$21.72 per hr., to \$22.29 per hr.,
Effective Date: 12/14/2020

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

HILARY FARAH – Building Assistant, Matoska Elementary
To AA- Principal, Distance Learning Academy
Effective Date: 01/11/2021 through 06/30/2021

TEMPORARY CHANGE IN ASSIGNMENT - CERTIFIED STAFF

KRISTEN MCPERSON – 1st Grade & Teacher on Special Assign, Digital Learning Academy
1.0 FTE To 1.2 FTE
Effective Date: 01/11/2020 through 06/14/2021

TEMPORARY CHANGE IN ASSIGNMENT - PROFESSIONAL STAFF

AMBER WALSH– From Dean of Students, Central Middle School
To Elementary Principal, Distance Learning Academy
Effective Date: 01/08/2021 through 06/30/2021

FULL TIME LEAVE OF ABSENCE - CERTIFIED STAFF

DANIEL BARRETT JR.– 4th Grade Teacher, Oneka Elementary
Employed by District 624 since 08/22/2016
Effective Date: 10/01/2020 through 09/29/2021

THREE YEAR EXTENDED LEAVE REQUEST - CERTIFIED STAFF

KIRK JOHNSON- Science Teacher, WBLAHS - North Campus

Employed by District 624 since 08/27/1992

Effective Date: 2021-2022 School Year through 2023-2024 School Year

NEW PERSONNEL - CLASSIFIED STAFF

AMY ANDERSON – Instructional Assistant, Matoska Elementary

\$19.07 per hr., 32.5 hrs. per wk., \$11,098.74

Effective Date: 01/19/2021

CAYLEA ARNOLD – Pupil Support Assistant, Vadnais Heights Elementary

\$19.53 per hr., 32.5 hrs. per wk., \$11,551.99

Effective Date: 01/27/2021

NICHOLAS GARCIA – Instructional Assistant, Oneka and Hugo Elementary

\$19.07 per hr., 32.5 hrs. per wk., \$10,985.20

Effective Date: 01/20/2021

LEXIE LEICK – Lunchroom and Playground Supervisor, Otter Lake Elementary

\$18.34 per hr., 10 hrs. per wk., \$3,154.48

Effective Date: 02/02/2021

TEMPORARY - CLASSIFIED STAFF

SARA EHRENKROOK– Building Assistant, Matoska Elementary

\$18.34 per hr., 20 hrs. per wk., \$6,749.12

Effective Date: 01/25/2021 - 06/11/2021

SARA GOOS– Instructional Assistant, Willow Elementary

\$19.07 per hr., 32.5 hrs. per wk., \$11,155.95

Effective Date: 01/28/2021 - 06/11/2021

LAURA SOURDIF– Instructional Assistant, Willow Elementary

\$19.07 per hr., 32.5 hrs. per wk., \$11,155.95

Effective Date: 01/28/2021 - 06/11/2021

LONG TERM SUBSTITUTE - CERTIFIED STAFF

SOPHIE GUSTAFSON – 4th Grade, Distance Learning Academy

BA, Step 1, \$ 22,476.46

Effective Date: 01/27/2021 – 06/14/2021

ELLY JOHNSON – LTS 3rd Grade, Lakeaires Elementary

BA, Step 1, \$23,888.60

Effective Date: 01/19/2021 – 06/14/2021

RACHEL JOSLIN-ZIRNGIBLE – 3rd Grade, Distance Learning Academy

MA, Step 1, \$ 24,643.43

Effective Date: 01/27/2021 – 06/14/2021

CHRISTINE LA PEAN – LTS 1st Grade, Matoska Elementary

BA, Step 1, \$23,888.60

Effective Date: 01/19/2021 – 06/14/2021

ANGELA LAPINSKI – LTS Kindergarten Grade, Distance Learning Academy

BA, Step 1, \$22,947.17

Effective Date: 01/25/2021 – 06/14/2021

LEIGH MILLS – LTS 1st Grade, Hugo Elementary

BA, Step 2, \$15,545.67

Effective Date: 03/15/2021 – 06/14/2021

BRIDGET ZAPPE VANLITH – 1st Grade and Intervention Teacher, Matoska Elementary

BA, Step 1, \$24,830.02

Effective Date: 01/13/2021 – 06/14/2021

JODY VERDEGAN – LTS 1st Grade, Otter Lake Elementary

MA, Step 1, \$29,107.64

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

LAURA WEAVER – LTS 3rd Grade, Distance Learning Academy

MA, Step 1, \$ 25,101.73

Effective Date: 01/27/2021 – 06/14/2021

AGENDA ITEM: **Investment Update**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

Policy 705 states, “The investment officer shall prepare and submit to the School Board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions.”

The School District works with two investment advisers, Brian Johnson with Public Financial Management (PFM) who manages the Minnesota School District Liquid Asset Fund Plus (MSDLAF+), a comprehensive cash management program developed as a collaboration of Minnesota Public Schools to pool funds to maximize investment earnings. Operating investments are primarily held and invested by MSDLAF+. Facilities referendum proceeds are managed by Ryan Miles with Ehlers, Inc.

Below you will find the information concerning our investments as of quarter-end. Interest income over time has been decreasing and is projected to be lower going forward as interest rates are expected to remain low for the foreseeable future due to significant central bank intervention. Nevertheless, the total overall aggregate general operating funds follows the District’s investment policy statement and Minnesota state statutes (Minnesota State Statute 118A.04) as all the investment holdings are of very high quality. The District’s Other Post Employment Benefits (“OPEB”) Trust fund is also in compliance with Minnesota State Statute 356A.

The District can invest its operating general funds in only the most high-quality (low risk) securities as allowed by Minnesota state statutes and the District’s investment policy guidelines. This includes government securities (U.S. Treasuries and Federal Agencies such as Fannie Mae, Freddie Mac, asset and mortgage-backed federal investments, and instruments of other government-sponsored enterprises and instrumentalities); high-grade commercial paper, which is short-term, highly-rated corporate debt; certificates of deposit (collateralized and FDIC-insured); collateralized investment agreements; banker’s acceptances; repurchase agreements; and cash/money market funds. Since the permitted investments as allowed by state statute are of the

highest safety (and least risk), general operating fund investment earnings generated by governmental entities tend to be low relative to portfolios managed with more latitude.

For the period ending December 31, 2020, the District's overall general operating funds had the following characteristics:

Operating and Debt Funds Portfolio Summary		
Portfolio Holdings	Closing Market Value	Current Yield
MSDLAF+ Liquid Class	\$17,741,024.26	0.02%
MSDLAF+ MAX Class	\$30,291,970.61	0.04%
<i>Total</i>	<i>\$48,032,994.87</i>	
Operating and Debt Funds Portfolio Summary		
Type of Funds	Market Value	% of Assets
Temporarily Restricted Funds	\$8,473,402.46	17.6%
Unrestricted Funds	\$39,559,592.41	82.4%
<i>Total</i>	<i>\$48,032,994.87</i>	<i>100.0%</i>

The 2020 calendar year was a challenging one. The coronavirus pandemic ravaged the global economy infecting over 85 million people and killing nearly two million. Governments implemented lockdown measures and injected – alongside their central banks – unprecedented monetary and fiscal stimulus to try to immunize their pandemic-plagued economies. Fueled by monetary and fiscal support, financial markets demonstrated impressive resilience. Though the pandemic has ruptured the fabric of normalcy, optimism in the new calendar year hinges on the success of a global vaccination program. While the results of the presidential election are now sealed, the violence on capitol hill has thrown the current political environment even deeper into turmoil. After months of wrangling, Congress finally passed a \$900 billion economic relief package, including new individual taxpayer stimulus payments, expanded unemployment benefits, support for small businesses and schools, and resources for vaccine efforts.

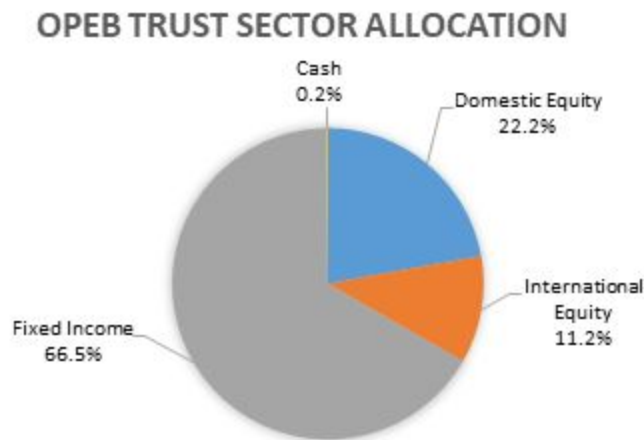
The Federal Reserve ended the calendar year by affirming its zero-interest rate monetary policy and its commitment that monetary policy will continue to support the economy. That support will continue until the recovery is complete and the economy achieves maximum employment and inflation is consistent with the Fed's new 2.0% average over time. Market indicators are for short-term interest rates to stay near zero for the foreseeable future. The U.S. Treasury yield curve steepened modestly as rates on 10 and 30-year maturities rose while shorter-term rates remained anchored near zero.

The economic outlook remains uncertain, as the pace and efficacy of the global vaccine battles a major resurgence of virus cases headlining 2021 unknowns. Political turmoil in the U.S. also adds to the unpredictability. Remarkably, the markets have largely discounted the downside. Underlying the recent low market volatility is confidence in the Fed and global central banks that have supported economic stability and expansion.

In short-term markets, rates are expected to remain low for the next several years. In the near term, short-term rates may be affected by the scale of Treasury issuance necessary to fund the 2021 federal budget deficit. While the deficit will require trillions of dollars of new Treasury issuance, the focus will be on longer-maturity securities and the Treasury bill supply is likely to decline, pressuring short-term rates lower.

For the second quarter of fiscal year 2021, actual earned income was \$5,348. The consensus is that the Federal Reserve's zero interest rate policy will remain intact, and as a result, future earnings expectations are tempered. As a result, the budget for interest income in FY 2021 is now projected to be \$40,000.

The OPEB Trust account managed by the District totaled \$38,594,115.47 at the end of the quarter. As of December 31, 2020, the OPEB investment portfolio was diversified and allocated as follows:



Equity markets closed the curtain on 2020 with an impressive yearly gain despite the COVID-19 related plunge in the first quarter. In December, the S&P 500 gained 3.8%, lifting the year's performance to 18.4%. The Dow Jones Industrial Average rose by 3.4%, boosting its full-year performance to 9.7%, and the Nasdaq increased by 5.7% for a remarkable annual performance of 45.1%. Tech stocks, benefitting from public health restrictions and work-from-home policies, led the charge, while small-caps played catch-up on renewed small business stimulus. Global equities had noteworthy gains with the MSCI Developed Market Index up by 10.55% and the World Index up by 15.90% for the year.

The U.S. dollar fell during the second half of 2020 as the ongoing pandemic threatened global funding conditions and economic growth. December extended that trend as the currency depreciated by 2.1%, closing the year at a two-and-a half year low.

For the period ending December 31, 2020, the OPEB Trust account had the following preliminary returns:

Other Post-Employment Benefits (“OPEB”) Trust Fund Returns		
Portfolio / Benchmark	Quarter-To-Date Return	Year-To-Date Return
OPEB Trust Account	6.13%	11.71%
Blended Benchmark	5.05%	11.14%
<i>Difference</i>	+1.08%	+0.57%

The following page summarizes our facilities referendum proceeds, which are managed by Ehlers, Inc. We had the opportunity to take advantage of the high-yield, long-term municipal bonds that were available throughout the spring. We worked with Kraus Anderson to ensure that we will meet our projected cash flow needs while locking in long-term investments as much as possible. Our current annualized yield is 3.48%. The total portfolio plus accrued interest at December 31, 2020 was valued at \$252,623,708.37, of which 88% is invested in fixed income securities, while the remaining 12% consists of money market funds and cash. Our total investment earnings for the quarter ended December 31, 2020 totaled \$820,052.30.

Bond Proceeds Investment Summary

10/01/2020 - 12/31/2020

White Bear Lake Area Schools 2020A

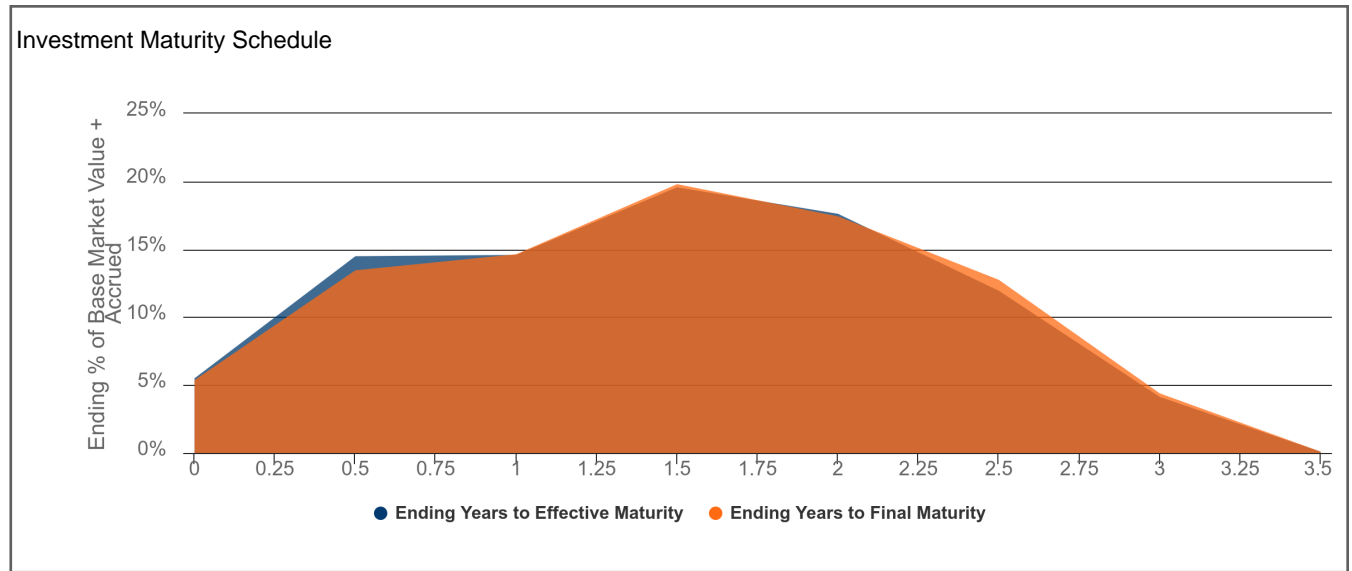
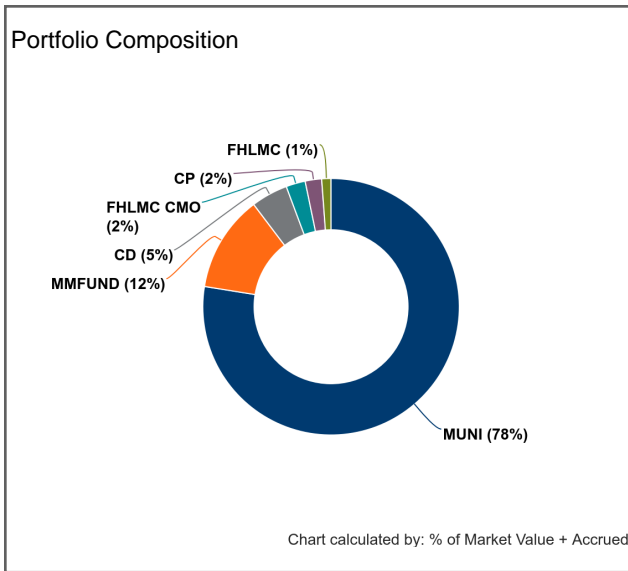
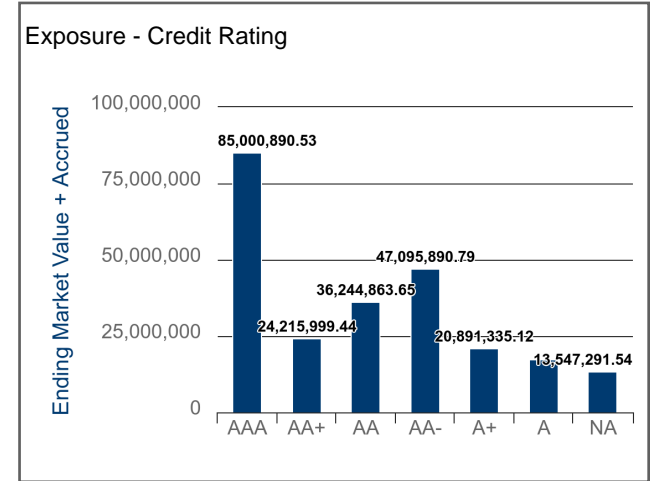
Dated: 02/03/2021

Portfolio Summary	
	<i>Portfolio</i>
Client	White Bear Lake Area Schools ISD 624
Custodian	TD Ameritrade
Source Account	943681319
Beginning Book Value + Accrued	249,603,377.20
Ending Market Value	250,331,711.27
Ending Market Value + Accrued	252,623,708.37
Current Yield	3.48%
Duration	1.25
S&P Rating	AA
Moody's Rating	Aa2

Footnote: 1

GAAP Income Detail	
Account	Net Income
White Bear Lake Area Schools	820,052.30
Total	820,052.30

Footnotes: 1,2,3



1: * Weighted by: Ending Market Value + Accrued. 2: * Grouped by: Account. 3: * Groups Sorted by:

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 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: **February 8, 2021**
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: **Policy 408, Subpoena of a School District Employee**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 408, Subpoena of a School District Employee, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections III, and IV.

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 1, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: November 8, 2007

White Bear Lake Area
School District #624 Policy 408

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent or guardian if the subject of the data is a minor.

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent or guardian of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The

state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent or the Director of **Human Resources Personnel** that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable **S**chool **B**oard policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)

Cross References: WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

AGENDA ITEM: **Policy 413, Harassment and Violence; and
Policy 413 Form**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 413, Harassment and Violence, and Policy 413 Form, were reviewed by the School Board Policy Committee and Cabinet, and are being recommended for a first reading. The changes to this policy are in sections III, and IV. The changes to this form are in the title, and the general statement and basis of alleged harassment/violence sections.

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

RECOMMENDED ACTION:

To review the policy and form and provide suggestions or feedback to the administration, with the policy and form placed on the March 1, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: May 12, 2008
Annual Review: August 8, 2011
Annual Review: September 10, 2012
Annual Review: January 13, 2014
Annual Review: October 13, 2014
Annual Review: July 11, 2016

*White Bear Lake Area
School District #624 Policy 413*

Annual Review: March 5, 2018
Annual Review: July 15, 2019

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of Independent School District No. 624 is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District harasses, threatens to harass or attempts to harass any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability as defined by this policy. (For purposes of this policy, School District personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district).
- C. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications;
1. "Disability" means any condition or characteristic that renders a person disabled. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent, parents or legal guardian; or
 - b. the designee of the parent or parents or legal guardian with the written permission of the parent or parents or legal guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. School District Personnel includes **S**chool **B**oard members, school employees, agents, volunteers, contractors or other persons’ subject to the supervision and control of the district.
- G. Sexual Harassment;

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender **identity** ~~identify~~ or expression.

H. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

I. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form attached and incorporated by reference to this policy as Addendum A, but oral reports shall be considered complaints as well.
- C. The building principal, principal's designee, or building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural

matters. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- E. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- F. The **S**chool **B**oard hereby designates as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the a human rights officer, the complaint shall be filed directly with the superintendent.¹
- G. The school district shall conspicuously post the name of the human rights office, including mailing address and telephone number.
- H. If the superintendent is the human rights officer, an alternative individual shall be designated by the School Board. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- I. Use of formal reporting forms is not mandatory.
- J. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- K. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, take appropriate action, and to comply with any discovery or disclosure obligations.

- L. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- M. False accusations or reports of violence or harassment against another person are prohibited.
- N. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers,

administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy; testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence; or testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment,

or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 401 (Equal Employment Opportunity)
WBLASB Policy 402 (Disability Nondiscrimination Policy)
WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 514 (Bullying Prohibition Policy)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 524 (Internet Acceptable Use and Safety Policy) 413-11
WBLASB 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 624
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT
FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District No. 624 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity and expression**, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence – (circle as appropriate) race \ color \ creed \ religion; national origin \ sex \ ~~gender~~ \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, **including gender identity and expression** \ disability

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

AGENDA ITEM: **Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources, General Counsel;**
Lisa Ouren, Director of Student Support Services

BACKGROUND:

School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, 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 sections III, and IV, and in the Legal References.

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 1, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: September 9, 2002
Revised: January 10, 2005
Revised: May 12, 2008
Revised: January 11, 2010
Annual Review: September 10, 2012
Annual Review: December 9, 2013
Annual Review: December 8, 2014

*White Bear Lake Area
School District #624 Policy 414*

Revised: October 11, 2010
Revised: November 14, 2011
Annual Review: July 11, 2016
Annual Review: January 8, 2018
Annual Review: March 4, 2019

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence of an event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. is occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means a person under the age of 18, and, for purposes of Minn. Stat. Ch.260C (Child Protection) and Minn. Stat. Ch 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. “Immediately” means as soon as possible, but in no circumstance longer than 24 hours.
- D. “Mandated reporter” means any school personnel, as defined in this policy, who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health **care**, medical **care**, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health, when reasonably able to do so;
 3. failure to provide for necessary supervision or appropriate child care arrangements after considering factors such as the child’s age, mental ability and physical condition; the length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance;
 6. medical neglect as defined by Minn. Stat. § 260C.007, subd. **4 6**, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- G. "Non-maltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat §125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18

months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. State § 121A.58.

Neither physical abuse or neglect includes a non maltreatment mistake.

- J. "Report" means any communication received by the local welfare agency, police 414-4 department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- K. "School personnel" means professional employee or a professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Sub. 15), or by a person in a **current or recent** position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, ~~as well as~~ sexual contact, **solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children**. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation which requires registration under Minn Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders.)
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the building principal or appropriate administrator and the local welfare agency, police department or county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, 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 has occurred and that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The reckless making of a false report may also result in employee discipline.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, and/or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of any other governmental agency including the Minnesota Department of Education (MDE) and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school district, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district shall have a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166 subd. 1b(a-b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, subd. 4 **6**, clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et.seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

AGENDA ITEM: **Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources, General Counsel;**
Lisa Ouren, Director of Student Support Services

BACKGROUND:

School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, is required to be reviewed annually. It was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. There are no changes recommended to this policy.

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 1, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: August 25, 2003
Revised: January 11, 2010
Annual Review: August 8, 2011
Annual Review: September 10, 2012
Annual Review: December 9, 2013
Annual Review: October 13, 2014
Annual Review: November 9, 2015
Annual Review: January 8, 2018

*White Bear Lake Area
School District #624 Policy 415*

Annual Review: March 4, 2019
Annual Review: June 8, 2020

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a

vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- D. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- E. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- F. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- G. "Neglect" means failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food,

clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- H. "School Personnel" means professional employees or their delegates engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.
- I. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2) ; (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received, possesses a physical or mental infirmity or other physical, mental or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individuals self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point (as defined under Minn. Stat. § 626.5572) responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter, shall to the extent possible, identify the vulnerable adult; the caretaker; the nature and extent of the suspected maltreatment; any evidence of previous maltreatment; the name and address of the reporter; the time, date, and location of the incident; and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *no public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A

mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident is guilty of a misdemeanor.

- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report, is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation procedures; Licensed Facilities and Services)
Minn. Stat. § 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: WBLASB Policy 103 (Complaints-Students, Employees, Parents, Other Persons)

WBLASB Policy 211 (Criminal or Civil Action Against School District,
School Board Member, Employee, or Student)
WBLASB Policy 403 (Discipline Suspension and Dismissal of School
District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical
or Sexual Abuse)

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: **February 8, 2021**

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 II, III, IV, and V, VI; 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 March 1, 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.
- ~~BC~~ “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.
- ~~CD~~ “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.
- ~~DE~~ “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.

E. “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 or Alaskan Native adult/student lights tobacco, cedar, sweet grass and/or sage** on school district property as a part of a traditional **American Indian or Alaskan Native** spiritual or cultural ceremony. ~~A Indian is a person who is a member of an Indian tribe as defined by Minnesota State Statute.~~

B. A violation of this policy does not occur when an American Indian or Alaskan Native student possesses loose tobacco for personal spiritual/ceremonial purposes.

C. 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. A violation of this policy does not occur when an American Indian or Alaskan Native student possesses loose tobacco for personal spiritual/ceremonial purposes. A violation of this policy does occur when any student is found to be using tobacco for recreational purposes.
- D. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- E. 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.
- F. 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.
- G. 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.
- H. 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 524, Electronic Technologies Acceptable Use**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Steve Asper, Director of Technology;**
Matt Mons, Director of Human Resources,
General Counsel

BACKGROUND:

School Board Policy 524, Electronic Technologies Acceptable Use, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections VI, X, and XIII.

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 1, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: September 8, 1997
Revised: February 28, 2000
Revised: December 10, 2001
Revised: May 9, 2011
Revised: February 8, 2016
Annual Review: April 13, 2020

*White Bear Lake Area
School District #624 Policy 524*

Revised: January 13, 2014
Annual Review: March 5, 2018

524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

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

II. DEFINITIONS

- A. The term “users” refers to any person using the district’s electronic technologies.
- B. The term “internet” refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.
- C. The term “network” refers to the district’s intranet or servers, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors, and volunteers.
- D. The term “electronic technologies” refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.
- E. The term “learning management system (LMS)” refers to a software application for the administration, documentation, tracking, reporting and delivery of e-learning education supporting any courses or training programs.

III. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission of the District in ensuring that our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

IV. LIMITED EDUCATIONAL PURPOSE

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

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

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

VI. UNACCEPTABLE USES

- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the district's electronic technologies. Specifically, the following uses of the district's electronic technologies are considered unacceptable:
 1. Users will not use the district electronic technologies to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are deemed by the district to be inappropriate and/or otherwise harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Personal use of district electronic technologies must be appropriately limited, consistent with provisions in this and other district policies, and shall not interfere with school duties or responsibilities.
 3. Users will not use the district electronic technologies to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 4. Users will not use the district electronic technologies to engage in any illegal act or violate any local, state, or federal statute or law.
 5. Users will not use the district electronic technologies to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or district electronic technologies performance by spreading computer viruses or by any other means; will not tamper with, modify, or change the district electronic technologies software, hardware, or wiring or take any action to violate the school district's security system; and will not use the district electronic technologies in such a way as to disrupt the use of district electronic technologies by other users.
 6. Users will not **use the** district electronic technologies to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
 7. Users will not use the district's electronic technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the

individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (e.g., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook", "Twitter", "Instagram", "Snapchat", and "Reddit", and similar websites or applications.
8. Users will not attempt to gain unauthorized access to district electronic technologies or any other system through district electronic technologies, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the district electronic technologies

may not be encrypted without the permission of appropriate school authorities.

9. Users will not use district electronic technologies to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the internet.
 10. Users will not use district electronic technologies for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the school district. Users will not use district electronic technologies to offer or provide goods or services or for product advertisement. Users will not use district electronic technologies to purchase goods or services for personal use without authorization from the appropriate school district official.
 11. Students in the course of completing assignments, projects, and exams for class, including assignments, projects, and exams involving the use of collaborative and social networking tools on the internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
- B. Users engaging in the foregoing unacceptable uses of the internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where district electronic technologies **is are** compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district electronic technologies and the internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior

approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VII. FILTER

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

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

- A. Use of the school district electronic technologies and use of the internet shall be consistent with school district policies and the mission of the school district.

- B. Students who are permitted to bring their own electronic devices to school will comply with school-specific guidelines for the use of personal electronic devices in school.

IX. NO EXPECTATION OF PRIVACY

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

X. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of district electronic technologies and internet, and the educational value to be gained from proper use of electronic technologies and the internet, is the joint responsibility of students, parents/guardians and employees of the school district.
- B. The Electronic Technologies Acceptable Use Policy will be referenced in the student handbook and employee handbook, and will be posted on the district website. Paper copies will be available to parents upon request. Supervising

teachers will provide guidance and instruction on acceptable use of the internet. Parents may request that their child not use the internet by notifying the school.

- C. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords and maintain the confidentiality of log-on codes.

XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XII. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to electronic technologies acceptable use.
- B. This notification shall include the following:
 - 1. Notification that electronic technologies acceptable use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the internet.

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

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

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the district electronic technologies and of the internet if the student is accessing district electronic technologies from home or a remote location.
- B. Parents/guardians will be notified that their students will be using school district resources/accounts to access the internet and that the school district will provide parents the option to request alternative activities not requiring internet access. This notification should include:
 1. A copy of the user notification form provided to the student user
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents/guardians have the option to request alternative educational activities not requiring internet access and the material to exercise this option.

4. A statement that the electronic technologies acceptable use agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's electronic technologies acceptable use policy is available for parental/guardian review.

XIV. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. §54.520 (FCC regulations implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) 524-11
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

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

AGENDA ITEM: **Policy 806, Crisis Management**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 806, Crisis Management, 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 III.

The purpose of this policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 1, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: May 12, 2008
Revised: April 9, 2018
Revised: July 13, 2020

*White Bear Lake Area
School District #624 Policy 806*

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. This policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Pursuant to this policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to the district's crisis management plan, heretofore referred to as the "Emergency Response Plan," and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy and Emergency Response Plan has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

The school district administration shall present the district's Emergency Response Plan to the school board for review and approval. This district Emergency Response Plan and resultant building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, the Emergency Response Plan and the Crisis Management Policy, will be maintained on an annual basis.

B. Elements of the District Crisis Management Plan

1. General Crisis Procedures. The district's Emergency Response Plan includes general crisis procedures for securing the building, classroom

evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans. A communication system will be in place to enable the designated individual(s) to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual(s), the provision of designee(s) when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Finally, all crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lockdown Procedures. Lockdown procedures will be used when there is a threat or hazard inside the school building. This could include a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. Lockdown uses classroom security to protect students and staff from a threat. Each building administrator will submit lock-down procedures for their building as part of their building specific crisis management plan.
- b. Lockout Procedures. Lockout is used when there is a threat or hazard outside of the school building. This could include violence or criminal activity in the immediate neighborhood, police activity or a dangerous animal near the building. Lockout uses the security of the physical facility to act as protection. Each building administrator will submit lock-out procedures for their building as part of their building specific crisis management plan.
- c. Evacuation Procedures. Evacuation is used when there is a need to move students and staff from one location to another. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. Building plans should include specific evacuation procedures for individuals with special needs including those with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

- d. Sheltering Procedures. Shelter is called when the need for personal protection is necessary. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the specific emergency. Each building administrator will submit sheltering procedures as part of their building specific crisis management plan.
 - e. Hold Procedures. Hold-in-place provides a response when there is a need to control/limit traffic in the hallways to allow staff or first responders to manage a situation within the school building. Situations such as a medical emergency, escalated student in crisis, or at the discretion of the building administrator or designee. Each building administrator will submit Hold-in-Place procedures as part of their building specific crisis management plan.
2. Crisis-Specific Procedures. The Emergency Response Plan includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
- a. Composition. The building administrator in each school building will select a Building Emergency Response Team (BERT) trained to respond in an emergency. Team members will have access to ongoing training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For the purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members and update it annually. A copy of the list will be kept on file in the school district office.
 - b. Leaders. The building administrator or designee serves as the leader (Incident Commander) of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district Crisis Management Policy and Emergency Response Plan as well as their own building's crisis management plan. Employees will have access to a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific Crisis Management Plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the emergency responders are arriving, and the location of fire fighting equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe area both inside and outside of the building.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g. lunchtime, recess, and

during assemblies. State law requires a minimum of five drills each school year, consistent with Minn. §299F.30. See Minn. Stat. § 299F.30. See Minn. Stat. §121A.035.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut-offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office and will be updated annually.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, or any other prescribed means, as well as the procedure to enable staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and external use. It is recommended that the plan include several methods of communication because computers, intercoms, telephone, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify the specific crisis or emergency involved. The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing a school or any school district building as early in the day as possible. The early school closure procedures will set forth criteria for early school closure (e.g. weather related, utility failure, or a crisis situation), and will specify how closure decisions will be communicated to staff, students, families and the school community (designated broadcast media, local authorities, e-mail, parent notification systems, district or school web sites), and will discuss the factors to be considered in closing or reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage

situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps.

1. Administrators will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and class friends of any victim as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to student and staff who receive counseling.
6. Resume normal school routines as soon as possible.

IV. CRISIS AREAS COVERED BY THE DISTRICT EMERGENCY RESPONSE PLAN

The district Emergency Response Plan provides procedures including but not limited to:

- A. Abduction or Kidnapping
- B. Assault
- C. Bomb Threat
- D. Burglary/Vandalism
- E. Civil Disturbance/Demonstration
- F. Community Emergency/Warning
- G. Dangerous Weapons
- H. Death of a Student/Staff Member
- I. Fire Emergency
- J. Hazardous Materials
- K. Hostage Situation
- L. Intruder
- M. Medical Emergency

- N. Shooting
- O. Suicide of Student/Staff Member
- P. Terrorist Threat
- Q. Utility Emergency
- R. Vehicle/Bus Accident
- S. Weather Emergency

Building-specific crisis management plans will include such procedures and any other appropriate procedures.

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures that regulate visitors and mandate visitor sign-in in school buildings. See District Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked during regular building hours.

Legal References: 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)
Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 121A.035 (Crisis Management Policy) Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property) Minn. Rules Part 7510 (Fire Safety)
Title IX, Part E, Subpart 2, Section 9532 Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
40 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: WBLASB Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)

WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 532 (Use of Peace Officers and Crisis Teams to Remove
Students with IEPs from School Grounds)
WBLASB Policy 903 (Visitors to School District Buildings and Sites)

AGENDA ITEM: **Policy 809, Naming School Buildings or Facilities**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 809, Naming School Buildings or Facilities, was reviewed by the School Board Policy Committee and Cabinet. This is a new policy recommended by the Department of Finance and Operations.

The purpose of this policy is to establish guidelines for the naming of school buildings or facilities, including grounds.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 1, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted:

*White Bear Lake Area
School District #624 Policy 809*

809 NAMING SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

The purpose of this policy is to establish guidelines for the naming of school buildings or facilities, including grounds.

II. GENERAL STATEMENT OF POLICY

The naming of school buildings, major portions of buildings, or school grounds is the responsibility of the White Bear Lake Area Schools School Board and applies to buildings, rooms, internal spaces, landscape materials, courts, athletic fields, open spaces, and all other areas owned, operated or controlled by the White Bear Lake Area Schools.

III. GUIDELINES FOR NAMING OF SCHOOL OR FACILITIES

The policy of the School Board is to name school buildings as close as possible to the time construction begins in order to lessen the confusion about the new school.

- A. The School Board, when they deem appropriate, will direct administration to submit recommendations for a name for Board consideration for their new facility or for the renaming of an existing structure.
- B. Naming proposals for schools and facilities will be considered at any time the Board chooses, including naming proposals recommended prior to construction, when construction is in progress, or after being acquired by the District.
- C. The superintendent may delegate responsibility to administrative designees or a task force charged with the responsibility of determining the process for soliciting and evaluating names, pursuant to providing a recommendation to the superintendent and School Board for consideration.
 - 1. The school Naming Task Force will include representatives from the school attendance area (or likely attendance area if boundaries are not yet established at the time of naming), both elementary and secondary student(s), staff, and cabinet.
 - 2. The School Naming Task Force will provide the opportunity to take recommendations from the public for a period of no less than 30 days.
 - 3. School buildings or facilities may be named after landmarks, locations, or topographical features which have local significance; individuals who have achieved a significant place in School District life, or have local, state, or national

significance; or symbols or words that capture the essence for the place or function of the school.

- D. Portions of school facilities such as media center/library, theaters, athletic facilities, and other spaces shall be named according to their educational purpose; however, names of individuals or entities may also be associated with these facility subunits upon designation by the Board.
- E. The superintendent, designee, or task force chair/co-chairs, upon completing their work, will make a recommendation to the School Board for approval. The decisions of the School Board shall be final.

IV. HONORARY NAMING OF FACILITIES, PORTIONS OF FACILITIES, AND GROUNDS

The School Board may approve naming of school facilities or grounds or portions of facilities and grounds as a recognition of significant contribution to the School District by granting naming rights, either through financial contribution or without financial contribution. Due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role the names of buildings and spaces contribute to the School District's sense of identity, as well as their role in assisting staff, students and visitors to orient themselves within a campus.

- A. Honorary naming of an individual without financial contribution is recognition of a significant contribution to the School District that the District wishes to honor. The Board will apply the following guidelines in considering the recommendation of any individual's name proposed for a facility or portion thereof:
 - 1. The individual has had direct, substantial, and active association with the District and has exemplified the District mission. Selection may also be based on the individual's record of scholarship, creativity, leadership, humanitarian service, or public service. Facilities may also be named to recognize organizations, individuals, geographical or historical features, and programs which have had significant impact in the life of the District.
 - 2. Recommendations must provide evidence of significant importance to the District and must outline the justifications for the name being suggested. In naming of sites or facilities and/or grounds, special consideration may be given to those names that will have some special meaning to the students and citizens and will enhance the educational program of the School District and be consistent with the School District's mission and vision. Naming for such contributions is at the District's discretion and in support of its mission.
 - 3. The superintendent and the School Board will evaluate the proposed name against the following additional criteria:
 - a. Nominee has had a significant, long-term relationship with the White Bear Lake Area Schools.

- b. Nominee, if a former White Bear Lake Area Schools employee, will have been retired or separated from District employment for a minimum of three years.
 - c. Nominee has widespread support from colleagues, parents/guardians, and students.
 - d. Nominee has achieved local, regional, or national recognition for achievements beyond the generation of the contribution.
 - e. Nominee has held local, regional, or national leadership roles in the field of expertise and is no longer active in his or her career.
- B. Honorary naming through financial contribution is recognition for financial contributions, be it in the way of donation, bequest, sponsorship or other commercial transactions. The Board will apply the following guidelines in considering the recommendation of any entity proposed for a facility or portion thereof;
- 1. Monetary valuations may be assigned to proposed naming rights on a case-by-case basis to aid with making decisions about granting naming rights.
 - 2. The monetary valuation for the naming of a school or media center/library, theaters, athletic facilities, and other spaces will be decided by the Superintendent who may take advice from other professionals as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.
 - 3. Application of this policy may result in a facility named for an individual or a company. It is anticipated that this may be appropriate at times when facilities are being built, remodeled or additions added.
 - 4. The granting of naming rights must always be consistent with the School District's mission or vision. The long-term effects of the naming rights must be considered. Each granting of naming rights is bound by a written agreement.

V. HONORARY NAMING AGREEMENT THROUGH FINANCIAL CONTRIBUTION

- A. Monetary valuations may be assigned to proposed naming rights on a case-by-case basis to aid with making decisions about granting naming rights.
- B. The monetary valuation for the naming of a school or media center/library, theaters, athletic facilities, and other spaces will be decided by the Superintendent who may take advice from other professionals as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.
- C. Application of this policy may result in a facility named for an individual or a company. It is anticipated that this may be appropriate at times when facilities are being built, remodeled or additions added.

VI. SPECIFIC NAMING AGREEMENT THROUGH FINANCIAL CONTRIBUTION

- A. The School District recognizes that circumstances exist when the District might enter into an agreement for the specific naming of a facility or space in exchange for a specific financial or other contribution to the District.
- B. Transferability, renewability, and limits:
 - 1. If a name is granted by written agreement, those rights may be transferred or renewed as permitted by the written agreement. Other naming rights are not transferable or renewable.
 - 2. The Districts right to use the name and other brand elements of the named party are permitted by express agreement with the name party.
 - 3. The named party, after whom a facility or space is named, has no decision-making rights as to the purpose of the facility or space unless specifically provided in the written agreement between the parties. The District will not agree to any condition in an agreement that could unnecessarily limit progress toward the District's mission and purpose, statutory obligation, or the local authority of the School Board.

VII. RENAMINGS AND REVOCATION

The School Board reserves the right to rename any named asset of the District. The Board reserves the right to revoke naming if for any reason it presents risk or harm to the reputation of the School District, or if the intent of the gift or terms of sponsorship associated with the naming cannot be fulfilled.

AGENDA ITEM: **Youth Development Plan Update - Community Services & Recreation**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Tracy Cook, Youth Enrichment & Development Specialist, will present an update regarding our Youth Development Plan through Community Services & Recreation.

Youth Development Plan

— Community Services & Recreation —

What is the purpose of a Youth Development Plan?

2016 MN Statute 124D.20, Subd 4, "Youth service program revenue is available to a district that has implemented a youth development plan and a youth service program. Youth service revenue equals \$1 times the greater of 1,335 or the population of the district."

Youth Service

"provides young people with meaningful opportunities to become involved in their community, develop individual capabilities, make career connections, seek support networks and services, become active citizens, and address community needs."

Community Services receives approximately \$63,000 in Levy Funds

Priorities

1. Offer dynamic, diverse, and culturally responsive programming to meet Students' academic/social emotional needs
2. Identify and address barriers to participation
 - Determine if program logistics are barriers to participation (location, timing)
 - Compare existing participation data
3. Foster collaborative partnerships to enhance student engagement

Program Areas

- Youth Enrichment
 - Variety in program offerings: After school, Summer, Non-School Days
 - Scholarships
 - Service Learning
 - Mini grants for district staff to enhance service learning opportunities
 - Service learning partnership with school age care
 - Leadership, Academic & Career Development
 - Internship through middle school summer FLEX program
 - Employment/volunteer opportunities through youth rec.
 - AVID partnership for outdoor experience
 - 8th-9th grade transition program at North Campus (SOAR)
-

E. OPERATIONAL ITEMS

AGENDA ITEM: **Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Extract of Minutes of Meeting of the School Board Independent School District 624 White Bear Lake, Minnesota Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, White Bear Lake, Minnesota, was held on the 8th day of February 2021, at 5:30 p.m.

The following members were present:

and the following members were absent:

Board Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE

WHEREAS, the financial condition of the school district and a reduction in student course enrollment dictates that the school board must reduce expenditures immediately, and

WHEREAS, this reduction in expenditure must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions as per the board fund balance policy.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

RECOMMENDED ACTION:

Approve resolution.

AGENDA ITEM: **Overview of FY21 Revised Budget**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The preliminary budget for the 2020-2021 school year was approved at the June 8, 2020 School Board meeting. Each year the Board approves the revised budget at or near the midpoint of the school year.

Attached please find a summary of the revised fiscal year 2021 budget. This revised budget was reviewed with the School Board for discussion at the January 25, 2021 work session along with a projected budget for fiscal year 2021-2022.

At the February 8, 2021 School Board meeting, the revised budget will be proposed for approval.

The proposed preliminary budget for the 2021-2022 school year will be reviewed at the May 24, 2021 work session and will be presented for Board approval at the June 14, 2021 School Board meeting.

RECOMMENDED ACTION:

Approved the revised budget as recommended.

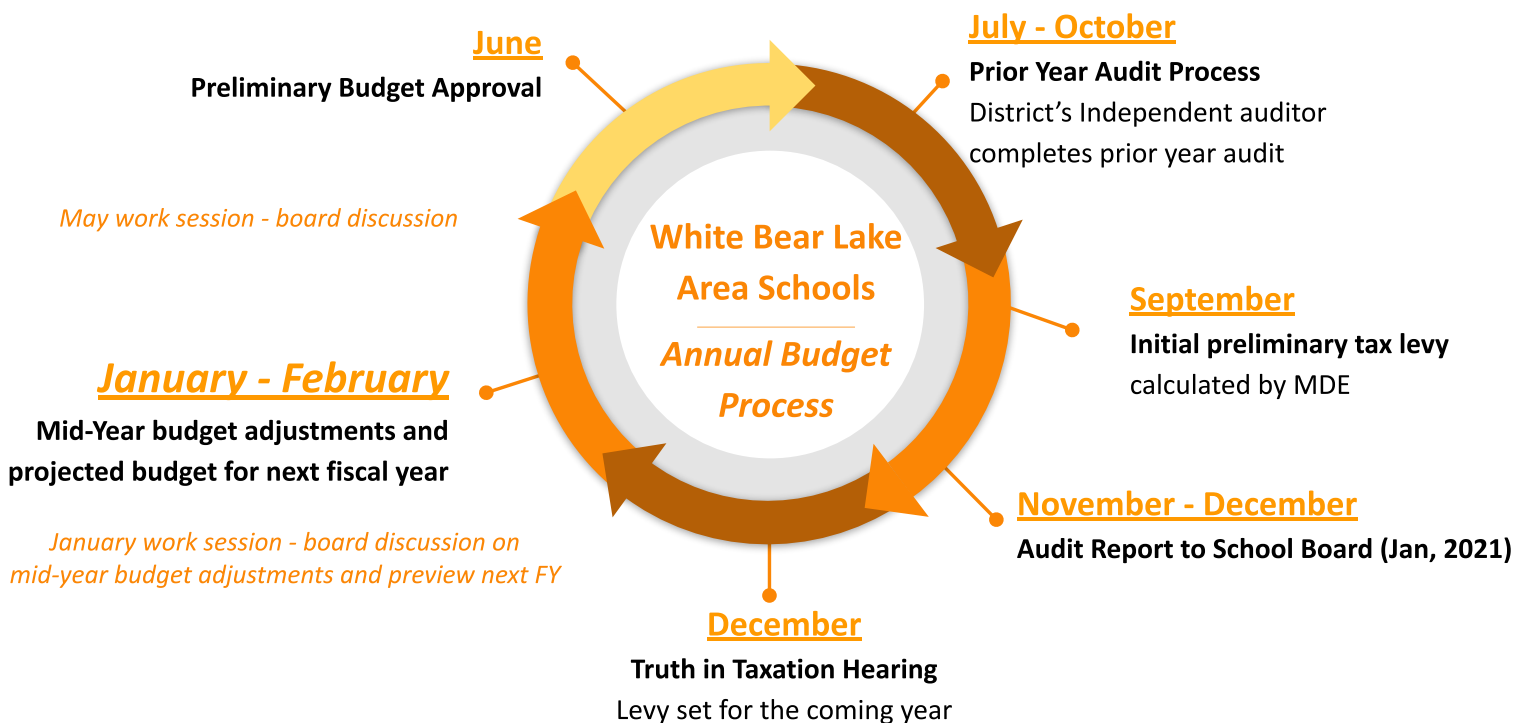
FY2020-2021 Revised Budget

February 8, 2018
School Board Meeting

WHITE BEAR LAKE AREA SCHOOLS

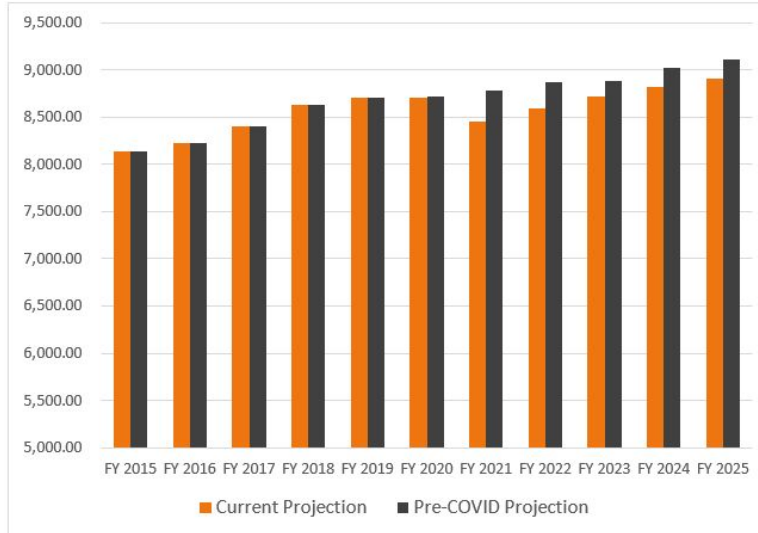


Budget Cycle





Enrollment Projection



	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Projected FY 2021	Projected FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025
Current Projection	8,136.55	8,219.50	8,405.27	8,633.04	8,707.39	8,706.83	8,457.00	8,595.26	8,723.48	8,822.88	8,907.69
Pre-COVID Projection	8,136.55	8,219.50	8,405.27	8,633.04	8,707.39	8,720.70	8,781.60	8,873.80	8,887.30	9,023.90	9,104.00
Decrease in Enrollment Projection						(13.87)	(324.60)	(278.54)	(163.82)	(201.02)	(196.31)



Budget Projection Summary

General Fund Projection - Without Budget Adjustments				
	FY21 Revised Budget	FY22 Preliminary Budget	FY23 Preliminary Budget	FY24 Preliminary Budget
Projected Revenues	123,115,564.00	122,066,477.00	125,524,885.00	127,996,436.00
Projected Expenditures	122,955,477.00	128,942,532.00	127,917,238.00	128,253,811.00
Net Increase/(Decrease) in Fund Balance	160,087.00	(6,876,055.00)	(2,392,353.00)	(257,375.00)

Fund Balance Policy
 School board policy 714 sets the district's general fund unassigned fund balance as a percent of total expenditures goal at **12.5%-16.7%**, or 6-8 weeks of operations.
 At the end of FY20, the unassigned fund balance as a percent of total expenditures was **6.2%**, which covers just 3 weeks of operations.

Budget Adjustment Scenario A (presented to school board on 1/25/2021) - Target nominal growth in fund balance each year:				
	FY21 Revised Budget	FY22 Preliminary Budget	FY23 Preliminary Budget	FY24 Preliminary Budget
Total Budget Adjustments	-	4,000,000.00	2,600,000.00	500,000.00
Unassigned fund balance as a % of total expenditures	6.0%	6.0%	6.2%	6.2%
Projected Revenues	123,115,564.00	122,066,477.00	125,524,885.00	127,996,436.00
Projected Expenditures	122,955,477.00	124,942,532.00	125,317,238.00	127,753,811.00
Net Increase/(Decrease) in Fund Balance	160,087.00	(2,876,055.00)	207,647.00	242,625.00

Budget Adjustment Scenario B (presented to school board on 2/8/2021) - Target 1% growth in fund balance each year:				
	FY21 Revised Budget	FY22 Preliminary Budget	FY23 Preliminary Budget	FY24 Preliminary Budget
Total Budget Adjustments	-	4,000,000.00	3,600,000.00	650,000.00
Unassigned fund balance as a % of total expenditures	6.0%	6.0%	7.0%	8.0%
Projected Revenues	123,115,564.00	122,066,477.00	125,524,885.00	127,996,436.00
Projected Expenditures	122,955,477.00	124,942,532.00	124,317,238.00	126,603,811.00
Net Increase/(Decrease) in Fund Balance	160,087.00	(2,876,055.00)	1,207,647.00	1,392,625.00

Detailed budget document is included in the school board packet



Next Steps

- January 27-February 12 - Budget presentations at staff meetings
- Principal/Supervisor meetings with building/departments leadership
- **February 8 - School Board Approve FY2020-2021 Revised Budget**
- February 18 - Principal/Supervisor submits budget adjustment feedback
- February 22-23 - Budget Recommendation Work Team and Cabinet review
- February 24 - Executive Finance Committee review
- **March 1 - Preliminary Budget adjustment proposals presented to school board**
- **March 22 - Budget adjustments approved by school board**

White Bear Lake Area Schools
General, Nutritional Services, and Community Services Funds--Revenues and Expenditures Summary
Revised FY21 and Projected FY 22, FY23, FY24 & FY25 Budgets

General Fund	Actual 2018	Actual 2019	Actual 2020	Preliminary 2021	Revised 2021	Projected 2022	Projected 2023	Projected 2024
1 Revenue								
2 Local sources								
3 Property taxes	23,936,695	25,808,561	26,104,301	28,738,956	28,700,245	31,826,330	32,766,390	33,212,349
4 Investment earnings	340,801	447,891	260,057	192,500	10,000	10,000	10,000	10,000
5 Other	3,523,717	3,608,643	3,398,967	3,400,000	2,667,408	2,902,219	2,902,219	2,902,219
6 State sources	65,052,830	67,373,177	68,399,641	71,735,494	67,225,237	67,881,352	70,069,174	71,757,630
7 Special Education	12,046,280	13,687,904	14,483,294	16,937,382	16,202,245	16,526,289	16,856,815	17,193,951
8 Federal sources	2,693,184	3,378,693	2,996,975	3,003,723	2,920,287	2,920,287	2,920,287	2,920,287
9 CARES funding			287,160		5,390,142			
10 Total revenue	\$ 107,593,507	\$ 114,304,869	\$ 115,930,395	\$ 124,008,055	\$ 123,115,564	\$ 122,066,477	\$ 125,524,885	\$ 127,996,436
11								
12 Expenditures								
13 Current								
14 Administration	4,439,908	4,767,244	4,754,277	4,921,460	4,894,424	4,974,207	4,934,654	4,909,061
15 District support services	2,296,538	2,486,960	2,483,170	2,240,146	2,626,613	2,669,429	2,648,203	2,634,468
16 Elementary and secondary regular instruction	50,957,421	51,578,338	52,396,676	57,466,256	56,693,067	57,227,279	56,772,235	56,477,793
17 Vocational education instruction	1,466,873	1,781,712	1,571,516	1,601,029	1,453,089	1,476,776	1,465,033	1,457,434
18 Special education instruction	22,539,238	23,855,666	24,454,143	25,252,659	24,585,260	24,986,020	24,787,342	24,658,786
19 Instructional support services	8,697,268	8,842,082	8,399,035	8,748,593	7,805,727	7,607,518	7,547,027	7,507,886
20 Pupil support services	4,734,570	4,833,643	5,582,457	5,217,065	6,169,194	5,744,441	5,698,763	5,669,207
21 Transportation	7,988,841	8,259,630	7,346,783	7,851,526	6,938,108	7,093,205	7,036,803	7,000,308
22 Sites and buildings	8,272,213	9,332,455	8,369,839	8,994,971	9,869,731	15,212,092	15,091,132	15,012,864
23 Fiscal and other fixed cost programs	295,206	293,113	796,848	314,750	853,034	866,939	860,045	855,585
24 Debt service							-	-
25 Principal	690,181	717,193	745,262	745,270	915,382	930,303	922,906	918,119
26 Interest and fiscal charges	380,524	353,548	325,494	325,780	151,848	154,323	153,096	152,302
27								
28 Budget Reductions						(4,000,000)	(3,600,000)	(650,000)
29								
30 Total expenditures	\$ 112,758,781	\$ 117,101,584	\$ 117,225,500	\$ 123,679,505	\$ 122,955,477	\$ 124,942,532	\$ 124,317,239	\$ 126,603,813
31								
32 Net change in fund balances	(5,165,274)	(2,796,715)	(1,295,105)	328,550	160,087	(2,876,055)	1,207,646	1,392,623
33								
34 Fund balances								
35 Beginning of year	25,039,604	19,874,330	17,077,615	15,782,510	15,782,510	15,942,597	13,066,542	14,274,188
36								
37 Ending Fund Balance (Assigned, Restricted and Unassigned)	19,874,330	17,077,615	15,782,510	16,111,060	15,942,597	13,066,542	14,274,188	15,666,811
38								
39 Ending Fund Balance (Assigned)	5,572,835	3,344,748	2,294,880	2,044,880	2,294,880	294,879	294,879	294,879
40 Ending Fund Balance (Restricted)	1,875,814	4,131,570	6,260,238	4,131,570	6,260,238	5,260,238	5,260,238	5,260,238
41 Ending Fund Balance (Unassigned)	\$ 12,425,681	\$ 9,601,297	\$ 7,227,392	\$ 9,934,610	\$ 7,387,479	\$ 7,511,425	\$ 8,719,071	\$ 10,111,694
42 Ending Fund Balance (Unassigned as % of expenditures)	11.0%	8.2%	6.2%	8.0%	6.0%	6.0%	7.0%	8.0%
43								
43 Nutritional Services Fund	Actual 2018	Actual 2019	Actual 2020	Preliminary 2021	Revised 2021			
44 Revenues	4,563,172	4,610,762	3,982,047	4,668,697	3,902,779			
45 Expenditures	4,375,549	4,552,813	4,148,747	4,699,251	4,798,638			
46								
47 Excess (deficiency) of revenue over expenditures	187,623	57,949	(166,700)	(30,554)	(895,859)			
48 Ending Fund Balance	\$ 688,961	\$ 746,910	\$ 580,210	\$ 549,656	\$ (315,649)			
49 Ending Fund Balance (as % of expenditures)	15.7%	16.4%	14.0%	11.7%	-6.6%			
50								
50 Community Services Fund	Actual 2018	Actual 2019	Actual 2020	Preliminary 2021	Revised 2021			
51 Revenues	6,081,836	6,544,785	6,390,641	6,261,817	5,604,067			
52 General Fund Transfer								
53 Expenditures	6,147,818	6,905,050	6,908,649	6,409,756	5,874,223			
54								
55 Excess (deficiency) of revenue over expenditures	(65,982)	(360,265)	(518,008)	(147,939)	(270,156)			
56 Ending Fund Balance	\$ 1,581,691	\$ 1,221,426	\$ 703,418	\$ 555,479	\$ 433,262			
57 Ending Fund Balance (as % of expenditures)	25.7%	17.7%	10.2%	8.7%	7.4%			

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
Nutritional Services & Community Services Summary
FY2018 - FY2021

General Fund	Actual 2018	Actual 2019	Actual 2020	Preliminary 2021	Revised 2021
1 Revenue					
2 Local sources					
3 Property taxes	\$ 23,936,695	\$ 25,808,561	\$ 26,104,301	\$ 28,738,956	\$ 28,700,245
4 Investment earnings	340,801	447,891	260,057	192,500	10,000
5 Other	3,523,717	3,608,643	3,398,967	3,400,000	2,667,408
6 State sources	65,052,830	67,373,177	68,399,641	71,735,494	67,225,237
7 Special Education	12,046,280	13,687,904	14,483,294	16,937,382	16,202,245
8 Federal sources	2,693,184	3,378,693	2,996,975	3,003,723	2,920,287
9 CARES funding			287,160		5,390,142
10 Total revenue	107,593,507	114,304,869	115,930,395	124,008,055	123,115,564
11					
12 Expenditures					
13 Current					
14 Administration					
15 Salaries	3,053,974	3,286,260	3,298,410	3,428,557	3,372,088
16 Employee benefits	989,215	1,042,186	1,032,364	1,151,257	1,180,690
17 Purchased services	309,811	272,612	217,652	262,081	262,081
18 Supplies and materials	19,050	75,980	116,338	17,341	17,341
19 Other expenditures	67,858	90,206	89,513	62,224	62,224
20 Total administration	4,439,908	4,767,244	4,754,277	4,921,460	4,894,424
21					
22 District support services					
23 Salaries	1,151,865	1,228,247	1,451,409	1,209,737	1,343,359
24 Employee benefits	422,004	486,333	507,709	398,659	547,329
25 Purchased services	622,080	687,074	428,608	592,652	592,652
26 Supplies and materials	75,077	67,525	59,635	117,730	117,730
27 Capital expenditures	14,754	5,948	39,334	-	-
28 Other expenditures	10,758	12,329	(3,523)	25,543	25,543
29 Total district support services	2,296,538	2,487,456	2,483,172	2,344,321	2,626,613
30					
31 Elementary and secondary regular instruction					
32					
33 Salaries	33,392,818	34,588,444	35,254,730	38,004,541	37,566,683
34 Employee benefits	11,774,811	12,129,929	12,531,474	12,396,555	13,776,505
35 Purchased services	1,622,585	1,534,360	1,683,903	1,552,371	1,504,070
36 Supplies and materials	2,902,791	2,941,319	2,172,337	3,858,238	2,885,431
37 Capital expenditures	207,859	198,618	291,403	685,358	685,358
38 Other expenditures	389,694	497,244	462,828	275,018	275,018
39 Total elementary and secondary regular instruction	50,290,558	51,889,914	52,396,675	56,772,081	56,693,065
40					
41					
42 Vocational education instruction					
43 Salaries	792,286	1,029,123	915,782	865,834	705,905
44 Employee benefits	322,314	420,691	387,208	350,826	353,315
45 Purchased services	310,230	288,868	229,248	361,954	361,954
46 Supplies and materials	36,259	37,743	28,419	22,415	31,915
47 Capital expenditures	-	-	5,000	-	-
48 Other expenditures	5,783	5,351	5,858	-	-
49 Total vocational education instruction	1,466,872	1,781,776	1,571,515	1,601,029	1,453,089
50					
51					
52 Special education instruction					
53 Salaries	15,595,900	16,515,974	16,662,992	17,297,140	16,841,550
54 Employee benefits	6,249,105	6,474,057	6,575,246	7,109,493	6,901,213
55 Purchased services	458,366	574,189	767,675	612,519	612,519
56 Supplies and materials	135,487	136,877	160,156	150,352	146,823
57 Capital expenditures	16,960	54,996	184,939	50,000	50,000
58 Other expenditures	83,420	99,509	103,135	33,155	33,155
59 Total special education instruction	22,539,238	23,855,602	24,454,143	25,252,659	24,585,260
60					
61 Instructional support services					
62 Salaries	4,770,273	4,930,056	4,659,325	4,847,510	3,807,808
63 Employee benefits	1,681,356	1,707,635	1,392,706	1,748,927	1,536,600
64 Purchased services	310,533	186,257	120,634	332,614	317,126
65 Supplies and materials	92,903	79,310	85,300	93,431	368,334
66 Capital expenditures	1,090,544	1,161,810	1,551,843	1,100,180	1,149,929
67 Other expenditures	751,659	776,518	589,227	625,931	625,931
68 Total instructional support services	8,697,268	8,841,586	8,399,035	8,748,593	7,805,728
69					
70 Pupil support services					
71 Salaries	3,178,936	3,215,522	3,665,743	3,406,429	4,086,231
72 Employee benefits	1,209,373	1,248,112	1,274,613	1,317,773	1,394,010
73 Purchased services	146,719	139,150	134,959	316,009	316,009
74 Supplies and materials	122,244	146,709	152,370	82,165	78,254
75 Capital expenditures	-	-	-	-	-
76 Other expenditures	77,297	84,151	214,647	94,690	94,690
77 Total pupil support services	4,734,569	4,833,644	5,442,332	5,217,066	5,969,194

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
Nutritional Services & Community Services Summary
FY2018 - FY2021

General Fund	Actual 2018	Actual 2019	Actual 2020	Preliminary 2021	Revised 2021
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AGENDA ITEM: **Action on Acceptance of Brosious Grants**
MEETING DATE: **February 8, 2021**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

The White Bear Lake Area Educational Foundation has forwarded seven additional 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 seven additional Brosious Teaching Grants from the White Bear Lake Area Educational Foundation as shown in the attached materials in the total amount of \$14,180.89.



Due to challenges of the pandemic and virtual learning, The White Bear Lake Area Educational Foundation extended the deadline for Brosious grants for this school year only. It is our pleasure to award an additional \$14,180.89 in Brosious Grants to the following recipients.

#1 BEARS REPRESENTING AND SUPPORTING BEARS

Teacher: Melisa Dahl

School: Sunrise Middle School. Learning Commons /6-8

Impact: potentially 900 students

Melisa is requesting a full Color Poster Printing System. Melissa states that middle school students are more engaged in their learning when they are supported with visual academic cues as well as when they see representation of themselves throughout the building. This project will be used to carry out a broad array of school activities that advance student academic achievement, increase student engagement, bolster Project Lead the Way initiatives and create authentic learning experiences that directly relate to the real world.

One objective of the project is for students, once introduced how to develop and market a small business enterprise, to utilize technology in the performance of business tasks. Another objective is to foster student agency through design and production of advertising posters.

#2 GEOENGINEERS

Teacher: Lee McGrath and Jenny Craigan

School: Otter Lake Elementary Grade 4

Impact: 72 students

The goal of this grant is to integrate the fourth grade social studies and science/engineering curriculums in order to make their contents relevant and engaging during distance learning, hybrid learning, and/or in person learning. The goal is to provide access to experiential learning for all.

Students make learning connections through investigation, hands-on experiences, and the building /development of meaningful projects.

Students will be presented with a series of engineering challenges. They will use engineering materials and the engineering design process to create solutions to actual problems encountered in different regions of the United States. The pairings of social studies geographic/environmental influences and engineering challenges will not only meet the district instructional goals but will also engage students in innovative learning. There will be various topics ranging from earthquakes, wildfires, and flooding, to oil spills and water usage.

The amount requested includes a list of book titles to enhance the various topics named above and a very long detailed list of supplies and consumable materials for 72 students to build their designs for environmental solutions.

#3 PRINTERBOT VS ARTIST: AN ACCUMULATION OF TALENT

Teacher: Jennifer Latuff. Art 11/12

School: White Bear Lake High School - South Campus

Impact: 350+ students

Jennifer is asking for a 3D PrinterBot Micro 10 Printer to be able to explore technology as well as offer a new method of construction to ceramics and sculpture students. Having students design and execute a seemingly impossible design if built by hand, students will expand their potential and creativity if designed by a 3D printer. Students will have the experience to 3D print a piece of uniquely designed art, experience the integration of technology and art, as well as provide an experience that allows connections to other career pathway endeavors. There has been a huge increase in the number of jobs involving 3D printing. This art experience and its exposure is an excellent learning opportunity for students beyond the mainstream classrooms. Jennifer compares this to the transformation that took place from traditional film photography to digital photography.

#4 M.A.K.E.@ NORTH (MAKERS ARE THE AGENTS OF THEIR OWN KNOWLEDGE AND ENTREPRENEURSHIP)

Teacher: Amy Carney Gr.9-10

School: White Bear Lake High School - North Campus

Impact: 1300+ students

This project will provide training and experience for students to create authentic real world learning experiences that will help them learn about what it is like to be designers, operators and entrepreneurs. Many students do not have an opportunity to use laser cutting and engraving machines in their high school career. Housing the Laser Cutter and training sessions in the Maker Space (within the Media Center) provides the opportunity for all students to have access to using it. Students will be able to create

innovative products specific to WBLAS and the WBL community such as medals, awards, engraved products, and memorabilia.

#5 NORDIC SKIING AND WALKING FOR PHYSICAL EDUCATION AND LIFELONG FITNESS

Teacher: Nancy Korcak Elementary Physical Education and DAPE K-5

School: Lakeaires Elementary

Impact: 400 students

Nancy is requesting an opportunity for Nordic Skiing for grades 3-5 and Nordic Walking (walking with ski poles) for grades K-2 during Physical Education classes, recess, and a lifelong fitness program.

Nordic Skiing/Walking objectives increase daily/weekly fitness activity during the winter; enforces aerobic, muscle and bone strengthening, as well as stretching; improves mental health and cognitive function and alleviates symptoms of low self esteem and social withdrawal . She is asking for 12 120cm Nordic Rock Skis and 12 sets of adjustable poles.

#6. MULTI-SENSORY MOTOR ROOM

Teacher: Theresa Stender, Aimee Eriksen, Sadie Hauer, Shaun Hocking

School: Otter Lake Elementary. Special Education K-5

Impact: 30 students

There are 4 cluster classrooms in which students with Developmental Cognitive Disabilities and Autism need to be provided with enjoyable, active, and calming multisensory experiences. The team of teachers would like to convert the current motor room space into a multi-sensory room. The teachers want to create an environment in which students can have a safe, calming and relaxing environment space to explore. They are hoping the room and activities will help students who exhibit anxiety the ability

to increase their emotional regulation and enhance their learning in the process. They are requesting a very long detailed list of items that will accommodate a multi-sensory environment which includes visual/lighting effects (calming sensory lights, light filter covers, and mirror tiles), tactile experiences (tactile sensory mats, magnetic gears, magnetic tiles, sensory tiles, sequence wall, and interactive wall), sound effects and music (sound machine), and gross motor/vestibular input activities (bean bag, tunnel, squeeze machine, tent, weighted animals, and wobble board).

*** Note: the district is partnering with the Foundation and will pick up some of the costs noted above.

#7 OPENING A CHILD'S HEART FOR INCLUSION OF OTHERS, VALUING DIFFERENT PERSPECTIVES, AND SEEING THE WORLD PAST THEMSELVES THROUGH READING.

Teacher: Elizabeth Ulmer

School: Oneka Elementary School. Grade 4

Impact: 27 students

Elizabeth would like to purchase picture books with culturally diverse messages to the 4th grade readers in her classroom. These books will be used as mentor texts for Morning Meetings, Literacy, Writing, and Social Emotional Learning. Using these books in teaching mini lessons, discussing in classroom meetings, and reading them aloud in the classroom, Elizabeth believes she can catch the hearts of the reluctant readers and pull them into the love of reading. The goal is for students to fall in love with books.

AGENDA ITEM: **Policy 401, Equal Employment Opportunity**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 401, Equal Employment Opportunity, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a second reading. The changes to this policy are in section II.

The purpose of this policy is to provide equal opportunity for all applicants for school district employment and school district employees.

RECOMMENDED ACTION:

Approve School Board Policy 401, Equal Employment Opportunity, as recommended by the School Board Policy Committee and Cabinet.

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. ~~It is the responsibility of E~~ every school district employee shall be responsible for ~~to~~ following this policy.
- E. Any person having any questions regarding this policy should discuss them ~~it~~ with the Director of Human Resources.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. 2615 (Family and Medical Leave Act)
38 U.S.C. 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross Reference: WBLASB Policy 402 (Disability Nondiscrimination)

WBLASB Policy 405 (Veteran's Preference)
WBLASB Policy 413 (Harassment and Violence)

AGENDA ITEM: **Policy 407, Employee Right to Know - Exposure to Hazardous Substances**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 407, Employee Right to Know - Exposure to Hazardous Substances, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a second reading. The changes to this policy are in sections II, III and IV.

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

RECOMMENDED ACTION:

Approve School Board Policy 407, Employee Right to Know - Exposure to Hazardous Substances, as recommended by the School Board Policy Committee and Cabinet.

407 EMPLOYEE RIGHT TO KNOW — EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.63, Subd. 2).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood-borne pathogen.

III. DEFINITIONS

- A. “Blood-borne pathogens” means pathogenic microorganisms that **are is** present in human blood and can cause disease in humans. ~~These pathogens~~ **This definition** includes, but ~~are is~~ not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- B. "Commissioner" means the Commissioner of Labor and Industry.
- C. "Harmful physical agent" means a physical agent determined by the Commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- D. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:
1. Is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 2. Is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogenic; teratogenic; mutagenic; a reproductive toxic agent; or that otherwise, according to generally accepted documented medical or

scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. Is determined by the Commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- E. "Infectious agent" means a communicable bacterium, rickettsia, parasite, virus, or fungus determined by the Commissioner by rule, with approval of the Commissioner of Health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full-time and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious substance agent, or blood-borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be routinely exposed under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be routinely exposed under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rule Ch. 5205 (Safety and Health Standards)
Minn. Rule Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: WBLASD Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
WBLASD Policy 807 (Health and Safety Policy)

AGENDA ITEM: **Policy 409, Employee Publications, Instructional Materials, Inventions and Creations**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 409, Employee Publications, Instructional Materials, Inventions and Creations, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a second reading. There are no changes recommended for this policy.

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

RECOMMENDED ACTION:

Approve School Board Policy 409, Employee Publications, Instructional Materials, Inventions and Creations, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: June 11, 2001
Revised: March 8, 2010

White Bear Lake Area
School District #624 Policy 409

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for ten (10) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. §101 et seq. (Copyrights)

Cross References:

AGENDA ITEM: **Policy 497, Nepotism**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 497, Nepotism, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a second reading. The changes to this policy are in section IV and a Cross Reference was added.

The purpose of this policy is to establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments or work direction, performance reviews, or compensation of a family member who is also employed by White Bear Lake Area Schools.

RECOMMENDED ACTION:

Approve School Board Policy 497, Nepotism, as recommended by the School Board Policy Committee and Cabinet.

497 NEPOTISM

I. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments or work direction, performance reviews, or compensation of a family member who is also employed by White Bear Lake Area Schools.

II. GENERAL STATEMENT OF POLICY

- A. The District may employ family members of current employees. To be hired, transferred or promoted, close family members may *not*:
 - 1. Be assigned to positions where one can directly impact the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities and work assignments; or
 - 2. Be assigned to positions where one reports to, directs the work of, or otherwise has direct supervision of another close family member.
- B. This policy shall apply to appointment of temporary and summer help, as well as contract employees (except as indicated in Article V).
- C. This policy shall be interpreted and applied consistently with mandates of federal and state equal employment opportunity and discrimination laws.

III. DEFINITIONS

- A. “Close Family Member.” A close family member is a: parent or guardian, spouse, child, sibling, grandmother, grandfather, grandchildren, niece, nephew, aunt, uncle, first cousin, stepchild, stepmother, stepfather, stepsister and stepbrother, father and mother-in-law, daughter and son-in-law, brother and sister-in-law, domestic partner or a member of the employee’s household.
- B. “Direct” supervision means the authority to make, participate in, or recommend employment and/or compensation-related decisions involving a close family member, including, but not limited to, decision concerning hiring, promotion, transfer, discipline, termination, salary, evaluation, grievance resolution, or other similar personnel actions.

IV. ADDRESSING EXISTING CONFLICTS AND CHANGES IN RELATIONSHIP BETWEEN EMPLOYEES

- A. The Department of Human Resources will be responsible for implementing the provisions of this policy based upon the information furnished by applicants and employees.
- B. Any school district employee involved in a direct or indirect supervision relationship with a close family member that existed prior to the original approval date of this policy or that arises after the adoption of this policy shall promptly notify the Director of Human Resources of such relationship.
- C. Applicant/employee is responsible and accountable for providing accurate and complete information regarding the identity of his/her “close family members” on disclosure forms/statements, including, but not limited to, those required for employment, assignment, transfer, or promotion.
- D. Employees witnessing nepotism under this policy shall report such activity to the Director of Human Resources. No employee may be subject to reprimand or disciplinary action for good faith reports under this policy.
- E. The District reserves the right to modify the employment relationship by whatever means necessary.

V. SPECIAL PROVISIONS

- A. The District reserves the right to review the application of this policy in individual cases that are in temporary positions, e.g. refereeing of youth sports or other community-service type activities, providing that the selection and hiring is done in accordance with District ~~our~~ human resources protocols and under the oversight of the Director of Human Resources, except where a family member of the Director of Human Services is involved, in which case the hiring and selection shall be under the oversight of the superintendent.

VI. COMPLIANCE WITH EQUAL OPPORTUNITY AND DISCRIMINATION LAWS

- A. Nothing in this policy shall be construed as discouraging the employment of close family members of current employees for positions that do not involve direct supervision by a close family member.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
42 U.S.C., Section 2000c et seq.(Title VII. of the Civil Rights Act)

Cross References: WBLASB Policy 401 (Equal Employment Opportunity)

AGENDA ITEM: **Policy 499, Student Teaching**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 499, Student Teaching, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a first reading. The changes to this policy are in sections II, and III.

The purpose of this policy is to encourage the utilization of student teachers through agreements with approved teacher preparation institutions.

RECOMMENDED ACTION:

Approve School Board Policy 499, Student Teaching, as recommended by the School Board Policy Committee and Cabinet.

499 STUDENT TEACHING

I. PURPOSE

It is the policy of the White Bear Lake Area School District to encourage the utilization of student teachers through agreements with approved teacher preparation institutions.

II. ADMISSION TO STUDENT TEACHING IN THE DISTRICT

1. All requests for student teaching in the school district shall be made to the Department of Human Resources.
2. An applicant for a student teaching opportunity in the district shall:
 - a. Have completed the necessary requirements of an approved teacher education program;
 - b. Comply with the Minnesota Code of Ethics for Teachers;
 - c. Have and maintain, throughout the student teaching experience, good academic standing at the cooperating teacher preparation institution;
 - d. Meet all requirements of the cooperating teacher preparation institution for participation in its student teacher program.
3. The cooperating teacher preparation institution must enter into a school district approved agreement, and the agreement must be approved by the **School Board** school board.
4. The school district reserves the right to deny a student teaching opportunity to an applicant who is not qualified pursuant to II-2 or II-3, or for whom there is no student teaching position available, for whom no supervising teacher is available, or for any other good and valid reason.
5. The Department of Human Resources shall determine the placement of all student teachers.

III. PERFORMANCE OF THE STUDENT TEACHER

1. A student teacher shall, during the course of the student teaching experience, be exposed to and give an opportunity to participate in the duties and activities of the teaching experience given the time available, including primary responsibility for substantial, meaningful classroom instruction and its attendant preparation and evaluation.
2. A student teacher shall not act as a substitute teacher in the district. This provision shall not be construed to preclude a student teacher from performing teaching services alone in a classroom as a part of the student teaching experience so long

as the student teacher remains under general supervision as provided in Section III-3.

3. While student teaching in the district, a student teacher shall be under the supervision of a fully qualified teacher or principal.
4. A copy of any written evaluation generated from within the district which is intended to contribute to a student teacher's grade or evaluation for the student teaching course or program at the teacher preparation institution may, at the option of the evaluator, be provided to the student teacher. Otherwise, the availability of the evaluation shall be determined by the teacher preparation institution.

IV. CONDUCT OF THE STUDENT TEACHER

While serving as a student teacher in the district, the student teacher shall:

1. Obey all reasonable directives of administrative and supervisory personnel;
2. Obey all school district rules, regulations, policies, and directives;
3. Not engage in conduct which disrupts, or could reasonably be expected to disrupt the educational process, or which is detrimental to the educational process.

V. TERMINATION OF STUDENT TEACHING ASSIGNMENT

A student teacher assignment may be terminated by the district for those reasons and causes applicable to a probationary teacher in the school district, or for any other good and sufficient grounds rendering the student teacher unfit to perform assigned duties, including those described in Section IV.

VI. BACKGROUND CHECK

The district shall perform the background check as required by Minnesota law for district employees. The cost of the background check shall be paid by the student teacher or the placing institution, in accord with the school district agreement with the respective placing institution.

VII. COPY OF POLICY

A student teacher shall be provided a copy of this policy upon acceptance for a student teaching experience in the district.

VIII. FINANCIAL ARRANGEMENTS

Stipends to supervising teachers from cooperating colleges and universities will be paid in accordance with the agreement that the district has with the cooperating college and university. The amount of payment may vary depending on the policy of the college.

Legal References: Minn. Stat. § 122A.09

Cross References: WBLASB Policy 404 – Employment Background Checks
WBLASB Policy 423 – Employee - Student Relationships

AGENDA ITEM: **Policy 519, Interviews of Students by Outside Agencies**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 519, Interviews of Students by Outside Agencies, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a second reading. The changes to this policy are in sections II, and III.

The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

RECOMMENDED ACTION:

Approve School Board Policy 519, Interviews of Students by Outside Agencies, as recommended by the School Board Policy Committee and Cabinet.

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents or guardian, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than parents or guardians, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the parents or guardians to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school

district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare ~~or~~ agency, local law enforcement agency, or agency responsible for investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency ~~responsible for the investigation~~ or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosures regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal Reference: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law enforcement agency upon receipt of a report)

Cross Reference: WBLASB Policy 103 (Complaints - Students, Employees, Parents, Other Persons)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)

AGENDA ITEM: **Policy 529, Staff Notification of Violent Behavior by Students**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 529, Staff Notification of Violent Behavior by Students, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a second reading. The changes to this policy are in sections I, III, IV, VI, and VII.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

RECOMMENDED ACTION:

Approve School Board Policy 529, Staff Notification of Violent Behavior by Students, as recommended by the School Board Policy Committee and Cabinet.

Adopted: August 27, 2001
Revised: July 18, 2005
Revised: November 8, 2007

*White Bear Lake Area
School Board Policy 529*

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior ~~and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.~~

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the pPrincipal of the building in which the student attends school.
- B. The administration will meet with appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For the purposes of this policy, the following terms have the meaning given them.

- A. Administration
“Administration” means the superintendent, building principal, or other designee.
- B. Classroom Teacher
“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.
- C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to ~~the student~~ themselves, other students, a school district employee, or surrounding person(s), or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. 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 educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the School Board ~~school board~~;
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.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position.
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and

4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, clerk, 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.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;

2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved **school district** Records Retention Schedule.

F. Meeting Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL/GUARDIAN** NOTICE**

- A. The administration will notify parents **or guardians** annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act
Minn. Stat. § 120A.22, Subd. 7 (School Attendance – Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. §121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A. 75 (Law Enforcement Notice to School)
Minn. Rules Parts 1205.0100 - 1205.2000 (Data Practices)
20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
34 C.F. §§ Secs. 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art 2, § 53

Cross References: WBLASB Policy 515 (Protection and Privacy of Public Records)

AGENDA ITEM: **Policy 599, Academic Recognition**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 599, Academic Recognition, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a second reading. The changes to this policy are in sections I, II, III, IV, and VII.

The purpose of this policy is to establish a criterion-based academic honor system which recognizes high academic achievement.

RECOMMENDED ACTION:

Approve School Board Policy 599, Academic Recognition, as recommended by the School Board Policy Committee and Cabinet.

599 ACADEMIC RECOGNITION ~~POLICY~~

I. PURPOSE

The purpose of this policy is to establish a criterion-based academic honor system which recognizes high academic achievement.

II. GENERAL STATEMENT OF POLICY

Students at White Bear Lake Area High School are encouraged to strive for excellence. It is the responsibility of all school employees to challenge and support all students in the pursuit of their highest levels of academic and personal achievement. Accordingly, White Bear Lake Area High School will provide a positive and stimulating learning environment which inspires students to reach their fullest potential. The curriculum offerings provide the necessary rigor to allow students to excel and meet the highest academic standards.

The White Bear Lake Area High School diploma represents the pursuit of academic excellence. A student's transcript reflects their personal achievement and rigorous course selection. The District has established an academic honors system to commend and recognize students for their academic excellence and success. In order to realize these goals, the system must: reflect high academic achievement; be honest, transparent and fair; be criterion-referenced; and reflect high expectations for all students across all courses and programs.

III. DEFINITIONS

- A. "Criterion Referenced" is a standard on which a judgment or decision may be based.
- B. "Cumulative Grade Point Average" is a calculation of the average of all of a student's grades for all semesters and courses completed to a given academic term.
- C. "Eligible Student" means any White Bear Lake student, including a transfer student, who has completed all courses and has met state and local graduation requirements. When a student has a unique circumstance, an administrative team will review the student's transcript to determine whether the student has demonstrated academic excellence and success consistent with the spirit of this policy.

- D. “Grade Point Average (GPA)” is the student’s numerical average for all courses taken. It is computed by adding the total number of the letter grade point values and dividing it by the number of credits completed.
- E. “Grade Weighting” is the assignment of a greater numerical value to the letter grade’s numeric point value to reward a student completing any of the following courses:
- Advanced Placement (AP) and taking the national assessment;
 - College in the Schools (CIS);
 - Project Lead the Way (PLTW) courses that qualify for college credit and **taking** ~~student takes~~ the required assessment for college credit.
- F. **“Term” is** a period of time equaling one semester at the end of which grades are recorded on a student’s transcript.
- G. “Term Grade Point Average” is the student’s numerical average for a given semester. It is computed by adding the total number of the letter grade point values and dividing it by the number of credits for a given semester.

IV. HIGH ACADEMIC HONORS RECOGNITION

- A. Effective with the Class of 2013, the *Laude* Latin model will be used to recognize academic excellence for recognition at commencement. Eligible students will work to compete against the criterion for academic honors, rather than each other.
- B. An eligible student’s final cumulative, weighted GPA at the end of the second semester of senior year will be used to determine the level of honor on a high school transcript, and for academic recognition at commencement.
- C. The three levels of honors to be awarded to eligible students who have acquired academic excellence are:
1. Summa Cum Laude: With Highest Distinction
Cumulative weighted GPA of 4.1 or above
 2. Magna Cum Laude: With Great Distinction
Cumulative weighted GPA of 4.0 – 4.09
 3. Cum Laude: With Distinction
Cumulative weighted GPA of 3.8 – 3.99
- D. The weighted cumulative GPA will be used to calculate all academic honors. In the event that a miscalculation occurs, honors may be awarded after the fact; however, honors mistakenly awarded will not be retracted.
- E. Honor Rolls

1. Each semester, the Honor Roll will be calculated based on the weighted term GPA.
2. Students with a term GPA of 3.67 and above will be listed on the A Honor Roll.
3. Students with a term GPA of 3.00 to 3.66 will be listed on the B Honor Roll.

F. Academic Lettering

Earning an Academic Letter is another way that White Bear Lake Area High School students can be recognized for their achievements. An eligible student must earn an overall 3.67 GPA during each of the specified grading periods (terms):

1. Seniors: Final semester of junior year and first semester of senior year.
2. Juniors: Final semester of sophomore year and first semester of junior year.
3. Sophomores: Final semester of freshman year and first semester of the sophomore year.
4. Freshmen: First semester of the freshman year.

V. POST HIGH SCHOOL REPORTING

Official student transcripts will include the cumulative weighted and unweighted cumulative GPA and class rank. The transcript will also denote any cum laude honors.

VI. TREATMENT OF TRANSFER STUDENTS

Students transferring to White Bear Lake Area High School will be eligible for recognition upon a review of their transcript, application of grade weighting, and verification of course rigor when applicable.

VII. IMPLEMENTATION

The Superintendent or designee is directed and authorized to develop and approve specific procedures for the implementation of this policy.

Legal References:

Cross References:

AGENDA ITEM: **Policy 609, Religion**

MEETING DATE: **February 8, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 609, Religion, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January and is being recommended for a second reading. The changes to this policy are in sections II, and III.

The purpose of this policy is to provide equal opportunity for all applicants for school district employment and school district employees.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 8, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: December 14, 2009
Revised: November 8, 2010
Revised: May 9, 2016

*White Bear Lake Area
School District #624 Policy 609*

609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any belief pertaining to religion. Instead, the school district encourages all students and employees to have respect for each other's views.
- B. The school district also recognizes that religion has a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature each of which may have religious and secular components/aspects.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.

3. The activity must not foster excessive governmental relationships with religion.
 4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- B. The superintendent is granted authority to develop and present for sSchool bBoard review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References: U. S. Const., Amend. I
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence From School for Religious Observance)
Minn. Stat. § 121A. 10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Lemon v. Kurtzman, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690F.3d996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)