

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

November 14, 2022

# 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: November 9, 2022

A meeting of the White Bear Lake Area School Board will be held on **Monday, November 14, 2022** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting is open to the public.

**AGENDA**

**A. PROCEDURAL ITEMS**

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

**B. PUBLIC FORUM**

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

1. Speakers must reside in the District, be a guardian of a student(s) in the District, be a student in the District or be employed by the District. The School Board will give priority to individuals who wish to address a specific item that is on the agenda for that meeting. After this priority has been applied, any remaining openings to speak - up to the total of ten individuals - will be determined by lot.
2. Public Forum will be open for up to 30 minutes. (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic). Speakers are encouraged to avoid repeating comments that other speakers have made.
3. Those who wish to address the School Board must submit a written request to speak before 3:00 pm on the day of the School Board meeting. Requests must be submitted to the following email address: [publiccomment@isd624.org](mailto:publiccomment@isd624.org), or by phone at 651-407-7563.

4. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Speakers must be in person to be recognized. Only those individuals who have been recognized by the School Board Chair will be allowed to speak during the public comment period.
5. School District policy and data privacy laws preclude the School Board from publicly discussing personnel and student matters or data, including information, which, if discussed in a public meeting could violate law or policy.
6. Members of the public may not engage in conduct that materially and substantially disrupts any part of a School Board meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion.
7. If a speaker violates any of the established procedures or engages in any prohibited conduct, the Board Chair will rule the speaker out of order.
8. An appropriate school district official may be assigned to contact the speaker with answers to their questions or with follow-up information.
9. A handout on the purpose of the Public Forum and the process is available at each regular School Board meeting.
10. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.

**C. INFORMATION ITEMS**

1. Student Recognition
2. Superintendent's Report
3. MCEA Project Award Presentation - Community Services & Rec

**D. DISCUSSION ITEMS**

1. 2021-22 World's Best Workforce Summary and Achievement and Integration Progress Report
2. First Reading of School Board Policies:
  - a. 402, Disability Nondiscrimination Policy
  - b. 528, Student Parental, Family and Marital Status Nondiscrimination
  - c. 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students
  - d. 722, Public Data and Data Subject Requests
  - e. 806, Crisis Management PolicyThe policies listed above will be on the December 12, 2022 or subsequent agenda for a second reading.

**E. OPERATIONAL ITEMS**

1. Action on Resolution of Intent to Issue Facilities Maintenance Bonds
2. Action on 2023-24 Course Proposals

3. Action on Bids for South Campus Athletic Fields
4. Action on Resolution Canvassing Returns of Votes of the School District Special Election
5. Action on Resolution Establishing Polling Places for 2023
6. Action on School Board Policies:
  - a. 301, School District Administration
  - b. 302, Superintendent
  - c. 303, Superintendent Selection
  - d. 304, Superintendent Contract, Duties and Evaluation
  - e. 305, Policy Implementation
  - f. 306, Administrator Code of Ethics
  - g. 422, Policies Incorporated by Reference
  - h. 423, Employee-Student Relations
  - i. 520, Student Surveys
  - j. 522, Student Sex Nondiscrimination
  - k. 523, Policies Incorporated by Reference

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **November 14, 2022**  
SUGGESTED DISPOSITION: **Action Items**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

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

**Consent Agenda**

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

**RECOMMENDED ACTION:**

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

AGENDA ITEM: **School Board Minutes**  
MEETING DATE: **November 14, 2022**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Angela Thompson, School Board Clerk**

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**BACKGROUND:**

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

**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, October 10, 2022** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public and a recording is posted on the website.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Chair Ellison called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Thompson, Arcand, Daniels, Ellison, Newmaster, Streiff Oji.  
Absent: Beloyed.  
Ex-Officio: Dr. Wayne Kazmierczak.
3. Pledge of Allegiance.
4. Daniels moved and Newmaster seconded to approve the agenda as presented.  
***Voice vote: Ayes, Thompson, Arcand, Daniels, Ellison, Newmaster, Streiff Oji. Nays, none. Motion carried.***
5. Streiff Oji moved and Daniels seconded to approve the consent agenda consisting of:
  - a) Minutes for regular Board meeting on September 12, 2022, and September 26, 2022;
  - b) Invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
  - c) Correspondence;
  - d) Resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - e) Field trips;
  - f) Resolution regarding personnel items to include:

➤ **RESIGNATION/TERMINATION/NON-RENEWAL – CLASSIFIED  
STAFF**

KATHERINE CARLSON – NS Assistant - WBLAHS - South Campus  
Employed by District 624 since 09/08/2021  
Effective Date: 09/09/2022

KERIANN CROWTHER – Lunchroom Assistant - Central Middle School  
Employed by District 624 since 09/06/2022  
Effective Date: 10/14/2022

LINA JOHNSON – Health Assistant - Otter Lake Elementary  
Employed by District 624 since 09/14/2022  
Effective Date: 09/23/2022

BROOKE O'QUINN – Paraeducator - Sunrise Park Middle School  
Employed by District 624 since 09/06/2022  
Effective Date: 10/05/2022

ROSANNA ROGERS – Paraeducator - Lincoln Elementary  
Employed by District 624 since 09/10/2020  
Effective Date: 09/30/2022

NELLE TOKHEIM – Media Clerk - Birch Lake Elementary  
Employed by District 624 since 08/29/2022  
Effective Date: 09/30/2022

➤ **RESIGNATION/TERMINATION/NON-RENEWAL – CERTIFIED STAFF**

AARON HAGEN – Special Education Teacher - Birch Lake Elementary  
Employed by District 624 since 08/30/2021  
Effective Date: 06/13/2022

KJERSTEN LARSON – FACS Teacher - WBLAHS - North Campus  
Employed by District 624 since 08/30/2021  
Effective Date: 06/13/2022

LAI LAU – ELL and Chinese Teacher - Vadnais Heights Elementary  
Employed by District 624 since 08/22/2012  
Effective Date: 10/03/2022

➤ **RESIGNATION/TERMINATION/NON-RENEWAL – NON-AFFILIATED STAFF**

TRACI DONAHOE – Nutrition Services Specialist - District Center  
Employed by District 624 since 03/27/2018  
Effective Date: 09/28/2022

JENNIFER MOORE – Career Pathways Coordinator - WBLAHS - South Campus  
Employed by District 624 since 08/07/2017  
Effective Date: 09/16/2022

➤ **RETIREMENT – CLASSIFIED STAFF**

NANCY VOGT – Media Clerk - WBLAHS - South Campus  
Employed by District 624 since 08/27/1996  
Effective Date: 09/09/2021

➤ **RETIREMENT – CERTIFIED STAFF**

MARY HERMANS – School Nurse - Otter Lake Elementary  
Employed by District 624 since 08/24/2000  
Effective Date: 11/09/2021

➤ **EXTRA ASSIGNMENT – CERTIFIED STAFF**

MARK DOSCHOT – .2 FTE Language Arts Teacher - WBLAHS - North Campus  
MA + 60, Step 13 \$1,358.73  
Effective Date: 09/06/2022 - 9/23/2022

KELSEY GRONHOVD – .2 FTE Language Arts Teacher - WBLAHS - North Campus  
MA + 60, Step 5 \$921.92  
Effective Date: 09/06/2022 - 9/23/2022

HANNAH HENSLEY – .2 FTE Language Arts Teacher - WBLAHS - North Campus  
BA, Step 3 \$723.56  
Effective Date: 09/06/2022 - 9/23/2022

JOSHUA LEHR – .2 FTE Language Arts Teacher - WBLAHS - North Campus  
MA + 60, Step 13 \$1,358.73  
Effective Date: 09/06/2022 - 9/23/2022

SHELLY LUSTIG – .1 FTE Math Teacher - WBLAHS - South Campus  
MA + 60, Step 13 \$727.89  
Effective Date: 09/19/2022 - 10/07/2022

AMY SAARIBOVRE – .2 FTE Math Teacher - WBLAHS - South Campus  
BA + 45, Step 8 \$932.78  
Effective Date: 09/19/2022 - 10/07/2022

SUSAN STEPHAN – .1 FTE Math Teacher - WBLAHS - South Campus

MA + 60, Step 13 \$727.89

Effective Date: 09/19/2022 - 10/07/2022

CARLA TRIGGS – .1 FTE Language Arts Teacher - Sunrise Park Middle School

MA + 60, Step 13 \$9,414.12

Effective Date: 08/30/2022 - 06/12/2023

ANTHONY WALFOORT – .2 FTE Language Arts Teacher - WBLAHS - NC

MA + 60, Step 13 \$1,358.73

Effective Date: 09/06/2022 - 9/23/2022

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

STEPHANIE ALBIN – Instructional Assistant - Vadnais Heights

From 12.49 hrs. Per wk. To 29.9 hrs. per wk.

Effective Date: 09/12/2022

KERIANN CROWTHER – OST Program Assistant - Lakeaires Elementary

\$20.50 per hr., From 22.5 hrs. Per wk. To 27.5 hrs. per wk.

Effective Date: 10/03/2022

ELIZABETH DIAGAFFE – Instructional Assistant - Vadnais Heights

From 12.49 hrs. Per wk. To 23 hrs. per wk.

Effective Date: 09/12/2022

KYLEE KWAPIS – Bus Aide - Bus Garage

From 20 hrs. Per wk. To 33.75 hrs. per wk.

Effective Date: 09/20/2022

SUSAN LENNE – Admin Assistant - Attendance - Sunrise Park Middle School

From 25 hrs. Per wk. To 35 hrs. per wk.

Effective Date: 09/19/2022

MALERIE SCHMIDT – From Student Supervisor to Special Education Para - Central

From 37.25 hrs. Per wk. To 32.5 hrs. per wk.

Effective Date: 09/06/2022

GABRIELLE SCHLOSSER – Nutrition Service Assistant - Central Middle School

From 21.25 hrs. Per wk. To 22.5 hrs. per wk.

Effective Date: 09/20/2022

HEIDI SIEBENALER – From Nutrition Service Assistant - Central Middle School

To NS Production Lead - Central Middle School

From 22.5hrs. Per wk. To 27.5 hrs. per wk.

Effective Date: 09/19/2022

➤ **RETURN FROM LEAVE OF ABSENCE – CERTIFIED STAFF**

MARY MILES – Physical Therapist - Normandy Park

Employed by District 624 since 08/26/2004

Effective Date: 09/20/2022

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

DIANE ROULEAU – Paraeducator - Central Middle School

Employed by District 624 since 05/22/1997

Effective Date: 09/06/2022 through 10/14/2022

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

KENDALL GONZALEZ – Kindergarten Teacher - Matoska Elementary

Employed by the District 624 since 08/24/2011

Effective Date: 08/29/2022 through 10/17/2022

TAMMY REED – Intervention Teacher - Willow Lane Elementary

Employed by the District 624 since 11/30/2009

Effective Date: 12/13/2022 through 01/09/2023

KARI SOLHEIM – 1st Grade Teacher - Birch Lake Elementary

Employed by the District 624 since 08/24/2011

Effective Date: 09/19/2022 through 11/22/2022

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

CHRISTOPHER ANDERSON – Lunchroom Supervisor - Oneka Elementary

\$19.32 per hr., 15 hrs. per wk.

Effective Date: 09/19/2022

CHRISTOPHER ANDERSON – OST Program Assistant - Oneka Elementary

\$18.50 per hr., 16.25 hrs. per wk.

Effective Date: 09/19/2022

BAYLEE HAMILTON – Lunchroom Supervisor - Central Middle School

\$19.32 per hr., 12.5 hrs. per wk.

Effective Date: 10/03/2022

DOROTHY BECK – Paraeducator - WBLAHS - North Campus

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 09/06/2022

JENNIFER BRUSKI – Paraeducator - WBLAHS - South Campus

\$20.61 per hr., 25 hrs. per wk.

Effective Date: 09/29/2022

NICOLE CHESSNOE – Paraeducator - Normandy Park

\$20.61 per hr., 24 hrs. per wk.

Effective Date: 10/24/2022

KERIANN CROWTHER – OST Program Assistant - Birch Lake & Matoska Elem

\$20.50 per hr., 22.5 hrs. per wk.

Effective Date: 09/19/2022

THERESA DECHaine – Paraeducator - Central Middle School

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 09/29/2022

AIME DEWITT – Media Clerk - Otter Lake Elementary

\$19.32 per hr., 30 hrs. per wk.

Effective Date: 08/29/2022

CELESTE GILLITZER – Media Clerk & Lunchroom Supervisor - Willow Lane Elem

\$19.32 per hr., 27.5 hrs. per wk.

Effective Date: 10/03/2022

MACKENZIE GRINNELL – Paraeducator - Otter Lake Elementary

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 10/17/2022

DEBORAH HAGEN – NS Part Time - WBLAHS - North Campus

\$16.60 per hr., 18.75 hrs. per wk.

Effective Date: 09/06/2022

CATHERINE HASAPOPULOS – Paraeducator - WBLAHS - North Campus

\$20.61 per hr., 26.75 hrs. per wk.

Effective Date: 09/19/2022

BECKY JENSEN – Lunchroom Supervisor - North Star Elementary

\$19.32 per hr., 13.75 hrs. per wk.

Effective Date: 09/19/2022

BECKY JENSEN – OST Program Assistant - North Star Elementary

\$18.50 per hr., 20 hrs. per wk.

Effective Date: 09/19/2022

LINA JOHNSON – Health Assistant - Otter Lake Elementary

\$25.48 per hr., 37.5 hrs. per wk.

Effective Date: 09/14/2022

MATTHEW KLEIST – Bus Aide - Bus Garage

\$19.26 per hr., 25 hrs. per wk.

Effective Date: 10/10/2022

HEIDI KRAMLINGER – Media Clerk - Birch Lake Elementary

\$19.32 per hr., 17.5 hrs. per wk.

Effective Date: 08/10/2022

PATRICIA NELSON – NS Assistant- WBLAHS - South Campus

\$17.50 per hr., 16.25 hrs. per wk.

Effective Date: 10/05/2022

ANNETTE KUUSISTO-SMITH – Health Assistant - Otter Lake Elementary

\$25.48 per hr., 37.5 hrs. per wk.

Effective Date: 10/10/2022

MARRISA LEE – OST Program Assistant - Oneka Elementary

\$18.50 per hr., 14.99 hrs. per wk.

Effective Date: 08/28/2022

MAGON LINDBLOM – Lunchroom Supervisor - Lincoln Elementary

\$19.32 per hr., 13.75 hrs. per wk.

Effective Date: 08/29/2022

MAGON LINDBLOM – OST Program Assistant - Lincoln Elementary

\$18.50 per hr., 13.75 hrs. per wk.

Effective Date: 08/29/2022

JOSHUA NOEL – Lunchroom Supervisor - Matoska Elementary

\$19.32 per hr., 12.5 hrs. per wk.

Effective Date: 09/20/2022

AUSTIN SCHAEFER – Custodian - Oneka Elementary

\$20.50 per hr., 40 hrs. per wk.

Effective Date: 09/26/2022

DENNIS SCHOUVELLER – Bus Driver - Bus Garage

\$20.90 per hr., 25 hrs. per wk.

Effective Date: 10/04/2022

ERICKA STOOKSBURY – Paraeducator - Central Middle School

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 10/10/2022

RENEE THORSON-VANEK – Paraeducator - WBLAHS - North Campus

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 10/03/2022

MATTHEW TIERNEY – Paraeducator - WBLAHS - South Campus

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 09/26/2022

➤ **NEW PERSONNEL – CERTIFIED STAFF**

CHELSEA LLOYD – Choir Teacher - Sunrise Park Middle School

.5 FTE BA, Step 1, \$21,542.60

Effective Date: 09/28/2022

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

TAMARA BALDES – Full Time Building Reserve - ALC

\$205 per day

Effective Date: 2022-2023 School Year

KARLA KELLER – 1st Grade Teacher - Birch Lake Elementary

MA, step 6, \$15,352.01

Effective Date: 09/19/2022 through 11/22/2022

AMY OTTESON – Art Teacher - Sunrise Park Middle School

MA + 15, step 9, \$19,073.94

Effective Date: 10/17/2022 - 01/09/2023

JERMAINE WILEY – Full Time Building Reserve - WBLAHS - NC & SC

\$205 per day

Effective Date: 2022-2023 School Year

g) Quarterly Investment Report.

***Roll call vote: Ayes, Thompson, Arcand, Daniels, Ellison, Newmaster, Streiff Oji. Nays, none. Motion carried.***

**B. PUBLIC FORUM**

**C. INFORMATION ITEMS**

1. Student Recognition - Students earning Advanced Placement Honors were recognized and congratulated by Dr. Kazmierczak.
2. Superintendent's Report - Lauren Collier spoke about girls tennis, and girls volleyball. She also mentioned this Friday's Tackle Cancer football game and the powderpuff football game. Dr. Kazmierczak spoke about the Strategic Emergence Action Team meetings. He gave information about school meal balances, the Application for Educational Benefits and Minnesota Thursday's school meal. He also mentioned the Indigenous Peoples Day Fall Feast event, the High School Fall Musical, the Senior Activity Pass and employment opportunities. He finished with information about the White Bear Lake Area Schools alumni, a member of NASA's SpaceX Crew who piloted an expedition to the International Space Station.
3. Capital Projects Levy Presentation - Dr. Kazmierczak and Tim Wald, Assistant Superintendent for Finance and Operations gave a presentation about the capital project levy renewal.

**D. DISCUSSION ITEMS**

1. First Reading of School Board Policies: a) 301, School District Administration; b) 302, Superintendent; c) 303, Superintendent Selection; d) 304, Superintendent Contract, Duties and Evaluation; e) 305, Policy Implementation; f) 306, Administrator Code of Ethics; g) 422, Policies Incorporated by Reference; h) 423, Employee-Student Relations; i) 520, Student Surveys; j) 522, Student Sex Nondiscrimination; and k) 523, Policies Incorporated by Reference. The policies listed will be on the November 14, 2022 or subsequent agenda for a second reading.

## **E. OPERATIONAL ITEMS**

1. Streiff-Oji moved and Daniels seconded to approve the Action on Bids for High School Interior Room Signage in the amount of \$144,397. **Roll call vote: Ayes, Thompson, Arcand, Daniels, Ellison, Newmaster, Streiff Oji. Nays, none. Motion carried.**
2. Arcand moved and Thompson seconded to approve the action on School Board Policy, a) 506, Student Discipline. **Voice vote: Ayes, Thompson, Arcand, Daniels, Ellison, Newmaster, Streiff Oji. Nays, none. Motion carried.**

## **F. BOARD FORUM**

- G. ADJOURNMENT** - Arcand moved and Newmaster seconded to adjourn the meeting at 6:28 p.m. **Voice vote: Ayes, Thompson, Arcand, Daniels, Ellison, Newmaster, Streiff Oji. Nays, none. Motion carried.**

Submitted by: Angela Thompson, 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, October 24, 2022** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public and a recording is posted on the website.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Call to Order - Chair Ellison called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Arcand, Beloyed, Ellison, Newmaster. Absent: Daniels, Streiff Oji, Thompson.

**B. DISCUSSION ITEMS**

1. 2023-24 Course Proposals - Jen Babiash, Director of Teaching and Learning presented the secondary course proposals for the 2023-24 school year.

Angela Thompson joined the meeting at 5:39 p.m.

2. World's Best Workforce and Achievement and Integration Update - Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, Dr. Melinda Fierro, Assistant Director of Teaching and Learning, and other building leaders and staff shared the 2021-22 World's Best Workforce and Achievement and Integration Update.

**C. OPERATIONAL ITEMS**

1. Thompson moved and Beloyed seconded to approve the action on Medical Insurance Carrier and Insurance Rates. ***Roll call vote: Ayes, Arcand, Beloyed, Ellison, Newmaster, Thompson. Nays, none. Motion carried.***

- D. ADJOURNMENT** - Arcand moved and Beloyed seconded to adjourn the meeting at 6:58 p.m. ***Voice vote: Ayes, Arcand, Beloyed, Ellison, Newmaster, Thompson. Nays, none. Motion carried.***

Submitted by: Angela Thompson, clerk



AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Action Item**

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

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**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 - October 2022**

		<b>10/14/2022</b>	<b>10/31/2022</b>
Direct Deposit	654288-655756	2,168,543.59	
Direct Deposit	655757-657221		2,241,840.55
<hr/>			

CHECK NUMBER	VENDOR	CHECK	
		CHECK AMOUNT	CHECK DATE TYPE
124674	COON RAPIDS HIGH SCHOOL	(\$250.00)	10/5/2022 V
127349	ASTLEFORD INTL MINNEAPOLIS	\$103,383.50	10/5/2022 R
127350	TRI-STATE BOBCAT	\$64,057.84	10/5/2022 R
127351	COON RAPIDS HIGH SCHOOL	\$250.00	10/5/2022 R
127352	GURSTEL CHARGO ATTORNEYS AT LAW	\$356.47	10/5/2022 R
127353	MESSERLI & KRAMER PA	\$281.90	10/5/2022 R
127353	MESSERLI & KRAMER PA	(\$281.90)	10/26/2022 V
127354	RIVERVIEW LAW OFFICE PLLC	\$461.50	10/5/2022 R
127355	IUOE LOCAL 70	\$1,712.64	10/5/2022 R
127356	SCHOOL SERVICE EMPLOYEES	\$0.00	10/5/2022 C
127357	SCHOOL SERVICE EMPLOYEES	\$7,731.59	10/5/2022 R
127358	2E ENTERPRISES INC	\$164.03	10/12/2022 R
127359	ACADEMIC THERAPY PUBLICATIONS	\$168.00	10/12/2022 R
127360	ACCLAIM SERVICES INC	\$12,863.00	10/12/2022 R
127361	ACOUSTICS ASSOCIATES INC	\$7,980.00	10/12/2022 R
127362	AI TECHNOLOGIES LLC	\$8,565.00	10/12/2022 R
127363	ALEXANDER, MICHAEL J.	\$211.00	10/12/2022 R
127364	ALLIED OIL & SUPPLY, INC.	\$424.80	10/12/2022 R
127365	ALLSTREAM	\$5,540.74	10/12/2022 R
127366	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127367	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127368	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127369	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127370	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127371	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127372	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127373	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127374	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127375	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127376	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127377	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127378	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127379	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127380	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127381	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127382	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127383	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127384	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127385	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127386	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127387	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127388	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127389	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127390	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127391	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127392	AMAZON CAPITAL SERVICES	\$0.00	10/12/2022 C
127393	AMAZON CAPITAL SERVICES	\$15,758.40	10/12/2022 R
127393	AMAZON CAPITAL SERVICES	(\$15,758.40)	10/12/2022 V
127394	AMERICAN FLAGPOLE & FLAG CO	\$229.00	10/12/2022 R

127395 AMERICAN RED CROSS	\$350.00	10/12/2022 R
127396 AMERICAN STRUCTURAL METALS INC	\$581.40	10/12/2022 R
127397 AMPLIFY EDUCATION INC	\$119,783.31	10/12/2022 R
127398 ANDERSON'S	\$342.48	10/12/2022 R
127399 APPLE COMPUTER INC	\$2,299.00	10/12/2022 R
127400 ARAMARK UNIFORM SERVICES	\$377.77	10/12/2022 R
127401 ARCHITECTURAL SALES OF MN INC	\$82,650.00	10/12/2022 R
127402 ASL INTERPRETING SERVICES INC	\$0.00	10/12/2022 C
127403 ASL INTERPRETING SERVICES INC	\$1,171.50	10/12/2022 R
127404 ATC GROUP SERVICES LLC	\$5,626.88	10/12/2022 R
127405 AULECIEMS, KARL	\$139.00	10/12/2022 R
127406 AUTONATION FORD WBL	\$223.51	10/12/2022 R
127407 AVID CENTER	\$1,160.00	10/12/2022 R
127408 BARKLEY, NICHOLAS H.	\$139.00	10/12/2022 R
127408 BARKLEY, NICHOLAS H.	(\$139.00)	10/26/2022 V
127409 BAUSCHELT, PAT	\$80.00	10/12/2022 R
127410 BEECROFT MARKETING & EVENTS	\$499.00	10/12/2022 R
127411 BENSON, SYLVIA	\$29.75	10/12/2022 R
127412 BEST BUY BUSINESS ADVANTAGE ACCT	\$7,196.29	10/12/2022 R
127413 BETMAR LANGUAGES	\$500.00	10/12/2022 R
127414 BEVSO	\$0.00	10/12/2022 C
127415 BEVSO	\$0.00	10/12/2022 C
127416 BEVSO	\$19,647.70	10/12/2022 R
127417 BITUMINOUS ROADWAYS INC	\$312,345.75	10/12/2022 R
127418 BJOREM SPEECH PUBLICATIONS	\$198.00	10/12/2022 R
127419 BLADE, JULIE M.	\$433.37	10/12/2022 R
127420 BLAINE HIGH SCHOOL	\$860.00	10/12/2022 R
127421 BLB CONSULTING LLC	\$1,015.00	10/12/2022 R
127422 BLICK ART MATERIALS	\$2,276.55	10/12/2022 R
127423 BLUE CROSS / BLUE SHIELD OF MN	\$8,645.00	10/12/2022 R
127424 BLUUM OF MINNESOTA, LLC	\$672.30	10/12/2022 R
127425 THE BOELTER COMPANIES INC	\$35,071.29	10/12/2022 R
127426 BORGA, YOSEF	\$77.00	10/12/2022 R
127427 BOYER TRUCKS - LAUDERDALE	\$5,401.91	10/12/2022 R
127428 BRAINERD HIGH SCHOOL	\$350.00	10/12/2022 R
127429 BRETH-ZENZEN FIRE PROTECTION LLC	\$8,070.49	10/12/2022 R
127430 BROPHY, HEIDI L.	\$27.80	10/12/2022 R
127431 BSN SPORTS, LLC	\$388.40	10/12/2022 R
127432 BUDD, ROBIN E.	\$63.50	10/12/2022 R
127433 CAPITAL ONE TRADE CREDIT	\$0.00	10/12/2022 C
127434 CAPITAL ONE TRADE CREDIT	\$1,039.55	10/12/2022 R
127435 CAPITAL CITY GLASS INC	\$8,265.00	10/12/2022 R
127436 CAPITAL ONE TRADE CREDIT	\$0.00	10/12/2022 C
127437 CAPITAL ONE TRADE CREDIT	\$0.00	10/12/2022 C
127438 CAPITAL ONE TRADE CREDIT	\$542.30	10/12/2022 R
127439 CARDINAL, KATHLEEN T.	\$32.30	10/12/2022 R
127440 CARLSON, JEREMY	\$92.00	10/12/2022 R
127441 CARLSON, KEATON	\$80.00	10/12/2022 R
127442 CAROLINA BIOLOGICAL SUPPLY	\$349.51	10/12/2022 R
127443 CARTER, MATT	\$80.00	10/12/2022 R
127444 THE CAULKERS COMPANY INC	\$6,246.25	10/12/2022 R

127445	CDW GOVERNMENT INC	\$4,500.00	10/12/2022	R
127446	CHAMPLIN PARK HIGH SCHOOL	\$275.00	10/12/2022	R
127447	CHILDREN'S THEATER COMPANY	\$672.00	10/12/2022	R
127448	CHILDREN'S PERFORMING ARTS	\$180.00	10/12/2022	R
127449	CHILDREN'S DEFENSE FUND	\$175.00	10/12/2022	R
127450	CINTAS CORP #470	\$120.06	10/12/2022	R
127451	CLADIS, DENNIS	\$154.00	10/12/2022	R
127452	COLLEGE BOARD	\$340.00	10/12/2022	R
127453	COLLINS SPORTS MEDICINE	\$544.48	10/12/2022	R
127454	COMCAST	\$2,671.31	10/12/2022	R
127455	COMMERCIAL DRYWALL INC	\$25,917.32	10/12/2022	R
127456	COMSTOCK & SONS INC	\$550.00	10/12/2022	R
127457	CONNEY SAFETY PRODUCTS LLC	\$271.36	10/12/2022	R
127458	CONSCIOUS DISCIPLINE	\$233.45	10/12/2022	R
127459	CONTINENTAL RESEARCH CORP	\$512.81	10/12/2022	R
127460	CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$276.00	10/12/2022	R
127461	COSNEY CORPORATION	\$69,639.75	10/12/2022	R
127462	CRISIS PREVENTION INSTITUTE INC	\$200.00	10/12/2022	R
127463	CROCKARELL, JACKSON	\$234.00	10/12/2022	R
127464	CROSSTOWN MASONRY INC	\$13,731.77	10/12/2022	R
127465	CUB FOODS	\$58.84	10/12/2022	R
127466	CUMMINS SALES AND SERVICE	\$2,453.35	10/12/2022	R
127467	CURRICULUM K12 PARTNERS INC	\$900.00	10/12/2022	R
127468	CUSTOM DRYWALL INC	\$50,489.65	10/12/2022	R
127469	CYBERSOFT TECHNOLOGIES INC	\$15,130.00	10/12/2022	R
127470	DAHLMAN, JAMES S.	\$154.00	10/12/2022	R
127471	DALCO CORPORATION	\$0.00	10/12/2022	C
127472	DALCO CORPORATION	\$0.00	10/12/2022	C
127473	DALCO CORPORATION	\$0.00	10/12/2022	C
127474	DALCO CORPORATION	\$0.00	10/12/2022	C
127475	DALCO CORPORATION	\$0.00	10/12/2022	C
127476	DALCO CORPORATION	\$0.00	10/12/2022	C
127477	DALCO CORPORATION	\$23,254.94	10/12/2022	R
127478	DAVIS MECHANICAL SYSTEMS INC	\$261,691.81	10/12/2022	R
127479	DE MEIRELES, VICTOR M.	\$77.00	10/12/2022	R
127480	DECKER EQUIP/SCHOOL FIX	\$546.73	10/12/2022	R
127481	DEMCO INC	\$946.19	10/12/2022	R
127482	DEPT OF PUBLIC SAFETY- ACCOUNTS PAYABLE	\$50.00	10/12/2022	R
127483	DERAAD, MAX D.	\$490.80	10/12/2022	R
127484	DIAMONDCORE TOOLS	\$264.95	10/12/2022	R
127485	DIAZ, FILLO	\$139.00	10/12/2022	R
127486	DILLON, ROBERT	\$1,800.00	10/12/2022	R
127487	DISCOUNT SCHOOL SUPPLY	\$559.70	10/12/2022	R
127488	DISCOUNT TWO-WAY RADIO	\$227.14	10/12/2022	R
127489	DOMINOS PIZZA	\$719.31	10/12/2022	R
127490	DOUGLAS, SANDRA L.	\$300.00	10/12/2022	R
127491	DEFINITIVE TECHNOLOGY SOLUTIONS	\$240.13	10/12/2022	R
127492	EBERT INC	\$98,213.79	10/12/2022	R
127493	ECSI SYSTEM INTEGRATORS	\$8,599.87	10/12/2022	R
127494	EDPUZZLE	\$2,450.00	10/12/2022	R
127495	EDUPOINT EDUCATIONAL SYSTEMS	\$2,485.82	10/12/2022	R

127496 EHLERS	\$1,250.00	10/12/2022 R
127497 ERHARDT, GARY	\$50.00	10/12/2022 R
127498 ERHARDT, SCOTT D.	\$50.00	10/12/2022 R
127499 INTERMIX BEVERAGE	\$995.73	10/12/2022 R
127500 EXPLORE LEARNING LLC	\$4,140.00	10/12/2022 R
127501 FASTENAL COMPANY	\$61.58	10/12/2022 R
127502 FIDELITY SECURITY LIFE INSURANCE CO	\$5,113.32	10/12/2022 R
127503 FLOORS BY BECKERS LLC	\$9,500.00	10/12/2022 R
127504 FOLLETT CONTENT SOLUTIONS LLC	\$3,082.60	10/12/2022 R
127505 FORD METRO INC	\$8,640.25	10/12/2022 R
127506 FOREST LAKE CONTRACTING INC	\$163,789.72	10/12/2022 R
127507 FRANSEN DECORATING INC	\$10,827.15	10/12/2022 R
127508 FRONTRUNNER SCREEN PRINTING	\$2,867.50	10/12/2022 R
127509 GALLAGHERS NORTHWESTERN TIRE CO INC	\$12,679.67	10/12/2022 R
127510 GALLAGHER BASSETT SERVICES INC	\$6,876.10	10/12/2022 R
127511 GARVEY, PATRICIA	\$25.93	10/12/2022 R
127512 GENERATION NOW ENTERTAINMENT	\$1,025.00	10/12/2022 R
127513 GERDING, ANN M.	\$54.05	10/12/2022 R
127514 GOPHER	\$600.24	10/12/2022 R
127515 GRACENOTES LLC	\$1,292.00	10/12/2022 R
127516 GRAINGER	\$0.00	10/12/2022 C
127517 GRAINGER	\$2,752.94	10/12/2022 R
127518 GRANDMA'S BAKERY INC	\$235.22	10/12/2022 R
127519 GROUP MEDICAREBLUE RX	\$11,488.50	10/12/2022 R
127520 H2I GROUP INC	\$3,817.90	10/12/2022 R
127521 HAAS MUSICAL INSTRUMENT REPAIR	\$120.00	10/12/2022 R
127522 HAMER, KAREN	\$28.26	10/12/2022 R
127523 HEALTHPARTNERS	\$8,460.90	10/12/2022 R
127524 HENKEL, CRAIG A.	\$186.00	10/12/2022 R
127525 HERDER, JIM	\$64.00	10/12/2022 R
127526 HOBART SERVICE	\$916.78	10/12/2022 R
127527 HOENIGSCHMIDT, KAYLEA	\$2,453.20	10/12/2022 R
127528 HOGLUND BUS COMPANY	\$0.00	10/12/2022 C
127529 HOGLUND BUS COMPANY	\$857.05	10/12/2022 R
127530 HOGLUND BODY & EQUIPMENT INC	\$261.15	10/12/2022 R
127530 HOGLUND BODY & EQUIPMENT INC	(\$261.15)	10/13/2022 V
127531 HOLMIN, CLEO A.	\$30.60	10/12/2022 R
127532 HOWLADER, NEPAL C.	\$62.00	10/12/2022 R
127533 HOYT, DANNA	\$100.56	10/12/2022 R
127534 HUGO EQUIPMENT CO	\$91.22	10/12/2022 R
127535 HUGO FEED MILL & HARDWARE	\$8.37	10/12/2022 R
127536 IOWA STATE UNIVERSITY	\$500.00	10/12/2022 R
127537 IFD	\$0.00	10/12/2022 C
127538 IFD	\$0.00	10/12/2022 C
127539 IFD	\$0.00	10/12/2022 C
127540 IFD	\$0.00	10/12/2022 C
127541 IFD	\$182,544.73	10/12/2022 R
127542 ILLUMINATE EDUC	\$59,145.00	10/12/2022 R
127543 IMAGE BUILDERS	\$3,671.71	10/12/2022 R
127544 IMAGINE LEARNING LLC	\$11,250.00	10/12/2022 R
127545 INNOVATIVE OFFICE SOLUTIONS	\$0.00	10/12/2022 C

127546 INNOVATIVE OFFICE SOLUTIONS	\$128,095.96	10/12/2022 R
127547 INSTITUTE FOR MULTI SENSORY EDUCATION	\$0.00	10/12/2022 C
127548 INSTITUTE FOR MULTI SENSORY EDUCATION	\$1,906.15	10/12/2022 R
127549 ISD #622 NORTH HIGH SCHOOL	\$200.00	10/12/2022 R
127550 IXL LEARNING	\$7,202.00	10/12/2022 R
127551 J AND B AMERICAN STEEL	\$675.77	10/12/2022 R
127552 JOHN HENRY FOSTER	\$50.18	10/12/2022 R
127553 JAYTECH INC	\$0.00	10/12/2022 C
127554 JAYTECH INC	\$3,662.07	10/12/2022 R
127555 JENSEN, ETOILE W.	\$48.00	10/12/2022 R
127556 JIMMY JOHNS #869	\$1,287.13	10/12/2022 R
127557 JOHN A DALSIN & SON INC	\$232,432.70	10/12/2022 R
127558 KADRMAS, STACEY R.	\$150.00	10/12/2022 R
127559 KATH FUEL OIL SERVICE CO	\$13,683.33	10/12/2022 R
127560 KELLEHER CONSTRUCTION INC	\$117,496.00	10/12/2022 R
127561 KELLINGTON CONSTRUCTION INC	\$71,834.64	10/12/2022 R
127562 KEYSTONE INTERPRETING SOLUTIONS	\$4,166.00	10/12/2022 R
127563 KIM TONG TRANSLATION SERV INC	\$78.75	10/12/2022 R
127564 KINNI SPORT & POWER	\$11,391.74	10/12/2022 R
127565 KIRK ACOUSTICS INC	\$4,457.50	10/12/2022 R
127566 KOCH MECHANICAL LLC	\$0.00	10/12/2022 C
127567 KOCH MECHANICAL LLC	\$55,971.00	10/12/2022 R
127568 KOLENICH, PAUL A.	\$31.00	10/12/2022 R
127569 KRAFT MECHANICAL LLC	\$3,066.89	10/12/2022 R
127570 KRAGT, DANIEL	\$80.00	10/12/2022 R
127571 KULLY SUPPLY COMPANY	\$518.91	10/12/2022 R
127572 KUYAVA, JULIE A.	\$5.65	10/12/2022 R
127573 LABELLE, PAUL H.	\$160.00	10/12/2022 R
127574 LAHAYE, STEPHANIE	\$80.00	10/12/2022 R
127575 LAKESHORE LEARNING MATERIALS	\$0.00	10/12/2022 C
127576 LAKESHORE LEARNING MATERIALS	\$1,731.11	10/12/2022 R
127577 LALIBERTE, ELAINE	\$36.55	10/12/2022 R
127578 LEARNING A-Z	\$2,858.66	10/12/2022 R
127579 LEARNING ALLY	\$198.00	10/12/2022 R
127580 LEHNER, KENNETH	\$200.00	10/12/2022 R
127581 LEUTGEB, VIRGINIA (GINNY)	\$67.20	10/12/2022 R
127582 LEXIA LEARNING SYSTEMS LLC	\$738.00	10/12/2022 R
127583 LINDENMEYR MUNROE	\$0.00	10/12/2022 C
127584 LINDENMEYR MUNROE	\$0.00	10/12/2022 C
127585 LINDENMEYR MUNROE	\$5,043.00	10/12/2022 R
127586 LITCH, KARLA K.	\$53.25	10/12/2022 R
127587 LITERACY RESOURCES LLC	\$268.68	10/12/2022 R
127588 LOCKMAN, MARY C.	\$24.80	10/12/2022 R
127589 LUNDGREN, JOANNE M.	\$41.65	10/12/2022 R
127590 MAAHS, JENNIFER L.	\$25.40	10/12/2022 R
127591 MAC RUNNEL, MINDY L.	\$312.59	10/12/2022 R
127592 MACKIN EDUCATIONAL RESOURCES	\$308.66	10/12/2022 R
127593 MALLOY/MONTAGUE/KARNOWSKI & CO	\$7,500.00	10/12/2022 R
127594 MAPLE GROVE HIGH SCHOOL	\$200.00	10/12/2022 R
127595 MARCO TECHNOLOGIES LLC	\$23,683.28	10/12/2022 R
127596 MN ASSOC OF SCH BUSINESS OFFICIALS	\$80.00	10/12/2022 R

127597 MASON, ANGELA G.	\$36.75	10/12/2022 R
127598 MATRIX COMMUNICATIONS	\$224,050.88	10/12/2022 R
127599 MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$6,160.75	10/12/2022 R
127600 MCNAUGHTON, NATE	\$92.00	10/12/2022 R
127601 MEADOWOOD TOOL CO	\$536.88	10/12/2022 R
127602 MEDTOX LABORATORIES	\$86.24	10/12/2022 R
127603 METRO ECSU	\$9,467.00	10/12/2022 R
127604 METRO MEALS ON WHEELS INC	\$368.25	10/12/2022 R
127605 METRO VOLLEYBALL OFFICIALS ASSOCIATION	\$850.00	10/12/2022 R
127606 MIDWEST BUS PARTS INC	\$0.00	10/12/2022 C
127607 MIDWEST BUS PARTS INC	\$598.03	10/12/2022 R
127608 MILLIGAN, THERESA	\$111.78	10/12/2022 R
127609 MINVALCO INC	\$1,650.80	10/12/2022 R
127610 MN ASSOC OF SENIOR SERVICES-	\$50.00	10/12/2022 R
127611 MN CLAY	\$238.36	10/12/2022 R
127612 MN ORCHESTRA	\$556.25	10/12/2022 R
127613 MN SAFETY COUNCIL INC	\$575.00	10/12/2022 R
127614 MN SCHOOL COUNSELORS ASSOC	\$0.00	10/12/2022 C
127615 MN SCHOOL COUNSELORS ASSOC	\$1,180.00	10/12/2022 R
127616 MOBILE RADIO ENGINEERING INC	\$2,927.20	10/12/2022 R
127617 MODERN PIPING INC	\$5,000.00	10/12/2022 R
127618 MONTANA STATE UNIVERSITY	\$500.00	10/12/2022 R
127619 MOUNDS VIEW HIGH SCHOOL	\$150.00	10/12/2022 R
127620 MOUNTAIN MATH/LANGUAGE LLC	\$59.95	10/12/2022 R
127621 MVP & ASSOCIATES	\$2,800.00	10/12/2022 R
127622 MYSTERY SCIENCE INC	\$1,599.00	10/12/2022 R
127623 NAC MECHANICAL & ELECTRICAL SERV	\$108,349.80	10/12/2022 R
127624 NARDINI FIRE EQUIPMENT CO INC	\$390.75	10/12/2022 R
127625 NASSP	\$2,960.00	10/12/2022 R
127626 NCPERS GROUP LIFE INS	\$112.00	10/12/2022 R
127627 NE METRO 916 CAREER AND TECH	\$1,000.00	10/12/2022 R
127628 NELSON, CHARLES R.	\$77.00	10/12/2022 R
127629 NEW LOOK CONTRACTING INC	\$94,721.36	10/12/2022 R
127630 NORCENTRONIX DISTRIBUTING	\$780.00	10/12/2022 R
127631 NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	10/12/2022 C
127632 NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	10/12/2022 C
127633 NORTH CENTRAL BLUE BIRD BUS SALES	\$336,548.29	10/12/2022 R
127634 NORTH COUNTRY CONCRETE INC	\$1,472.50	10/12/2022 R
127635 NYSTROM PUBLISHING CO INC	\$17,612.44	10/12/2022 R
127636 O'NEILL ELECTRIC INC	\$5,278.63	10/12/2022 R
127637 O'NEIL, LOIS	\$20.00	10/12/2022 R
127638 O'REILLY AUTOMOTIVE INC	\$0.00	10/12/2022 C
127639 O'REILLY AUTOMOTIVE INC	\$0.00	10/12/2022 C
127640 O'REILLY AUTOMOTIVE INC	\$424.69	10/12/2022 R
127641 OLSON, SUZANNE K.	\$83.30	10/12/2022 R
127642 ON SITE SANITATION INC	\$1,038.50	10/12/2022 R
127643 ORI LEARNING	\$435.00	10/12/2022 R
127644 ORTIZ, KLEBER I.	\$3,650.00	10/12/2022 R
127645 OXYGEN SERVICE COMPANY INC	\$31.50	10/12/2022 R
127646 PACIFIC EDUCATIONAL GROUP, INC.	\$250.00	10/12/2022 R
127647 PALMER WEST CONSTRUCTION	\$32,775.00	10/12/2022 R



127648 PAN-O-GOLD	\$0.00	10/12/2022	C
127649 PAN-O-GOLD	\$0.00	10/12/2022	C
127650 PAN-O-GOLD	\$5,828.08	10/12/2022	R
127651 PAR INC	\$2,742.08	10/12/2022	R
127652 PARENT BOOSTER USA	\$90.00	10/12/2022	R
127653 PARK CENTER HIGH SCHOOL	\$250.00	10/12/2022	R
127654 PARTS TOWN, LLC	\$258.67	10/12/2022	R
127655 PATZOLDT CONCRETE & MASONRY LLC	\$89,537.50	10/12/2022	R
127656 PEDIATRIC HOME SERVICE	\$712.50	10/12/2022	R
127657 PERNSTEINER CREATIVE GROUP	\$225.00	10/12/2022	R
127658 PHASOR ELECTRIC COMPANY	\$34,861.08	10/12/2022	R
127659 POWERSCHOOL GROUP LLC	\$16,705.87	10/12/2022	R
127660 PRESS PUBLICATIONS	\$366.98	10/12/2022	R
127661 PRIME CONSTRUCTION SOLUTIONS LLC	\$5,515.04	10/12/2022	R
127662 PROJECT LEAD THE WAY	\$9,064.60	10/12/2022	R
127663 PUNDSACK, ALICE	\$19.20	10/12/2022	R
127664 QUADIENT LEASING	\$474.42	10/12/2022	R
127665 QUADIENT FINANCE USA INC	\$87.65	10/12/2022	R
127666 QUISTAD, IDA	\$27.20	10/12/2022	R
127667 RADISH EDUCATON INC.	\$285.00	10/12/2022	R
127668 RAMIC, ALMIN	\$77.00	10/12/2022	R
127669 RAMSEY COUNTY PARKS/REC DEPT	\$840.00	10/12/2022	R
127670 RAMSEY EXCAVATING COMPANY	\$9,250.72	10/12/2022	R
127671 RAYMOND, JOHN	\$92.00	10/12/2022	R
127672 READ NATURALLY INC	\$828.00	10/12/2022	R
127673 RED CEDAR STEEL ERECTORS INC	\$4,156.25	10/12/2022	R
127674 REGION V COMPUTER SERVICES	\$1,185.00	10/12/2022	R
127675 REHLANDER, JODI H.	\$120.00	10/12/2022	R
127676 RICK, CHRISTOPHER C.	\$120.00	10/12/2022	R
127677 RIGHT-WAY CAULKING INC	\$6,232.00	10/12/2022	R
127678 RIVERSIDE INSIGHTS	\$1,304.60	10/12/2022	R
127679 ROETTGER, DORIS	\$129.84	10/12/2022	R
127680 ROGERS HIGH SCHOOL	\$650.00	10/12/2022	R
127681 ROJAS, PEDRO	\$154.00	10/12/2022	R
127682 ROW-LOFF PRODUCTIONS	\$233.00	10/12/2022	R
127683 RTL CONSTRUCTION INC	\$3,797.44	10/12/2022	R
127684 RUIZ, ANTHONY R. JR	\$64.00	10/12/2022	R
127685 RUOTSINOJA, NICOLE R.	\$71.00	10/12/2022	R
127686 SAFETYFIRST PLAYGROUND MAINTENANCE	\$980.00	10/12/2022	R
127687 SCHOLASTIC	\$104.39	10/12/2022	R
127688 SCHOOL HEALTH CORPORATION	\$0.00	10/12/2022	C
127689 SCHOOL HEALTH CORPORATION	\$0.00	10/12/2022	C
127690 SCHOOL HEALTH CORPORATION	\$0.00	10/12/2022	C
127691 SCHOOL HEALTH CORPORATION	\$0.00	10/12/2022	C
127692 SCHOOL HEALTH CORPORATION	\$11,179.99	10/12/2022	R
127693 SCHOOL SPECIALTY LLC	\$315.58	10/12/2022	R
127694 SIGNATION SIGN GROUP	\$574.00	10/12/2022	R
127695 SKOW, KAREN L.	\$1,287.00	10/12/2022	R
127696 SMITLEY, SHARON L.	\$75.00	10/12/2022	R
127697 SOCIAL CLUB SIMPLE LLC	\$45.00	10/12/2022	R
127698 SOUTH CENTRAL SERVICE COOPERATIVE	\$1,000.00	10/12/2022	R

127699 STAFSHOLT, ANGELIKAH J.	\$45.05	10/12/2022 R
127700 STAPLES	\$0.00	10/12/2022 C
127701 STAPLES	\$0.00	10/12/2022 C
127702 STAPLES	\$1,258.00	10/12/2022 R
127703 STATE SUPPLY CO	\$627.35	10/12/2022 R
127704 STENGLEIN, PAUL	\$50.00	10/12/2022 R
127705 STEVENS, MELISSA	\$30.00	10/12/2022 R
127706 STILLWATER HIGH SCHOOL	\$150.00	10/12/2022 R
127707 STRACK, GEOFFREY	\$92.00	10/12/2022 R
127708 STRAUSS SKATES AND BICYCLES	\$165.00	10/12/2022 R
127709 SUBURBAN SPORTSWEAR LLC	\$2,209.00	10/12/2022 R
127710 SUDDATH RELOCATION SYSTEMS OF MN LLC	\$0.00	10/12/2022 C
127711 SUDDATH RELOCATION SYSTEMS OF MN LLC	\$36,134.00	10/12/2022 R
127712 SUMDOG INC	\$195.00	10/12/2022 R
127713 SUNTEX INTL INC	\$1,295.00	10/12/2022 R
127714 SUPER DUPER PUBLICATIONS	\$279.79	10/12/2022 R
127715 SUPERIOR PAINTING & DECORATING INC	\$1,759.40	10/12/2022 R
127716 SWANSON & YOUNGDALE INC	\$5,849.15	10/12/2022 R
127717 SYNOVIA SOLUTIONS	\$1,551.40	10/12/2022 R
127718 TALKACHOU, ARKADZI	\$278.00	10/12/2022 R
127719 TAMARACK NATURE CENTER	\$597.30	10/12/2022 R
127720 TARTAN HIGH SCHOOL	\$150.00	10/12/2022 R
127721 TAYLOR PUBLISHING COMPANY	\$9,775.68	10/12/2022 R
127722 TEACHER SYNERGY LLC	\$5.60	10/12/2022 R
127723 TEKTON CONSTRUCTION COMPANY	\$24,561.66	10/12/2022 R
127724 THELEN HEATING & ROOFING INC	\$158,213.00	10/12/2022 R
127725 TIM'S CONSTRUCTION GROUP LLC	\$9,106.70	10/12/2022 R
127726 TMI SYSTEMS CORPORATION	\$12,558.05	10/12/2022 R
127727 TOUSSAINT, OLIVER	\$220.00	10/12/2022 R
127728 TR ENVIRONMENTAL CONSULTING LLC	\$946.00	10/12/2022 R
127729 TRADE PRESS INC	\$2,109.00	10/12/2022 R
127730 TRI-STATE BOBCAT	\$966.04	10/12/2022 R
127731 TRIO SUPPLY COMPANY	\$0.00	10/12/2022 C
127732 TRIO SUPPLY COMPANY	\$0.00	10/12/2022 C
127733 TRIO SUPPLY COMPANY	\$0.00	10/12/2022 C
127734 TRIO SUPPLY COMPANY	\$0.00	10/12/2022 C
127735 TRIO SUPPLY COMPANY	\$0.00	10/12/2022 C
127736 TRIO SUPPLY COMPANY	\$0.00	10/12/2022 C
127737 TRIO SUPPLY COMPANY	\$8,422.20	10/12/2022 R
127738 TWIN CITY HARDWARE COMPANY INC	\$148,316.55	10/12/2022 R
127739 TWIN CITY ACOUSTICS INC	\$23,758.92	10/12/2022 R
127740 UHL COMPANY INC	\$1,476.33	10/12/2022 R
127741 UNIVERSAL PAINTING & DRYWALL INC	\$11,343.19	10/12/2022 R
127742 US FOODS CULINARY EQUIP & SUPPLIES	\$2,388.98	10/12/2022 R
127743 US OMNI & TSACG COMPLIANCE SERVICES, INC	\$947.54	10/12/2022 R
127744 VANG, STEPHANIE	\$1,153.25	10/12/2022 R
127745 VIKING AUTOMATIC SPRINKLER CO	\$1,000.00	10/12/2022 R
127746 VIKING ELECTRIC SUPPLY	\$2,401.17	10/12/2022 R
127747 WARGO NATURE CENTER	\$262.50	10/12/2022 R
127748 WARNERS' STELLIAN	\$5,849.83	10/12/2022 R
127749 WHITE BEAR CENTER FOR THE ARTS	\$6,375.00	10/12/2022 R

127750 WHITE BEAR GLASS INC	\$370.00	10/12/2022	R
127751 WHITE BEAR LACROSSE CLUB	\$2,922.00	10/12/2022	R
127752 WHITE BEAR LAWN & SNOW	\$2,057.94	10/12/2022	R
127753 WBLAHS GIRLS BASKETBALL BOOSTERS CLUB, INC	\$5,000.00	10/12/2022	R
127754 WEBER, MARK	\$62.00	10/12/2022	R
127755 WEIDNER PLUMBING & HEATING CO	\$52,983.40	10/12/2022	R
127756 WEISS, ANNE E.	\$20.80	10/12/2022	R
127757 WENZEL PLYMOUTH PLUMBING LLC	\$36,708.00	10/12/2022	R
127758 WEST MUSIC COMPANY	\$64.85	10/12/2022	R
127759 WINDSTREAM	\$2,703.18	10/12/2022	R
127760 WL HALL COMPANY	\$14,795.30	10/12/2022	R
127761 WOLD ARCHITECTS AND ENGINEERS	\$0.00	10/12/2022	C
127762 WOLD ARCHITECTS AND ENGINEERS	\$0.00	10/12/2022	C
127763 WOLD ARCHITECTS AND ENGINEERS	\$305,334.15	10/12/2022	R
127764 WOODSIDE INDUSTRIES INC	\$4,548.06	10/12/2022	R
127765 WORLD'S FINEST CHOCOLATE INC	\$11,465.00	10/12/2022	R
127766 WPS	\$805.20	10/12/2022	R
127767 WTG TERRAZZO & TILE INC	\$662.15	10/12/2022	R
127768 YANG, BENJAMIN B.	\$139.00	10/12/2022	R
127769 ZALLAR, CHERYL L.	\$75.00	10/12/2022	R
127770 ZAPPETILLO, DAVID	\$128.00	10/12/2022	R
127771 ZARAMBO, MARIA L.	\$77.00	10/12/2022	R
127772 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127773 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127774 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127775 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127776 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127777 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127778 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127779 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127780 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127781 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127782 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127783 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127784 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127785 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127786 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127787 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127788 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127789 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127790 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127791 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127792 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127793 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127794 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127795 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127796 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127797 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127798 AMAZON CAPITAL SERVICES	\$0.00	10/12/2022	C
127799 AMAZON CAPITAL SERVICES	\$15,066.39	10/12/2022	R
127800 AMAZON CAPITAL SERVICES	\$0.00	10/14/2022	C

127801	AMAZON CAPITAL SERVICES	\$1,170.67	10/14/2022	R
127802	IUOE LOCAL 70	\$1,713.89	10/14/2022	R
127803	SCHOOL SERVICE EMPLOYEES	\$7,710.34	10/14/2022	R
127804	DS ERICKSON & ASSOC PLLC	\$287.93	10/14/2022	R
127805	GURSTEL CHARGO ATTORNEYS AT LAW	\$349.16	10/14/2022	R
127806	RIVERVIEW LAW OFFICE PLLC	\$461.50	10/14/2022	R
127807	TRADE PRESS INC	\$12,000.00	10/18/2022	R
127808	CMRS-FP	\$6,000.00	10/19/2022	R
127809	A+ DRIVING SCHOOL	\$11,900.00	10/26/2022	R
127810	AALLWAYS ASSOCIATES INC	\$106.94	10/26/2022	R
127811	ABLENET INC	\$1,250.00	10/26/2022	R
127812	ACCLAIM SERVICES INC	\$3,417.50	10/26/2022	R
127813	ADAPTIVEMALL.COM LLC	\$1,059.90	10/26/2022	R
127814	AGPARTS WORLDWIDE INC	\$3,497.50	10/26/2022	R
127815	AI TECHNOLOGIES LLC	\$5,512.50	10/26/2022	R
127816	AI-MEDIA TECHNOLOGIES LLC	\$493.75	10/26/2022	R
127817	ALEXANDER, MICHAEL J.	\$53.00	10/26/2022	R
127818	ALL STATE COMMUNICATIONS	\$1,290.00	10/26/2022	R
127819	ALL STRINGS ATTACHED	\$597.00	10/26/2022	R
127820	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127821	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127822	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127823	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127824	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127825	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127826	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127827	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127828	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127829	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127830	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127831	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127832	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127833	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127834	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127835	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127836	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127837	AMAZON CAPITAL SERVICES	\$0.00	10/26/2022	C
127838	AMAZON CAPITAL SERVICES	\$14,091.19	10/26/2022	R
127839	AMERICAN MESSAGING SERVICES	\$41.21	10/26/2022	R
127840	AMERICAN TIME	\$865.52	10/26/2022	R
127841	AMERICAN SCHOOL FOR THE DEAF	\$1,150.00	10/26/2022	R
127842	AMPLIFIED IT LLC	\$26,550.00	10/26/2022	R
127843	ANCHOR SOLAR INVESTMENTS LLC	\$2,219.05	10/26/2022	R
127844	ARAMARK REFRESHMENT SERVICES	\$30.00	10/26/2022	R
127844	ARAMARK REFRESHMENT SERVICES	(\$30.00)	10/26/2022	V
127845	ARAMARK UNIFORM SERVICES	\$351.67	10/26/2022	R
127846	ARCH LANGUAGE NETWORK	\$50.00	10/26/2022	R
127847	ASL INTERPRETING SERVICES INC	\$544.50	10/26/2022	R
127848	ASTLEFORD INTL MINNEAPOLIS	\$105.24	10/26/2022	R
127849	ATC GROUP SERVICES LLC	\$3,640.39	10/26/2022	R
127850	AULECIEMS, KARL	\$139.00	10/26/2022	R

127851 AVID CENTER	\$1,160.00	10/26/2022 R
127852 THE BAKKEN MUSEUM	\$517.00	10/26/2022 R
127853 BARTHOLD	\$1,910.15	10/26/2022 R
127854 BATTERIES PLUS BULBS	\$115.27	10/26/2022 R
127855 BENCHMARK EDUCATION COMPANY	\$50,355.00	10/26/2022 R
127856 BLICK ART MATERIALS	\$469.57	10/26/2022 R
127857 BLUE CROSS / BLUE SHIELD OF MN	\$10,108.00	10/26/2022 R
127858 THE BOELTER COMPANIES INC	\$371.00	10/26/2022 R
127859 BOLDT, JAMES R.	\$100.00	10/26/2022 R
127860 BOLDT, MARY C.	\$100.00	10/26/2022 R
127861 BROADWAY, SALADIN	\$80.00	10/26/2022 R
127862 BROWN, BRUCE	\$106.00	10/26/2022 R
127863 BROWN, GREG	\$92.00	10/26/2022 R
127864 BSN SPORTS, LLC	\$0.00	10/26/2022 C
127865 BSN SPORTS, LLC	\$27,732.43	10/26/2022 R
127866 CAPERNAUM PEDIATRIC THERAPY INC	\$2,472.00	10/26/2022 R
127867 CAPITAL ONE TRADE CREDIT	\$0.00	10/26/2022 C
127868 CAPITAL ONE TRADE CREDIT	\$0.00	10/26/2022 C
127869 CAPITAL ONE TRADE CREDIT	\$528.23	10/26/2022 R
127870 CARLSON, JEREMY	\$80.00	10/26/2022 R
127871 CHETS SHOES	\$293.24	10/26/2022 R
127872 CINTAS CORP #470	\$540.98	10/26/2022 R
127873 CITY OF WHITE BEAR LAKE	\$0.00	10/26/2022 C
127874 CITY OF WHITE BEAR LAKE	\$7,033.28	10/26/2022 R
127875 CL BENSEN CO INC	\$90.12	10/26/2022 R
127876 COMCAST	\$1,719.20	10/26/2022 R
127877 COMMERCIAL KITCHEN SERVICES	\$584.38	10/26/2022 R
127878 COMO LUBE & SUPPLIES	\$221.11	10/26/2022 R
127879 CONNEY SAFETY PRODUCTS LLC	\$16.82	10/26/2022 R
127880 CONTINENTAL CLAY CO	\$26.55	10/26/2022 R
127881 CONTINENTAL RESEARCH CORP	\$1,762.28	10/26/2022 R
127882 CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$0.00	10/26/2022 C
127883 CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$350.00	10/26/2022 R
127884 CUB FOODS	\$260.59	10/26/2022 R
127885 CUB FOODS OF WHITE BEAR TWSHP	\$61.10	10/26/2022 R
127886 CULINEX	\$941.14	10/26/2022 R
127887 CUSTOM INK LLC	\$1,442.34	10/26/2022 R
127888 DALCO CORPORATION	\$0.00	10/26/2022 C
127889 DALCO CORPORATION	\$0.00	10/26/2022 C
127890 DALCO CORPORATION	\$0.00	10/26/2022 C
127891 DALCO CORPORATION	\$0.00	10/26/2022 C
127892 DALCO CORPORATION	\$0.00	10/26/2022 C
127893 DALCO CORPORATION	\$0.00	10/26/2022 C
127894 DALCO CORPORATION	\$0.00	10/26/2022 C
127895 DALCO CORPORATION	\$30,453.35	10/26/2022 R
127896 DARR, DAVID J.	\$92.00	10/26/2022 R
127897 DEARLY, JERRY M.	\$350.00	10/26/2022 R
127898 DECKER EQUIP/SCHOOL FIX	\$496.37	10/26/2022 R
127899 DEEP PORTAGE	\$11,703.00	10/26/2022 R
127900 DEMCO INC	\$388.08	10/26/2022 R
127901 DOMINOS PIZZA	\$936.22	10/26/2022 R

127902 DONATELLI'S	\$160.00	10/26/2022	R
127903 DEFINITIVE TECHNOLOGY SOLUTIONS	\$14,521.52	10/26/2022	R
127904 DEFINITIVE TECHNOLOGY SOLUTIONS	\$9,685.00	10/26/2022	R
127905 EAGLE BROOK CHURCH	\$11,176.06	10/26/2022	R
127906 EARL F ANDERSEN INC	\$110.30	10/26/2022	R
127907 ECKROTH MUSIC	\$0.00	10/26/2022	C
127908 ECKROTH MUSIC	\$0.00	10/26/2022	C
127909 ECKROTH MUSIC	\$1,707.49	10/26/2022	R
127910 ED'S TROPHIES INC	\$628.93	10/26/2022	R
127911 EDMENTUM	\$247.50	10/26/2022	R
127912 ERHARDT, GARY	\$50.00	10/26/2022	R
127913 ERHARDT, SCOTT D.	\$50.00	10/26/2022	R
127914 FESTIVAL FOODS-KNOWLAN'S	\$0.00	10/26/2022	C
127915 FESTIVAL FOODS-KNOWLAN'S	\$0.00	10/26/2022	C
127916 FESTIVAL FOODS-KNOWLAN'S	\$0.00	10/26/2022	C
127917 FESTIVAL FOODS-KNOWLAN'S	\$860.53	10/26/2022	R
127918 FIRST STUDENT INC	\$5,724.18	10/26/2022	R
127919 FLAGHOUSE INC	\$986.00	10/26/2022	R
127920 FLINN SCIENTIFIC INC	\$134.42	10/26/2022	R
127921 FOLLETT SCHOOL SOLUTIONS INC	\$337.41	10/26/2022	R
127922 FORMATIVE	\$1,617.00	10/26/2022	R
127923 FUN EXPRESS LLC	\$178.64	10/26/2022	R
127924 GALLAGHERS NORTHWESTERN TIRE CO INC	\$2,196.86	10/26/2022	R
127925 GILLUND ENTERPRISES	\$276.00	10/26/2022	R
127926 GILSON, RYAN	\$80.00	10/26/2022	R
127927 GOPHER	\$1,673.27	10/26/2022	R
127928 GRAINGER	\$0.00	10/26/2022	C
127929 GRAINGER	\$3,890.71	10/26/2022	R
127930 GROTH MUSIC CO	\$44.00	10/26/2022	R
127931 GROUP MEDICAREBLUE RX	\$12,487.50	10/26/2022	R
127932 HAAS MUSICAL INSTRUMENT REPAIR	\$0.00	10/26/2022	C
127933 HAAS MUSICAL INSTRUMENT REPAIR	\$788.10	10/26/2022	R
127934 HALO TRANSPORTATION	\$34,597.50	10/26/2022	R
127935 HARKRADER, ALAN D. III	\$139.00	10/26/2022	R
127936 HASTINGS CREAMERY LLC	\$1,408.88	10/26/2022	R
127937 HENKEL, CRAIG A.	\$62.00	10/26/2022	R
127938 HENNING, HOLLY M.	\$200.00	10/26/2022	R
127939 HERC-U-LIFT	\$427.61	10/26/2022	R
127940 HIESTAND, DEBORAH A.	\$64.00	10/26/2022	R
127941 HISDAHL INC	\$2,111.00	10/26/2022	R
127942 HOENIGSCHMIDT, KAYLEA	\$2,191.00	10/26/2022	R
127943 HOGLUND BUS COMPANY	\$308.31	10/26/2022	R
127944 HOLT JR, JAMES B.	\$100.00	10/26/2022	R
127945 HORIZON EQUIPMENT LLC	\$129,000.00	10/26/2022	R
127946 HOUGHTON MIFFLIN HARCOURT	\$0.00	10/26/2022	C
127947 HOUGHTON MIFFLIN HARCOURT	\$3,450.00	10/26/2022	R
127948 HUNT, JONATHAN	\$80.00	10/26/2022	R
127949 INNOVATIVE OFFICE SOLUTIONS	\$0.00	10/26/2022	C
127950 INNOVATIVE OFFICE SOLUTIONS	\$739.92	10/26/2022	R
127951 INSTITUTE FOR MULTI SENSORY EDUCATION	\$314.72	10/26/2022	R
127952 INTERMEDIATE DISTRICT 287	\$601.92	10/26/2022	R

127953 INTERMIX BEVERAGE	\$102.71	10/26/2022 R
127954 ISD #625 ST PAUL PUBLIC SCHOOLS	\$18,232.20	10/26/2022 R
127955 IX2 CONSULTING	\$319.00	10/26/2022 R
127956 IXL LEARNING	\$14,450.00	10/26/2022 R
127957 JAH SCHEDULING LLC	\$306.00	10/26/2022 R
127958 JAYTECH INC	\$27,210.72	10/26/2022 R
127959 JW PEPPER & SON INC	\$0.00	10/26/2022 C
127960 JW PEPPER & SON INC	\$1,393.58	10/26/2022 R
127961 KARNAS, MIKE	\$80.00	10/26/2022 R
127962 KATH FUEL OIL SERVICE CO	\$643.00	10/26/2022 R
127963 KAUL, MICHAEL	\$2,500.00	10/26/2022 R
127964 KENDALL HUNT PUBLISHING	\$5,588.81	10/26/2022 R
127965 KEYSTONE INTERPRETING SOLUTIONS	\$3,124.00	10/26/2022 R
127966 KJOLHAUG ENVIRONMENTAL SERVICES CO	\$633.75	10/26/2022 R
127967 KRAFT MECHANICAL LLC	\$0.00	10/26/2022 C
127968 KRAFT MECHANICAL LLC	\$7,859.39	10/26/2022 R
127969 KRAHENBUHL, DANA L.	\$2,500.00	10/26/2022 R
127970 KRAUS ANDERSON CONSTRUCTION CO	\$0.00	10/26/2022 C
127971 KRAUS ANDERSON CONSTRUCTION CO	\$716,215.21	10/26/2022 R
127972 KULLY SUPPLY COMPANY	\$639.78	10/26/2022 R
127973 LAKESHORE LEARNING STORE	\$127.59	10/26/2022 R
127974 LAKESHORE LEARNING MATERIALS	\$365.25	10/26/2022 R
127975 LANDGRAFF, MARCIA J.	\$539.40	10/26/2022 R
127976 LANGUAGE LINE SERVICES	\$704.26	10/26/2022 R
127977 LASHOMB, BRIAN A.	\$160.00	10/26/2022 R
127978 LIFETIME ATHLETIC	\$38.00	10/26/2022 R
127979 LIGHT SWITCH LLC	\$10,578.49	10/26/2022 R
127980 LINDE GAS & EQUIPMENT INC	\$65.27	10/26/2022 R
127981 LINDENMEYR MUNROE	\$3,245.00	10/26/2022 R
127982 LINK, RAINER W.	\$180.00	10/26/2022 R
127983 LISA'S PHOTOGRAPHY	\$100.00	10/26/2022 R
127984 LIVINGSTON, TYLER	\$100.00	10/26/2022 R
127985 LOCKWOOD, MELODY	\$19.10	10/26/2022 R
127986 MN ASSOC FOR COLLEGE ADMISSION COUNSELING	\$260.00	10/26/2022 R
127987 MACKIN EDUCATIONAL RESOURCES	\$7,762.26	10/26/2022 R
127988 MACTA	\$650.00	10/26/2022 R
127989 MARCO TECHNOLOGIES LLC	\$3,142.09	10/26/2022 R
127990 MAWSECO	\$75.32	10/26/2022 R
127991 MAYNARD, KAITLYN M.	\$29.98	10/26/2022 R
127992 MEDTOX LABORATORIES	\$264.15	10/26/2022 R
127993 MELVILLE, MICHAEL	\$92.00	10/26/2022 R
127994 METROPOLITAN TRANSPORTATION NETWORK	\$77,985.46	10/26/2022 R
127995 MEUWISSEN, PAUL W.	\$200.00	10/26/2022 R
127996 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	10/26/2022 C
127997 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	10/26/2022 C
127998 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	10/26/2022 C
127999 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	10/26/2022 C
128000 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$2,559.80	10/26/2022 R
128001 MIDWEST BUS PARTS INC	\$155.18	10/26/2022 R
128002 MINVALCO INC	\$568.80	10/26/2022 R
128003 MN COACHES INC	\$6,262.64	10/26/2022 R

128004 MN DEPT OF LABOR & INDUSTRY	\$300.00	10/26/2022	R
128005 MN HISTORICAL SOCIETY	\$320.00	10/26/2022	R
128006 MOBILE RADIO ENGINEERING INC	\$1,354.50	10/26/2022	R
128007 MOOREHEAD AREA PUBLIC SCHOOLS ISD 152	\$2,467.53	10/26/2022	R
128008 MORITZ, CLAIRE S.	\$1,642.80	10/26/2022	R
128009 MOTZ STUDIOS FOREST BATHING EXPERIENCES	\$300.00	10/26/2022	R
128010 MOYNIHAN, LINDSAY	\$77.00	10/26/2022	R
128011 MRI SOFTWARE LLC	\$2,946.00	10/26/2022	R
128012 MUCKALA, NANCY A.	\$102.41	10/26/2022	R
128013 MULLER BOAT COMPANY	\$247.77	10/26/2022	R
128014 MUMBLEAU, RICHARD T.	\$200.00	10/26/2022	R
128015 NAPA AUTO PARTS	\$692.52	10/26/2022	R
128016 NARDINI FIRE EQUIPMENT CO INC	\$352.60	10/26/2022	R
128017 NASSP	\$385.00	10/26/2022	R
128018 NCS PEARSON INC	\$790.65	10/26/2022	R
128019 NDERE DANCE TROUPE	\$900.00	10/26/2022	R
128020 NEWTRAX	\$3,068.25	10/26/2022	R
128021 NORCENTRONIX DISTRIBUTING	\$3,900.00	10/26/2022	R
128022 NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	10/26/2022	C
128023 NORTH CENTRAL BLUE BIRD BUS SALES	\$12,932.66	10/26/2022	R
128024 NORTH SHORE GYM SALES	\$1,920.65	10/26/2022	R
128025 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$0.00	10/26/2022	C
128026 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$109,519.58	10/26/2022	R
128027 NORTHERN DOOR COMPANY	\$1,147.16	10/26/2022	R
128028 NOVAK, JANICE S.	\$140.00	10/26/2022	R
128029 O'REILLY AUTOMOTIVE INC	\$136.20	10/26/2022	R
128030 ODP BUSINESS SOLUTIONS, LLC	\$394.85	10/26/2022	R
128031 ON SITE SANITATION INC	\$131.86	10/26/2022	R
128032 OXYGEN SERVICE COMPANY INC	\$63.30	10/26/2022	R
128033 PATTERSON, JAMES	\$100.00	10/26/2022	R
128034 PEDIATRIC HOME SERVICE	\$2,812.50	10/26/2022	R
128035 PELCO CONSTRUCTION LLC	\$6,835.00	10/26/2022	R
128036 PFEIFER, TROY	\$80.00	10/26/2022	R
128037 PINEHAVEN FARM	\$1,349.00	10/26/2022	R
128038 PODIUMWEAR CUSTOM SPORTS APPAREL	\$2,999.00	10/26/2022	R
128039 PODS COMPLETE CAR CARE	\$524.70	10/26/2022	R
128040 PRESS PUBLICATIONS	\$657.52	10/26/2022	R
128041 PRO-ED INC	\$545.60	10/26/2022	R
128042 R & R SPECIALTIES INC	\$336.15	10/26/2022	R
128043 READ NATURALLY INC	\$2,715.61	10/26/2022	R
128044 RED BEAR, ZACHERIAH J.	\$200.00	10/26/2022	R
128045 REDWOOD TOXICOLOGY LABORATORY	\$95.67	10/26/2022	R
128046 REGENTS OF THE UNIV OF MN	\$10,908.90	10/26/2022	R
128047 REGION 4AA	\$810.00	10/26/2022	R
128048 THE RETROFIT COMPANIES INC	\$565.85	10/26/2022	R
128049 RICK, CHRISTOPHER C.	\$80.00	10/26/2022	R
128050 ROSSINI, PATRICIA D.	\$14,660.20	10/26/2022	R
128051 RUPP, HENRY J.	\$200.00	10/26/2022	R
128052 RYAN, JAMES	\$139.00	10/26/2022	R
128053 SCHMITT MUSIC COMPANY	\$173.00	10/26/2022	R
128054 SCHOLASTIC CLASSROOM MAGAZINES	\$208.78	10/26/2022	R



128055 SCHOOL HEALTH CORPORATION	\$139.41	10/26/2022 R
128056 SCHOOL SPECIALTY LLC	\$599.76	10/26/2022 R
128057 SCOTT ELECTRIC	\$946.00	10/26/2022 R
128058 SECOND STEP	\$2,329.00	10/26/2022 R
128058 SECOND STEP	(\$2,329.00)	10/26/2022 V
128059 SEEVER, GRAY	\$160.00	10/26/2022 R
128060 SIMON, MICHAEL	\$77.00	10/26/2022 R
128061 SKOW, KAREN L.	\$495.00	10/26/2022 R
128062 SCHOOL NUTRITION ASSOC (SNA)	\$1,551.00	10/26/2022 R
128063 SOCIAL CLUB SIMPLE LLC	\$15.00	10/26/2022 R
128064 SOCIAL THINKING PUBLISHING	\$1,440.08	10/26/2022 R
128065 STANDARD INSURANCE COMPANY	\$39,128.77	10/26/2022 R
128066 STAPLES	\$207.17	10/26/2022 R
128067 STAR AUTISM SUPPORT INC	\$795.00	10/26/2022 R
128068 STARFALL PUBLICATIONS	\$98.12	10/26/2022 R
128069 STATE SUPPLY CO	\$487.38	10/26/2022 R
128070 STRATEGIC STAFFING SOLUTIONS	\$5,850.00	10/26/2022 R
128071 SUMMIT FIRE PROTECTION	\$4,010.30	10/26/2022 R
128072 SUPER DUPER PUBLICATIONS	\$84.75	10/26/2022 R
128073 TELIN TRANSPORTATION GROUP LLC	\$417.63	10/26/2022 R
128074 TERRY, JORDAN	\$180.00	10/26/2022 R
128075 TEXT HELP SYSTEMS INC	\$2,293.20	10/26/2022 R
128076 TIME USA, LLC	\$654.50	10/26/2022 R
128077 TK ELEVATOR CORPORATION	\$4,232.72	10/26/2022 R
128078 TR ENVIRONMENTAL CONSULTING LLC	\$2,040.00	10/26/2022 R
128079 TRADE PRESS INC	\$1,765.59	10/26/2022 R
128080 TRANE US INC	\$1,057.00	10/26/2022 R
128081 TREETOP PUBLISHING INC	\$78.75	10/26/2022 R
128082 TRI-STATE BOBCAT	\$1,374.40	10/26/2022 R
128083 TRUE NORTH CONSULTING GROUP	\$7,892.50	10/26/2022 R
128084 TWIN CITY JANITOR SUPPLY CO	\$3,561.48	10/26/2022 R
128085 TWIN CITIES TRANSPORT & RECOVERY INC	\$225.00	10/26/2022 R
128086 TWIN CITY TRANSPORTATION INC	\$96,961.55	10/26/2022 R
128087 TWIN CITIES DOTS AND POP, LLC	\$592.80	10/26/2022 R
128088 TWIN PINES IMPRINTING	\$631.05	10/26/2022 R
128089 TWIST, CAROLYN S.	\$15.55	10/26/2022 R
128090 US BANK	\$225.80	10/26/2022 R
128091 US FOODS CULINARY EQUIP & SUPPLIES	\$0.00	10/26/2022 C
128092 US FOODS CULINARY EQUIP & SUPPLIES	\$0.00	10/26/2022 C
128093 US FOODS CULINARY EQUIP & SUPPLIES	\$1,697.91	10/26/2022 R
128094 VEKICH, STEVE	\$92.00	10/26/2022 R
128095 VIKING ELECTRIC SUPPLY	\$0.00	10/26/2022 C
128096 VIKING ELECTRIC SUPPLY	\$3,102.06	10/26/2022 R
128097 VISUALZ	\$193.60	10/26/2022 R
128098 WALSWORTH PUBLISHING COMPANY INC	\$2,918.53	10/26/2022 R
128099 WASHINGTON COUNTY	\$0.00	10/26/2022 C
128100 WASHINGTON COUNTY	\$1,674.00	10/26/2022 R
128101 WHITE BEAR LAWN & SNOW	\$3,477.60	10/26/2022 R
128102 WHITE BEAR LAKE ROTARY CLUB	\$121.00	10/26/2022 R
128103 WELCOME WAGON	\$5,305.23	10/26/2022 R
128104 WENGER CORP	\$1,349.92	10/26/2022 R

128105 WEST MUSIC COMPANY	\$0.00	10/26/2022	C
128106 WEST MUSIC COMPANY	\$5,013.33	10/26/2022	R
128107 WL HALL COMPANY	\$937.50	10/26/2022	R
128108 WORM, NICHOLAS	\$92.00	10/26/2022	R
128109 XCEL ENERGY	\$0.00	10/26/2022	C
128110 XCEL ENERGY	\$0.00	10/26/2022	C
128111 XCEL ENERGY	\$164,027.66	10/26/2022	R
128112 YANG, BENJAMIN B.	\$139.00	10/26/2022	R
128113 YANG, MAINOU	\$89.95	10/26/2022	R
128114 YMCA CAMP ST. CROIX	\$181.86	10/26/2022	R
128115 ZAHL PETROLEUM MAINTENANCE CO	\$951.87	10/26/2022	R
128116 ZAPPETILLO, DAVID	\$64.00	10/26/2022	R
128117 ZARAMBO, MARIA L.	\$154.00	10/26/2022	R
128118 ARAMARK UNIFORM SERVICES	\$30.00	10/26/2022	R
128119 COMMITTEE FOR CHILDREN	\$2,329.00	10/26/2022	R
128120 UNITED STATES TREASURY	\$0.13	10/27/2022	R
128121 MN DEPT OF COMMERCE	\$14,779.84	10/28/2022	R
9994087 SAM'S CLUB/SYNCHRONY BANK	\$0.00	10/19/2022	C
9994088 SAM'S CLUB/SYNCHRONY BANK	\$0.00	10/19/2022	C
9994089 SAM'S CLUB/SYNCHRONY BANK	\$0.00	10/19/2022	C
9994090 SAM'S CLUB/SYNCHRONY BANK	\$0.00	10/19/2022	C
9994091 SAM'S CLUB/SYNCHRONY BANK	\$0.00	10/19/2022	C
9994092 SAM'S CLUB/SYNCHRONY BANK	\$0.00	10/19/2022	C
9994093 SAM'S CLUB/SYNCHRONY BANK	\$0.00	10/19/2022	C
9994094 SAM'S CLUB/SYNCHRONY BANK	\$3,512.96	10/19/2022	R
9994095 AIG	\$6,657.30	10/14/2022	R
9994096 AMERICAN FUNDS	\$0.00	10/14/2022	C
9994097 AMERICAN FUNDS	\$77,160.91	10/14/2022	R
9994098 AMERIPRISE FINANCIAL SERVICES	\$19,472.09	10/14/2022	R
9994099 AXA EQUITABLE	\$30,212.66	10/14/2022	R
9994100 BENEFIT RESOURCE, INC	\$0.00	10/14/2022	C
9994101 BENEFIT RESOURCE, INC	\$91,943.22	10/14/2022	R
9994102 EDUCATION MN ESI BILLING TRUST	\$32,859.65	10/14/2022	R
9994103 INTERNAL REVENUE SERVICE	\$0.00	10/14/2022	C
9994104 INTERNAL REVENUE SERVICE	\$0.00	10/14/2022	C
9994105 INTERNAL REVENUE SERVICE	\$0.00	10/14/2022	C
9994106 INTERNAL REVENUE SERVICE	\$0.00	10/14/2022	C
9994107 INTERNAL REVENUE SERVICE	\$831,665.18	10/14/2022	R
9994108 METROPOLITAN LIFE	\$1,054.60	10/14/2022	R
9994109 MN DEPT OF HUMAN SERVICES	\$881.30	10/14/2022	R
9994110 MN DEPT OF REVENUE	\$0.00	10/14/2022	C
9994111 MN DEPT OF REVENUE	\$136,410.29	10/14/2022	R
9994112 MN REVENUE	\$1,399.08	10/14/2022	R
9994113 MN STATE RETIREMENT	\$5,153.88	10/14/2022	R
9994114 PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$3,202.97	10/14/2022	R
9994115 PUBLIC EMP RETIREMENT ASSOC	\$0.00	10/14/2022	C
9994116 PUBLIC EMP RETIREMENT ASSOC	\$141,270.20	10/14/2022	R
9994117 TEACHERS RETIREMENT ASSOC	\$0.00	10/14/2022	C
9994118 TEACHERS RETIREMENT ASSOC	\$420,846.94	10/14/2022	R
9994119 VANGUARD SMALL BUSINESS SERVICES	\$39,154.59	10/14/2022	R
9994120 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$40,094.75	10/14/2022	R

9994121 DELUXE FOR BUSINESS	\$272.78	10/19/2022 R
9994122 BMO	\$0.00	10/18/2022 C
9994123 BMO	\$0.00	10/18/2022 C
9994124 BMO	\$0.00	10/18/2022 C
9994125 BMO	\$0.00	10/18/2022 C
9994126 BMO	\$0.00	10/18/2022 C
9994127 BMO	\$0.00	10/18/2022 C
9994128 BMO	\$0.00	10/18/2022 C
9994129 BMO	\$0.00	10/18/2022 C
9994130 BMO	\$0.00	10/18/2022 C
9994131 BMO	\$0.00	10/18/2022 C
9994132 BMO	\$0.00	10/18/2022 C
9994133 BMO	\$0.00	10/18/2022 C
9994134 BMO	\$0.00	10/18/2022 C
9994135 BMO	\$0.00	10/18/2022 C
9994136 BMO	\$0.00	10/18/2022 C
9994137 BMO	\$0.00	10/18/2022 C
9994138 BMO	\$0.00	10/18/2022 C
9994139 BMO	\$0.00	10/18/2022 C
9994140 BMO	\$0.00	10/18/2022 C
9994141 BMO	\$0.00	10/18/2022 C
9994142 BMO	\$30,390.12	10/18/2022 R
9994143 AIG	\$6,657.30	10/31/2022 R
9994144 AMERICAN FUNDS	\$0.00	10/31/2022 C
9994145 AMERICAN FUNDS	\$77,260.91	10/31/2022 R
9994146 AMERIPRISE FINANCIAL SERVICES	\$0.00	10/31/2022 C
9994147 AMERIPRISE FINANCIAL SERVICES	\$19,472.09	10/31/2022 R
9994148 AXA EQUITABLE	\$0.00	10/31/2022 C
9994149 AXA EQUITABLE	\$30,161.31	10/31/2022 R
9994150 BENEFIT RESOURCE, INC	\$0.00	10/31/2022 C
9994151 BENEFIT RESOURCE, INC	\$88,116.94	10/31/2022 R
9994152 EDUCATION MN ESI BILLING TRUST	\$0.00	10/31/2022 C
9994153 EDUCATION MN ESI BILLING TRUST	\$32,020.07	10/31/2022 R
9994154 INTERNAL REVENUE SERVICE	\$0.00	10/31/2022 C
9994155 INTERNAL REVENUE SERVICE	\$0.00	10/31/2022 C
9994156 INTERNAL REVENUE SERVICE	\$0.00	10/31/2022 C
9994157 INTERNAL REVENUE SERVICE	\$0.00	10/31/2022 C
9994158 INTERNAL REVENUE SERVICE	\$0.00	10/31/2022 C
9994159 INTERNAL REVENUE SERVICE	\$0.00	10/31/2022 C
9994160 INTERNAL REVENUE SERVICE	\$782,392.04	10/31/2022 R
9994161 METROPOLITAN LIFE	\$1,054.60	10/31/2022 R
9994162 MN DEPT OF HUMAN SERVICES	\$881.30	10/31/2022 R
9994163 MN DEPT OF REVENUE	\$0.00	10/31/2022 C
9994164 MN DEPT OF REVENUE	\$127,475.70	10/31/2022 R
9994165 MN REVENUE	\$2,247.76	10/31/2022 R
9994166 MN STATE RETIREMENT	\$4,238.25	10/31/2022 R
9994167 PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$3,202.97	10/31/2022 R
9994168 PUBLIC EMP RETIREMENT ASSOC	\$0.00	10/31/2022 C
9994169 PUBLIC EMP RETIREMENT ASSOC	\$0.00	10/31/2022 C
9994170 PUBLIC EMP RETIREMENT ASSOC	\$0.00	10/31/2022 C
9994171 PUBLIC EMP RETIREMENT ASSOC	\$137,822.18	10/31/2022 R

9994172	TEACHERS RETIREMENT ASSOC	\$0.00	10/31/2022	C
9994173	TEACHERS RETIREMENT ASSOC	\$405,769.37	10/31/2022	R
9994174	VANGUARD SMALL BUSINESS SERVICES	\$0.00	10/31/2022	C
9994175	VANGUARD SMALL BUSINESS SERVICES	\$38,004.95	10/31/2022	R
9994176	WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$40,246.96	10/31/2022	R
222300282	ALTHOF, KATHRYN A.	\$5.00	10/12/2022	A
222300283	ANDERSON, JON C.	\$30.00	10/12/2022	A
222300284	BABIASH, JENNIFER M.	\$65.00	10/12/2022	A
222300285	BASHORE, MEGAN L.	\$83.11	10/12/2022	A
222300286	BEACH, RODNEY W.	\$221.25	10/12/2022	A
222300287	BERGER, BRANDON J.	\$56.25	10/12/2022	A
222300288	BERNIER, CARYN S.	\$55.62	10/12/2022	A
222300289	BILSKEMPER, JOSHUA P.	\$94.11	10/12/2022	A
222300290	BORGES GATEWOOD, MARA F.	\$30.00	10/12/2022	A
222300291	BOWEN, SUSAN M.	\$101.28	10/12/2022	A
222300292	CARLEY, ANDREA J.	\$85.84	10/12/2022	A
222300293	CARLINSCHAUER, KYLE L.	\$130.00	10/12/2022	A
222300294	CARLSON-CASA DE CALVO, JANET L.	\$37.56	10/12/2022	A
222300295	DENUCCI, KRISTINA E.	\$39.94	10/12/2022	A
222300296	DONAHOE, TRACI L.	\$352.27	10/12/2022	A
222300297	ERICKSON, LEAH M.	\$426.27	10/12/2022	A
222300298	FIERRO WESTBERG, MELINDA A.	\$65.31	10/12/2022	A
222300299	FROST, MEGAN A.	\$95.94	10/12/2022	A
222300300	GACEK, MELISSA A.	\$232.96	10/12/2022	A
222300301	GARCIA, RACHEL M.	\$126.91	10/12/2022	A
222300302	GEFRE, DEBRA L.	\$102.26	10/12/2022	A
222300303	GILLESPIE, ALISON C.	\$382.50	10/12/2022	A
222300304	GUTHRIE, ASHLEY M.	\$32.50	10/12/2022	A
222300305	HUBBARD, MICHELLE K.	\$180.71	10/12/2022	A
222300306	IMMEL, COLLEEN M.	\$543.06	10/12/2022	A
222300307	JORGENSEN, AMY L.	\$127.69	10/12/2022	A
222300308	KRUSE, NICOLE M.	\$56.24	10/12/2022	A
222300309	KUEMMEL, JANEEN E.	\$20.48	10/12/2022	A
222300310	LAMWERS, LINDSAY M.	\$94.58	10/12/2022	A
222300311	LANE, JOSHUA L.	\$61.98	10/12/2022	A
222300312	LARSON, TIMOTHY J.	\$188.60	10/12/2022	A
222300313	SWOBODA, NICOLE R.	\$344.69	10/12/2022	A
222300314	LEE, MOLLY E.	\$59.37	10/12/2022	A
222300315	LEHN, BRIDGET N.	\$128.75	10/12/2022	A
222300316	MANLEY, KATHLEEN M.	\$145.00	10/12/2022	A
222300317	MARKUSON, RACHAEL J.	\$333.60	10/12/2022	A
222300318	MARSH, KATHERINE M.	\$47.81	10/12/2022	A
222300319	MOERKE, CHRISTINE M.	\$10.73	10/12/2022	A
222300320	NACHTSHEIM, JOHN J.	\$106.25	10/12/2022	A
222300321	NADEAU, MARGARET M.	\$455.00	10/12/2022	A
222300322	NAKAGAKI, BENJAMIN P.	\$22.03	10/12/2022	A
222300323	NESTRUD, DAVID T.	\$80.00	10/12/2022	A
222300324	O'LEARY, CHADRICK J.	\$732.00	10/12/2022	A
222300325	PERRON, PAULA H.	\$53.44	10/12/2022	A
222300326	PHETTEPLACE, WANDA M.	\$82.92	10/12/2022	A
222300327	PIERRE, CHRISTINA K.	\$641.02	10/12/2022	A

222300328	RODRIGUEZ, DARCY A.	\$271.25	10/12/2022	A
222300329	ROSSITER, DANIEL J.	\$163.92	10/12/2022	A
222300330	SAMPOANG, DESSERAY R.	\$218.31	10/12/2022	A
222300331	SANTOSCOY, BRIANA J.	\$578.95	10/12/2022	A
222300332	STRATE, SARAH A.	\$52.65	10/12/2022	A
222300333	TARNOWSKI, ERIN C.	\$17.56	10/12/2022	A
222300334	THEISSEN, ALLISON M.	\$89.98	10/12/2022	A
222300335	VULGAMOTT, MEGAN M.	\$52.88	10/12/2022	A
222300336	WEINHOLD, TODD J.	\$17.50	10/12/2022	A
222300337	ZETTEL, ANN M.	\$14.00	10/12/2022	A
222300338	ZITELMAN, MARLA A.	\$347.30	10/12/2022	A
222300339	ALLEN, KATHLEEN J.	\$48.93	10/26/2022	A
222300340	ANDERSON, JON C.	\$42.86	10/26/2022	A
222300341	BAKER, SUZANNE M.	\$94.00	10/26/2022	A
222300342	BARTH, CARRIE M.	\$23.60	10/26/2022	A
222300343	BEDELL, BRENDA	\$45.00	10/26/2022	A
222300344	BEGE, JEFFREY T.	\$92.78	10/26/2022	A
222300345	BREWER, ROBERT G.	\$1,496.95	10/26/2022	A
222300346	CARLINSCHAUER, KYLE L.	\$65.00	10/26/2022	A
222300347	CARNEY, AMY S.	\$200.00	10/26/2022	A
222300348	CLARK, MAGGIE J.	\$295.34	10/26/2022	A
222300349	DEEN, DENISE T.	\$103.13	10/26/2022	A
222300350	DERBY, SARA A.	\$113.88	10/26/2022	A
222300351	DOMSCHOT, KATHLEEN S.	\$209.62	10/26/2022	A
222300352	DRANGE, ANGELA M.	\$67.11	10/26/2022	A
222300353	DURAND, JENNIFER A.	\$205.94	10/26/2022	A
222300354	EDWARDS, LANNIE J.	\$61.25	10/26/2022	A
222300355	EVERT, ELIZABETH M.	\$78.29	10/26/2022	A
222300356	FIERRO WESTBERG, MELINDA A.	\$100.00	10/26/2022	A
222300357	GALYON, AMY R.	\$45.00	10/26/2022	A
222300358	GARFIELD, ESSIA M.	\$123.16	10/26/2022	A
222300359	GAYLE, SHERI G.	\$65.00	10/26/2022	A
222300360	GRACE, JENNA M.	\$153.91	10/26/2022	A
222300361	GRAY, DONALD E.	\$201.86	10/26/2022	A
222300362	GRITZMACHER, SHAWN W.	\$30.00	10/26/2022	A
222300363	GUSTAFSON, JOSEPH P.	\$56.25	10/26/2022	A
222300364	HARRIMAN, DION D.	\$1,499.00	10/26/2022	A
222300365	HILDESTAD, JULIE A.	\$85.00	10/26/2022	A
222300366	HUBBARD, MICHELLE K.	\$150.20	10/26/2022	A
222300367	JORGENSEN, AMY L.	\$301.10	10/26/2022	A
222300368	KILGO, GRACE C.	\$102.19	10/26/2022	A
222300369	KLECKER, KEVIN W.	\$429.13	10/26/2022	A
222300370	LEE, MOLLY E.	\$300.00	10/26/2022	A
222300371	LIEF, JENNIFER E.	\$32.50	10/26/2022	A
222300372	LOHSE, ALLYSON L.	\$62.99	10/26/2022	A
222300373	MALONEY, JESSE E.	\$152.36	10/26/2022	A
222300374	MERSCH, NICOLE A.	\$61.24	10/26/2022	A
222300375	MILLER, MOLLY M.	\$339.99	10/26/2022	A
222300376	MOREAU, CALLI M.	\$150.00	10/26/2022	A
222300377	MOSENG, AMANDA R.	\$195.00	10/26/2022	A
222300378	MUNDELL, GERALD K.	\$97.50	10/26/2022	A

222300379 MYETTE, KARLIE A.	\$222.56	10/26/2022 A
222300380 NELSON, LISA C.	\$121.12	10/26/2022 A
222300381 PADDEN, MICHELLE E.	\$32.98	10/26/2022 A
222300382 PELOQUIN, BRIAN F.	\$780.40	10/26/2022 A
222300383 RIEBOW, MATTHEW R.	\$1,007.50	10/26/2022 A
222300384 ROESER, DANIEL W.	\$618.93	10/26/2022 A
222300385 SCHMITZ, KAREN M.	\$250.00	10/26/2022 A
222300386 SCHMID, NICOLE R.	\$138.38	10/26/2022 A
222300387 STOFFEL, JAMES E.	\$295.56	10/26/2022 A
222300388 THOM, NANCY L.	\$77.14	10/26/2022 A
222300389 THOMAS, DAVID G.	\$67.50	10/26/2022 A
222300390 TOLONEN, CLAY S.	\$124.60	10/26/2022 A
222300391 TORONTO, ERIKA	\$23.13	10/26/2022 A
222300392 VICHICH, JOHN P.	\$60.00	10/26/2022 A
222300393 WATTERS, LAURA J.	\$156.00	10/26/2022 A
222300394 WHITE, GRACE A.	\$41.25	10/26/2022 A
222300395 ZHANG, YAN	\$29.98	10/26/2022 A
222300396 ZITELMAN, MARLA A.	\$16.99	10/26/2022 A
	\$10,429,234.91	

**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: **November 14, 2022**

SUGGESTED DISPOSITION: **Action Item**

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

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<b>Donation</b>	<b>Donor</b>	<b>Recipient</b>
\$743.35	Lakeaires PTO	Lakeaires Elementary
\$100.00	White Bear Smiles PA	Otter Lake Elementary
\$222.00	Davia Curran	Vadnais Heights Elementary
\$100.00	Lucie Passus	Vadnais Heights Elementary
\$1,000.00	White Bear Lake Lions Club	White Bear Lake Area Schools Week Without Walls Program
\$1,500.00	Rotary Club of White Bear Lake	White Bear Lake Area Schools Week Without Walls Program
\$2,400.00	Vadnais Heights Area Community Foundation (VHACF)	White Bear Lake Area Schools Week Without Walls Program
\$3,600.00	Greater White Bear Lake Community Foundation	White Bear Lake Area Schools Week Without Walls Program
\$310.65	Thomson Reuters	District Center
\$4.75	Greater Twin Cities United Way	District Center
4 boxes of 3-ring binders	Hallberg Engineering	District Center
\$500.00	Bear Boating of White Bear Lake Inc	The Senior Center
\$50.00	Janet Bowser	The Senior Center

**RECOMMENDED ACTION:**

Approve.



AGENDA ITEM: **Field Trip Request**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Action Item**

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

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**BACKGROUND:**

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

Date and Destination	Requesting Staff Member	Grade/ Team	School Days Missed	Students Attending	Total Cost per Student	Total Cost of Trip and Source of Revenue	Trans- portation	Purpose
4/13 - 4/16/2023 Chicago, IL	Brandon Berger	WBLAHS North Campus Choir	2	75	\$900	\$900/student  Families and fundraising	Charter bus	To create an opportunity for our choir students to be exposed to music performances, bonding experiences and culture of Chicago.

**RECOMMENDED ACTION:**

Approve the field trips listed as recommended by the administration.

**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(e), 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(e).

**RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF**

**BAYLEE HAMILTON** – Lunchroom Supervisor - Central Middle School

Employed by District 624 since 10/03/2022

Effective Date: 11/14/2022

**BRITTANY NORTON** – Administrative Assistant - TEC

Employed by District 624 since 04/15/2021

Effective Date: 10/14/2022

**CHESTER WHITMORE** – Paraeducator - Sunrise Park Middle School

Employed by District 624 since 11/08/2021

Effective Date: 10/18/2022

**KALEE XIONG** – Paraeducator - Lincoln Elementary

Employed by District 624 since 04/26/2021

Effective Date: 06/10/2022

**RESIGNATION/TERMINATION/NON-RENEWAL - NON-AFFILIATED**

**KYLE CARLIN-SCHAUER** – OST Site Supervisor - Lincoln Elementary

Employed by District 624 since 05/30/2017

Effective Date: 11/01/2022

**THANDEKA CHIINZE** – Equity Achievement Specialist - District Center

Employed by District 624 since 08/24/2021

Effective Date: 10/14/2022

**RETIREMENT - CLASSIFIED STAFF**

**JANINE FROGNER** – Nutrition Services Manager - Lincoln Elementary

Employed by District 624 since 03/19/2007

Effective Date: 01/03/2023

**EXTRA ASSIGNMENT - CERTIFIED STAFF**

**KARLA BOOTH** – .2 FTE ELL Teacher - Vadnais Heights Elementary

MA + 60, Step 13 \$17,389.81

Effective Date: 10/10/2022 - 06/12/2022

**BENJAMIN KIRKHAM** – .2 FTE Language Arts Teacher - WBLAHS - South Campus  
MA + 60, Step 13 \$3,882.11  
Effective Date: 10/24/22 - 12/16/22

<b>CHANGE IN ASSIGNMENT - NON-AFFILIATED</b>
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**RACHEL RANCOUR** – From Administrative Assistant Nutrition Services - District Center  
To Assistant Director of Nutrition Services - District Center  
Annual salary \$75,000  
Effective Date: 10/17/2022

<b>CHANGE IN ASSIGNMENT - CLASSIFIED STAFF</b>
--

**JEFFREY CASBY** – From Custodian - Central Middle School  
To License Custodian - WBLAHS- South Campus  
Effective Date: 09/19/2022

**PATRICIA FERRELL** – ELL Assistant - WBLAHS - South Campus  
Increase in hours from 30 hrs/wk to 40 hrs/wk  
Effective Date: 10/31/2022

**JOANNE FORSYTHE** – ELL Assistant - Sunrise Park Middle School  
Increase in hours from 30 hrs/wk to 40 hrs/wk  
Effective Date: 10/31/2022

**KYLE MARSH** – ELL Assistant - WBLAHS - North Campus  
Increase in hours from 24 hrs/wk to 32 hrs/wk  
Effective Date: 10/31/2022

**FUE XIONG** – Student Supervisor - ALC  
Decrease in hours from 30 hrs/wk to 25 hrs/wk  
Effective Date: 11/01/2022

<b>PART TIME LEAVE OF ABSENCE - CERTIFIED STAFF</b>
---

**JACKLYN BREMER** – FACS Teacher- WBLAHS - South Campus  
Position 1.0 FTE (Leave .2 FTE)  
Effective Date: 2022-2023 School Year

**ERICA LARGENT** – School Nurse & Health Teacher- WBLAHS - South Campus  
Position 1.0 FTE (Leave .2 FTE)  
Effective Date: 2022-2023 School Year

**NICOLE MCGARTHWAITE** – Social Studies Teacher- WBLAHS - South Campus

Position 1.0 FTE (Leave .2 FTE)

Effective Date: 2022-2023 School Year

**CHRISTINE MOREN** – Language Arts & AVID Teacher- Central Middle School

Position 1.0 FTE (Leave .4 FTE)

Effective Date: 2022-2023 School Year

**STEPHANIE TOLLISON** – School Psychologist- Sunrise Park Middle School

Position 1.0 FTE (Leave .1 FTE)

Effective Date: 2022-2023 School Year

<b>FULL TIME LEAVE OF ABSENCE - CLASSIFIED STAFF</b>
--

**JASON BOOR** – Custodian - Matoska Elementary

Employed by District 624 since 05/22/1997

Effective Date: 07/20/2022 through 06/30/2023

<b>FULL TIME LEAVE OF ABSENCE - CERTIFIED STAFF</b>
---

**HEIDI LILLA** – 5th Grade Teacher- Willow Lane Elementary

Employed by the District 624 since 08/24/2015

Effective Date: 2022-2023 School Year

**MARY MILES** – Physical Therapist - Normandy Park

Employed by the District 624 since 08/26/2004

Effective Date: 11/01/2022 through 06/30/2023

**HEATHER SCHMIDT** – Instructional Coach - Central Middle School

Employed by the District 624 since 08/23/2001

Effective Date: 08/29/2022 through 06/12/2023

<b>NEW PERSONNEL - CLASSIFIED STAFF</b>
---

**AMAYA ABRAHIM** – Instructional Assistant - Matoska Elementary

\$20.12 per hr., 27.5 hrs. per wk.

Effective Date: 11/09/2022

**ELIZABETH DEMARS** – Paraeducator - WBLAHS - North Campus

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 10/24/2022

**MONICA HEDTKE** – NS Park Time - Central Middle School

\$17.50 per hr., 18.75 hrs. per wk.

Effective Date: 10/31/2022

**CYNTHIA JUTZ** – Instructional Assistant - Oneka Elementary

\$20.12 per hr., 26.25 hrs. per wk.

Effective Date: 10/11/2022

**JODIE KELLEY** – NS Park Time - WBLAHS - South Campus

\$17.50 per hr., 16.25 hrs. per wk.

Effective Date: 11/02/2022

**EMILY KRONSNABLE** – Paraeducator - TEC

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 10/31/2022

**STEPHANIE LANNERS** – Paraeducator - Oneka Elementary

\$20.61 per hr., 24 hrs. per wk.

Effective Date: 10/24/2022

**LINDA LY** – OST Program Assistant - Lincoln & Matoska Elementary

\$18.50 per hr., 32.5 hrs. per wk.

Effective Date: 11/02/2022

**ROSEMARIE MILLER** – Paraeducator - WBLAHS - North Campus

\$20.61 per hr., 32.5 hrs. per wk.

Effective Date: 10/31/2022

**MARION PEW** – Building Assistant - Matoska Elementary

\$19.32 per hr., 25 hrs. per wk.

Effective Date: 10/28/2022

**JOSEPH SCHRANKLER** – OST Program Assistant - Birch Lake Elementary

\$18.50 per hr., 15 hrs. per wk.

Effective Date: 10/24/2022

<b>NEW PERSONNEL - CABINET</b>
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**BRENTON SHAVERS** – Director of Educational Equity and Achievement - District Center

\$139,230 (prorated \$82,466.99)

Effective Date: 11/28/2022

<b>LONG TERM SUBSTITUTE - CERTIFIED STAFF</b>
---

**CANDACE CLARK** – Special Education Teacher - WBLAHS - North Campus

1.0 FTE BA, Step 1, \$37,357.11

Effective Date: 10/31/22

**KRISTA CODDINGTON** – Kindergarten Teacher - Lincoln Elementary

1.0 FTE MA, Step 1, \$18,133.08

Effective Date: 12/15/2022 - 03/30/2023

**KRISTA CODDINGTON** – Kindergarten Teacher - Lincoln Elementary

1.0 FTE MA, Step 1, \$14,315.59

Effective Date: 03/31/2022 - 06/12/2023

**GRACE GAUSTAD** – Specialist Teacher - Vadnais Heights Elementary

1.0 FTE BA, Step 1, \$41,092.82

Effective Date: 10/10/2022

**SANDRA KNUTSON-SMAKER** – Music Teacher - Lincoln Elementary

MA, step 6, \$20,364.91

Effective Date: 11/28/2022 through 03/03/2023

# B. PUBLIC FORUM

Listed below are the procedures for addressing the School Board on a topic of interest or concern.

1. Speakers must reside in the District, be a guardian of a student(s) in the District, be a student in the District, or be employed by the District. The School Board will give priority to individuals who wish to address a specific item that is on the agenda for that meeting. After this priority has been applied, any remaining openings to speak - up to the total of ten individuals - will be determined by lot.
2. Public Forum will be open for up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic). Speakers are encouraged to avoid repeating comments that other speakers have made.
3. Those who wish to address the School Board must submit a written request to speak before 3:00 pm on the day of the School Board meeting. Requests must be submitted to the following email address: [publiccomment@isd624.org](mailto:publiccomment@isd624.org), or by phone at 651-407-7563.
4. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Speakers must be in person to be recognized. Only those individuals who have been recognized by the School Board Chair will be allowed to speak during the public comment period.
5. School District policy and data privacy laws preclude the School Board from publicly discussing personnel and student matters or data, including information, which, if discussed in a public meeting could violate law or policy.
6. Members of the public may not engage in conduct that materially and substantially disrupts any part of a School Board meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion.
7. If a speaker violates any of the established procedures or engages in any prohibited conduct, the Board Chair will rule the speaker out of order.
8. An appropriate school district official may be assigned to contact the speaker with answers to their questions or with follow-up information.
9. A handout on the purpose of the Public Forum and the process is available at each regular School Board meeting.
10. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.



# **C. INFORMATION ITEMS**

AGENDA ITEM: **Student Recognition**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Informational Item**

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

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**BACKGROUND:**

We will recognize students who represented the district at a state level during tonight's meeting. Certificates and Bear pins have been distributed to the students.  
Congratulations, students!

Honoree Name	Honor
Jenna Maloy, 10th grade	Girls Soccer AAA All State 2nd Team
Rebecca Smith, 10th grade	Girls Soccer AAA All State 2nd Team
Isaac Kolstad, 10th grade	Boys Cross Country State Meet Participant
Vaughn Larson, 10th grade	Boys Cross Country State Meet Participant
Luke Williams, 11th grade	Boys Cross Country State Meet Participant and Section Champion
Dhruva Pingale, 12th grade	Boys Cross Country State Meet Participant
Clara Kolstad, 8th grade	Girls Cross Country State Meet Participant
Rosalie Sommars, 11th grade	Girls Cross Country State Meet Participant
Katelyn Porter, 12th grade	Girls Cross Country State Meet Participant

Holly Anderson, 8th grade	National High School Cheerleading Championship Bid Recipient
Addison Andrekus, 8th grade	National High School Cheerleading Championship Bid Recipient
Alison Carnes, 8th grade	National High School Cheerleading Championship Bid Recipient
Kate Krey, 8th grade	National High School Cheerleading Championship Bid Recipient
Kayla Longhenry, 8th grade	National High School Cheerleading Championship Bid Recipient
Katelyn Kaehler, 9th grade	National High School Cheerleading Championship Bid Recipient
Tessa Shaffer, 9th grade	National High School Cheerleading Championship Bid Recipient
Amelia Ahrens, 10th grade	National High School Cheerleading Championship Bid Recipient
Madisyn Hood, 10th grade	National High School Cheerleading Championship Bid Recipient
Keira Keese, 10th grade	National High School Cheerleading Championship Bid Recipient
Presley Manship, 10th grade	National High School Cheerleading Championship Bid Recipient
Angelina Marino, 10th grade	National High School Cheerleading Championship Bid Recipient
Natalie Steensland, 10th grade	National High School Cheerleading Championship Bid Recipient
Trisha Johnson, 12th grade	National High School Cheerleading Championship Bid Recipient
Hailey Lukas, 12th grade	National High School Cheerleading Championship Bid Recipient
Samantha Sherrick, 12th grade	National High School Cheerleading Championship Bid Recipient

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **November 14, 2022**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

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

AGENDA ITEM: **MCEA Project Award Presentation -  
Community Services & Rec**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Informational Item**

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

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**BACKGROUND:**

Jon Anderson, Adult Programs & Facility Use Coordinator, and Michelle Hubbard, Adult Programs Specialist from the Community Services & Recreation team will be recognized for receiving a Minnesota Community Education Association (MCEA) Annual Project Award. Bob Lawrence, Community Education Director for South Washington County Schools, and MCEA Region Rep will be attending the meeting to present them with the award for their TGIF (Thank Goodness It's Food) project. The project supported local restaurants while providing a quality, low cost meal to community members.

# **D. DISCUSSION ITEMS**

AGENDA ITEM: **2021-22 World's Best Workforce Summary  
and Achievement and Integration Progress  
Report**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

At the work-study meeting on October 24, 2022 Dr. Alison Gillespie and Dr. Melinda Fierro discussed the 2021-22 World's Best Workforce academic goals and results. The data is included in the Combined World's Best Workforce/Achievement and Integration Progress Report that will be submitted to the Minnesota Department of Education. An overview summary will be presented this evening.

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

# TEACHING AND LEARNING UPDATE

**World's Best Workforce and Achievement and Integration  
Summary Report  
November 14, 2022**

## WORLD'S BEST WORKFORCE GOAL AREAS

- All children are ready for school.
- All third-graders can read at grade level.
- All racial and economic achievement gaps between students are closed.
- All students are ready for career and college.
- All students graduate from high school.



# ACHIEVEMENT AND INTEGRATION

Purpose: The purpose of the Achievement and Integration (A&I) for Minnesota program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools.

- Goals:
  - Increase racial and economic integration;
  - Reduce achievement disparities;
  - Increase access to effective and diverse teachers.

Current plan: 2020-23 (3rd year of plan)

## READY FOR SCHOOL

Goal: 25% of WBLAS pre-school students will enter Kindergarten likely needing intensive support in early literacy.

Result: 9% of WBLAS pre-school students need intensive support in early literacy. **Goal met!**

**2022-2023 Goal:** 75% of WBLAS pre-school students will enter Kindergarten with an EarlyReading Composite score of 30 or higher.

# READ WELL BY 3RD GRADE

Goal: District Achievement of 68.1% by June, 2023

District - 53.1%	Lakeaires- 44.3%
Birch Lake- 60.6%	Oneka- 52.8%
Willow- 43.5%	OLL- N/A
Matoska- 38.8%	Vadnais- 51.8%
Lincoln- 70.9%	Otter- 57.7%

## COLLEGE AND CAREER READINESS & HIGH SCHOOL GRADUATION

- 20% of the class of 2022 completed 4 classes, 30% earned 12 credits.

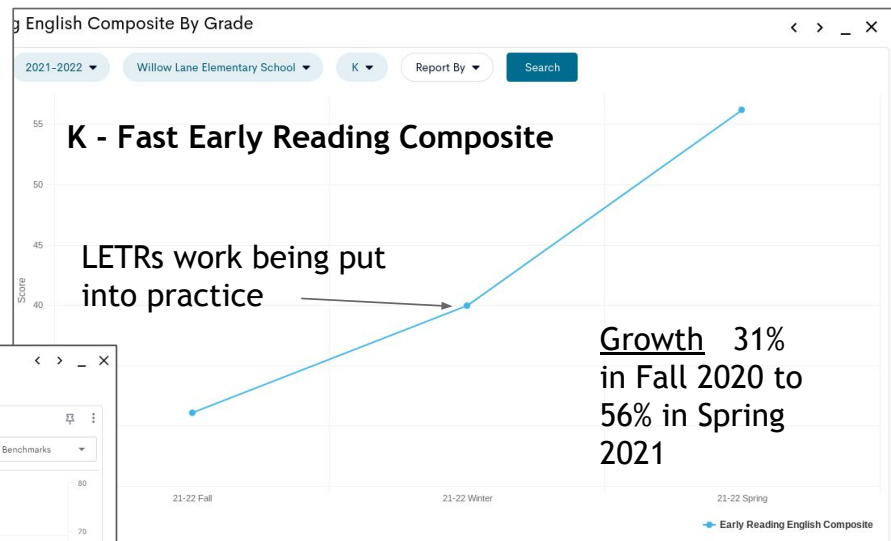
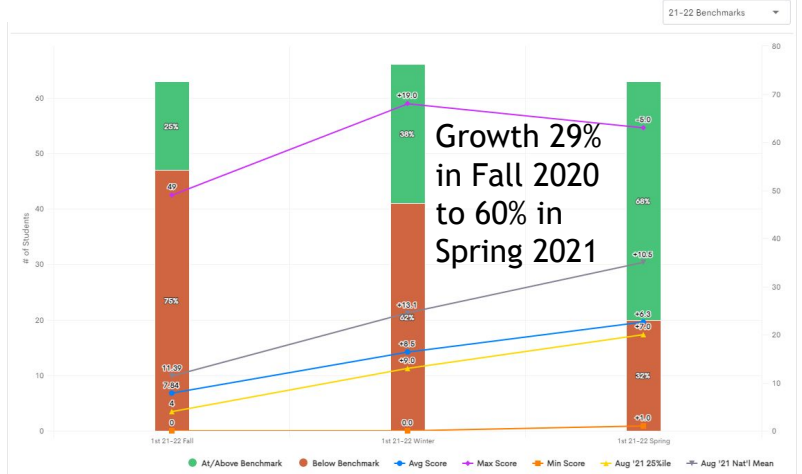
Student Group	Percent Enrolled in AP, CIS, CitHS, PSEO
White	32.6%
Black	16.9%
Asian	31.9%
Hispanic	20.4%
Multiracial	23.7%

- Class of 2021 - 91.3% of WBLAS, 97% for WBLAHS

# WILLOW LANE ELEMENTARY SCHOOL

## WILLOW LANE ELEMENTARY

### 1st Grade - Decodable words

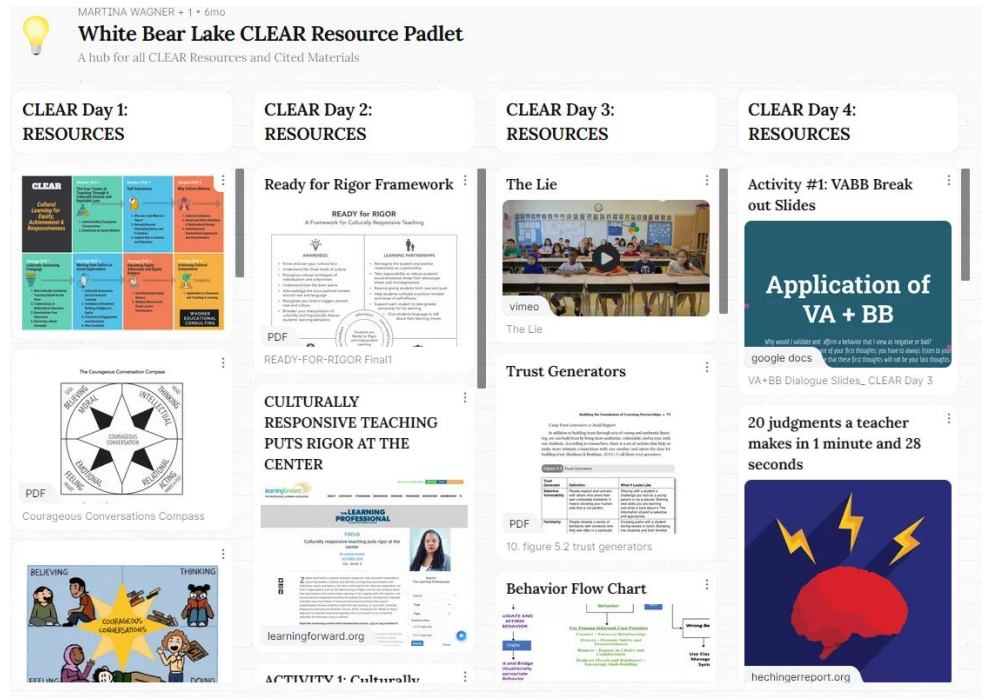


- Using “screening to intervention” report in FastBridge.
- Mix of classwide and small-group interventions guided by the data.
- Instructional Coach support
- Literacy professional dev.

# WILLOW LANE ELEMENTARY

Our staff participated in four sessions of CLEAR training during the 2021-22 school year

This initiative challenged our practices and educators and helped us to grow through culturally responsive teaching strategies



# WILLOW LANE ELEMENTARY

We continue to look for ways to enhance our students educational experience and partner with the community and our families

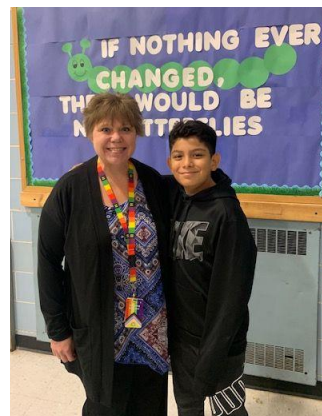
Minnow Tank



JA BIZTOWN



Reading Buddies



Donatellis



THANK YOU!

AGENDA ITEM: **Policy 402, Disability Nondiscrimination Policy**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 402, Disability Nondiscrimination Policy, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in the Legal and Cross References.

The purpose of this policy is to ensure disability nondiscrimination in employment as provided in state and federal law.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2022 or a subsequent School Board meeting agenda for action.

*Adopted: April 29, 1996*  
*Revised: May 9, 2005*  
*Revised: July 10, 2017*  
*Revised: October 14, 2019*

*White Bear Lake Area*  
*School District #624 Policy 402*

*Revised: \_\_\_\_\_*

## **402 DISABILITY NONDISCRIMINATION POLICY**

### **I. PURPOSE**

The purpose of this policy is to ensure disability nondiscrimination in employment as provided in state and federal law.

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

- A. The school district shall not discriminate against qualified individuals with disabilities, because of the disabilities, with regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions or privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known disability of an otherwise qualified individual who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, MN 55110, 651-407-7550. This individual serves as one of the school district's appointed ADA/Section 504 coordinators.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973;  
§504)  
42 U.S.C., ~~Ch. 126~~ § 12101 ~~12~~ (Americans with Disabilities Act)  
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in  
Programs or Activities Receiving Federal Financial Assistance)  
~~34 C.F.R. Part 35~~

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

***Cross References:***

WBLASB Policy 413 (Harassment and Violence)

WBLASB Policy 521 (Student Disability Nondiscrimination)



AGENDA ITEM: **Policy 528, Student Parental, Family and Marital Status Nondiscrimination**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 528, Student Parental, Family and Marital Status Nondiscrimination, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in section II, and the Legal and Cross References.

The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2022 or a subsequent School Board meeting agenda for action.

*Adopted: August 27, 2001*  
*Revised: December 9, 2019*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 528*

## **528 STUDENT PARENTAL, FAMILY AND MARITAL STATUS NONDISCRIMINATION**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

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

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the student's typical normal-education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The School Board has designated the Assistant Superintendent for Teaching and Learning, 4855 Bloom Avenue, White Bear Lake, MN 55110, 651-407-7567) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522--~~Student Sex Nondiscrimination~~.

**Legal References:** Minn. Stat. ~~Ch. § 363A.01 et seq.~~ (Minnesota Human Rights Act)  
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
 34 C.F.R. Part 106 (Implementing regulations of Title IX)  
~~Minnesota Rules, Part 3535.9920 (requiring each school board to state annually that it has a written policy on pregnant students).~~

**Cross References:** WBLASB Policy 102 (Equal Educational Opportunity)  
 WBLASB ~~Model~~ Policy 413 (Harassment and Violence)  
 WBLASB Policy 522 (~~Title IX, Student Sex Nondiscrimination Policy, Grievance Procedure and Process~~)  
~~MSBA Service Manual, Chapter 13, School Law Bulletin "J" (Title IX of the Education Amendments of 1972)~~

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

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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#### **BACKGROUND:**

School Board Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections I, II, IV and the Legal and Cross References.

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

#### **RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2022 or a subsequent School Board meeting agenda for action.

*Adopted: September 8, 1997*  
*Revised: August 27, 2001*  
*Revised: January 10, 2005*  
*Revised: April 12, 2010*  
*Revised: March 12, 2012*  
*Revised: December 14, 2020*

*White Bear Lake Area  
School District #624 Policy 615*  
  
*Revised: November 8, 2010*  
*Revised: October 8, 2018*  
*Revised: \_\_\_\_\_*

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

### **I. PURPOSE**

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

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

#### **A. Minnesota Test of Academic Skills (MTAS)**

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

- (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on ~~their~~ ~~his or her~~ ability to function in multiple environments, including home, school, and community;
  - (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
  - (5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.
- b. MTAS participation decisions must not be made on the following factors:
- (1) Student's disability category;
  - (2) Placement;
  - (3) Participation in a separate, specialized curriculum;
  - (4) An expectation that the student will receive a low score on the MCA;
  - (5) Language, social, cultural, or economic differences;
  - (6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

- 1. The school district will utilize the existing annual review of IEPs or 504 plans to review, and determine on a case-by-case basis, how an identified EL student with a disability will participate in statewide testing.
- 2. Eligibility Requirements
  - a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.
  - b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.

- c. For students in grades that the MTAS is not administered:
    - (1) the student must have cognitive functioning significantly below age level;
    - (2) the student's disability must have a significant impact on **their** ~~his or her~~ ability to function in multiple environments, including home, school, and community; and
    - (3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.
  - d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
  - e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
3. Alternate ACCESS participation decisions must not be made on the following factors:
- a. Student's disability category;
  - b. Participation in a separate, specialized curriculum;
  - c. Current level of English language proficiency;
  - d. The expectation that the student will receive a low score on the ACCESS for ELs;
  - e. Language, social, cultural, or economic differences;
  - f. Concern for accountability calculations.

C. EL Students New to the United States

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

### III. DEFINITION OF TERMS

See the current “Procedures Manual for the Minnesota Assessments” which is produced by the Minnesota Department of Education and available through <http://minnesota.pearsonaccessnext.com/>.

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

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.” and ~~2020-21~~ ~~2017-18~~ Guidelines for Administration of Accommodations and Linguistic Supports

<http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/Guidelines%20for%20Accomm%2020-21.pdf>

~~([http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/Guideline%20for%20AccommandLS\\_2018.pdf](http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/Guideline%20for%20Accommodations%20and%20Linguistic%20Supports%202017-18.pdf)).~~

#### V. RECORDS

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

**Legal References:** Minn. Stat § 120B.11 (School District Process [for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce](#))  
Minn. Stat § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat § 125A.08 ~~(a)-(1)~~ (Individualized Education Programs)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.08 ~~2000-3501.0815~~ (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS),  
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>  
~~<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>~~



Alternate ACCESS for ELLs Participation Guidelines,  
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

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

AGENDA ITEM: **Policy 722, Public Data and Data Subject Requests**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources and General Council;**  
**Marisa Vette, Director of Communications and Community Relations**

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**BACKGROUND:**

School Board Policy 722, Public Data and Data Subject Requests is a new policy. It was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for adoption.

The purpose of this policy is to recognize the school district's responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2022 or a subsequent School Board meeting agenda for action.

Adopted: \_\_\_\_\_

White Bear Lake Area  
School District #624 Policy 722

## **722 PUBLIC DATA AND DATA SUBJECT REQUESTS**

### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

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

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Confidential Data on Individuals**

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

#### **B. Data on Individuals**

All government data in which any individual is or can be identified as the subject of that data. If the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual, it is not government data.

#### **C. Data Practices Compliance Officer**

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

#### **D. Government Data**

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

#### **E. Individual**

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6,

"individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the Director of Human Resources or Superintendent shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the Director of Human Resources or Superintendent determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the School Board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the School Board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

#### **IV. REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:
  - a. Date the request is made;
  - b. A clear description of the data requested;
  - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - d. Method to contact the requestor (such as phone number, address, or email address).
2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
      - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
    - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
  2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
  3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
  4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the

individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) business days of the date of the request if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.



- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual, about a student for whom the individual is the parent or guardian, or about a student for whom the individual is acting as a parent or guardian in the absence of a parent or guardian;
  - 2. Date the request is made;
  - 3. A clear description of the data requested;
  - 4. Proof that the individual is the data subject, the data subject's parent or guardian, or acting as a parent or guardian in the absence of a parent or guardian;
  - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

## **VIII. COSTS**

- A. Public Data
  - 1. The school district will charge for copies provided as follows:

- a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
  - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
    - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
    - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the

factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

## **IX. ANNUAL REVIEW AND POSTING**

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

### **Data Practices Contacts**

#### **Responsible Authority:**

Cynthia Gustafson, Assistant Director of Human Resources  
District Center 103  
651-407-7550

#### **Data Practices Compliance Official:**

Matt Mons, Director of Human Resources and General Counsel  
District Center 103  
651-407-7550

#### **Data Practices Designee(s):**

Marisa Vette, Director of Communications and Community Relations  
District Center 202  
651-407-7695

#### **Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

***Cross References:*** WBLAS Policy 406 (Public and Private Personnel Data)  
WBLAS Policy 515 (Protection and Privacy of Student Records)

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

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 806, Crisis Management Policy, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections II, III, and the Legal and Cross References.

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:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12, 2022 or a subsequent School Board meeting agenda for action.

*Adopted: May 12, 2008*  
*Revised: April 9, 2018*  
*Revised: July 13, 2020*  
*Revised: March 1, 2021*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 806*  
*Revised: December 13, 2021*

## **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. ~~Secure Lockout~~ Procedures. A ~~Secure 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. ~~Secure Lockout~~ uses the security of the physical facility to act as protection. Each building administrator will submit ~~Secure 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 Minnesota Statutes, section § 299F.30. See Minnesota Statutes, section § 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 websites), 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.

### **C. Student Victims of Criminal Offenses at or on School Property**

The school district shall allow student victims of criminal offenses on school property the opportunity to transfer to another school within the school district where available.

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School; **Doors and Exits**)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and

Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses ~~on School Property~~)  
Minn. Rules Part 7511 (Fire Code ~~Safety~~)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 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)  
Comprehensive School Safety Guide  
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on Resolution of Intent to Issue  
Facilities Maintenance Bonds**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

There were two facilities funding strategies to finance the facilities improvements identified and recommended by the Facilities Planning Committee: 1) Voter-approved general obligation bonds (approved by taxpayers on November 5, 2019); and 2) Facilities maintenance bonds for eligible Long-Term Facilities Maintenance (LTFM) projects. Both of these strategies were included in the original tax impact statement for the 2019 Bond Referendum. At this time the District is issuing up to \$34,505,000 of facilities maintenance bonds.

**RECOMMENDATION:**

Approve the Resolution Stating The Intention Of The School Board To Issue General Obligation Facilities Maintenance Bonds, Series 2023a, In The Maximum Aggregate Principal Amount Of \$34,505,000; And Taking Other Actions With Respect Thereto.



EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 624  
(WHITE BEAR LAKE AREA SCHOOLS)  
RAMSEY, ANOKA, AND WASHINGTON COUNTIES, MINNESOTA

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), Ramsey, Anoka, and Washington Counties, Minnesota, was held in the School District on November 14, 2022, at 5:30 o'clock p.m.

The following members were present:

and the following were absent:

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

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE  
GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2023A, IN  
THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$34,505,000; AND TAKING  
OTHER ACTIONS WITH RESPECT THERETO**

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 624 (White Bear Lake Area Schools), Ramsey, Anoka, and Washington Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

(a) The District is authorized under the provisions of Minnesota Statutes, Chapter 475, as amended (the "Act"), and Minnesota Statutes, Section 123B.595, as amended ("Section 123B.595"), to issue general obligation facilities maintenance bonds for the purpose of financing certain facilities and site maintenance projects approved by the Minnesota Commissioner of Education (the "Commissioner").

(b) The Board hereby finds and determines that it is necessary and expedient to the sound financial management of the affairs of the District to issue its General Obligation Facilities Maintenance Bonds, Series 2023A (the “Bonds”), in the aggregate principal amount not to exceed \$34,505,000, pursuant to the Act and Section 123B.595, to finance the costs of certain facilities and site maintenance projects of the District which are included in the District’s ten-year facilities plan for Fiscal Year 2024 (the “Plan”), and related financing costs (the “Project”).

(c) The Plan approved by the Board is incorporated in this Resolution as though fully specified herein. District staff and officials are authorized and directed to submit any amendments to the Plan and the proposed issuance of the Bonds to the Commissioner for approval, as required by the Act and Section 123B.595. District staff and officials are further authorized and directed to submit to the Commissioner such additional information as may be necessary to secure such approval.

2. Covenant as to State Credit Enhancement.

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

(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The Board Chair, Clerk, Treasurer, Superintendent, or Assistant Superintendent for Finance and Operations of the District are authorized to execute any applicable Minnesota Department of Education forms.

3. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the “Municipal Advisor”) to serve as the District’s independent municipal advisor with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale.

4. Procedure for Review of Proposals and Selection of Purchaser. The Board hereby authorizes and directs the Superintendent or Assistant Superintendent for Finance and Operations and any School Board Officer (the “Authorized Officials”), with the advice of the Municipal Advisor, to review proposals for the purchase of the Bonds and award the sale of the Bonds to the prospective purchaser (the “Purchaser”) based on the recommendation of the Municipal Advisor and the following parameter: the true interest cost of the Bonds shall not exceed five percent (5.00%).

5. Acceptance of Proposal. The Board will meet at a regular or special meeting on the first practicable date after acceptance by the Authorized Officials of the proposal of the Purchaser, to ratify such acceptance and take any other appropriate actions with respect to the Bonds.

6. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.

7. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District (“Bond Counsel”), and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

8. Notice of Issuance of Facilities Maintenance Bonds. The Clerk is authorized and directed to publish a notice of the District’s intent to issue the Bonds in the official newspaper of the District, in substantially the form attached as EXHIBIT A hereto, as soon as reasonably practicable after adoption of this Resolution, but in any event, at least twenty (20) days before the earlier of the issuance of the Bonds or the final certification of levies.

9. Reimbursement from Bond Proceeds. The District may incur certain expenditures that may be financed temporarily from sources other than the Bonds and reimbursed from the proceeds of the Bonds. Treasury Regulation § 1.150-2 (the “Reimbursement Regulations”) provides that proceeds of tax-exempt bonds allocated to reimburse expenditures originally paid from a source other than the tax-exempt bonds will not be deemed expended unless certain requirements are met. In order to preserve its ability to reimburse certain costs from proceeds of the Bonds in accordance with the Reimbursement Regulations, the District hereby makes its declaration of official intent (the “Declaration”) described below to reimburse certain costs

(a) Declaration of Intent. The District proposes to issue the Bonds to finance the costs of the Project. The District may reimburse original expenditures made for certain costs of the Project from the proceeds of the Bonds in an estimated maximum principal amount of \$34,505,000. All reimbursed expenditures will be capital

expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (i) costs of issuance of the Bonds; (ii) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (iii) “preliminary expenditures” up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Bonds that finance or are reasonably expected by the District to finance the Project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(c) Reasonable Expectations; Official Intent. This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the Bonds described in Section 9(a), above, are consistent with the District’s budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District’s budget or financial policies to pay such original expenditures. This resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

(The remainder of this page is intentionally left blank.)

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

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

**EXHIBIT A**

**NOTICE OF INTENT TO ISSUE FACILITIES MAINTENANCE BONDS  
TO FINANCE PROJECTS INCLUDED IN THE DISTRICT'S  
TEN-YEAR FACILITIES PLAN**

**INDEPENDENT SCHOOL DISTRICT NO. 624  
(WHITE BEAR LAKE AREA SCHOOLS)  
RAMSEY, ANOKA, AND WASHINGTON COUNTIES, MINNESOTA**

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 624 (White Bear Lake Area Schools), Ramsey, Anoka, and Washington Counties, Minnesota (the "District"), intends to issue its General Obligation Facilities Maintenance Bonds, Series 2023A (the "Bonds"), in the aggregate principal amount not to exceed \$34,505,000, pursuant to Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 123B.595, as amended. The proceeds of the Bonds will be used to finance certain projects included in the District's ten-year facilities plan and related financing costs. A general description of the projects to be financed is as follows:

- Deferred maintenance and health and safety projects included in the District's ten-year facilities plan approved by the Commissioner of Education.

The total amount of District indebtedness as of October 31, 2022, is \$380,520,000. If these proposed Bonds were issued after that date, the total indebtedness of the District at that time would be \$415,025,000

BY ORDER OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 624  
(WHITE BEAR LAKE AREA SCHOOLS),  
RAMSEY, ANOKA, AND WASHINGTON  
COUNTIES, MINNESOTA

Dated: \_\_\_\_\_, 2022

/s/\_\_\_\_\_  
Clerk of the School Board  
Independent School District No. 624  
(White Bear Lake Area Schools), Ramsey, Anoka,  
and Washington Counties, Minnesota

STATE OF MINNESOTA           )  
  )  
COUNTIES OF RAMSEY        )  
ANOKA AND WASHINGTON    ) ss.  
  )  
INDEPENDENT SCHOOL        )  
DISTRICT NO. 624            )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), Ramsey, Anoka, and Washington Counties, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on the date specified above, with the original minutes on file in my office and the extract is a full, true, and correct copy of the minutes, insofar as they relate to authorizing the issuance of the District’s General Obligation Facilities Maintenance Bonds, Series 2023A, in the aggregate principal amount not to exceed \$34,505,000.

WITNESS My hand as such Clerk this 14th day of November, 2022.

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Clerk of the School Board  
Independent School District No. 624  
(White Bear Lake Area Schools), Ramsey, Anoka,  
and Washington Counties, Minnesota





[illegible]

FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/04/2022										
624	<= Type in School District Number													
	WHITE BEAR LAKE SCHOOL DISTRICT				Change only									
			if requiring levy	Payable 2022										
Calculations for Ten Year Projection				Pay 22	adjustments	LLC Certification	Current Estimate							
	LLC #		FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
	Old Formula revenue													
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2024)	459		965,000	880,000	1,760,058	730,000	730,000	730,000	730,000	730,000	730,000	730,000	730,000
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			6,908,145	6,322,448	6,622,065	6,632,253	-	-	-	-	-	-
23	Debt Excess allocated to line 22					-								
24	Old formula alt facilities debt revenue (1A) - debt excess	765			6,908,145	6,322,448	6,622,065	6,632,253	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460	-		4,680,000	2,980,000	3,510,058	3,510,058	3,510,058	3,510,058	3,510,058	3,510,058	3,510,058	3,510,058
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463			-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767			-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769			4,498,410	6,866,501	9,171,120	9,045,278	12,549,495	12,957,315	12,994,433	12,937,050	8,518,020	8,532,878
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466			-	-	-	-	-	-	-	-	-	-
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467		16,966,556	16,966,555	17,929,007	20,033,243	19,917,588	16,789,553	17,197,373	17,234,491	17,177,108	12,758,078	12,772,936
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468		16,966,556	16,966,555	17,929,007	20,033,243	19,917,588	16,789,553	17,197,373	17,234,491	17,177,108	12,758,078	12,772,936
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469		-	-	-	-	-	-	-	-	-	-	-
32	District LTFM Revenue (30) - (31)	470		16,966,556	16,966,555	17,929,007	20,033,243	19,917,588	16,789,553	17,197,373	17,234,491	17,177,108	12,758,078	12,772,936
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471		14,264	14,264	25,815	25,815	25,815	25,815	25,815	25,815	25,815	25,815	25,815
34	Grand Total LTFM Revenue (32) + (33)	472		16,980,820	16,980,819	17,954,822	20,059,058	19,943,403	16,815,368	17,223,188	17,260,306	17,202,923	12,783,893	12,798,751
Aid and Levy Shares of Total Revenue														
35	For ANTC & APU, three year prior date		2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
36	Three year prior Ag Modified ANTC	33	107,214,931	107,214,931	113,693,757	118,241,507	122,971,167	127,890,014	133,005,614	138,325,839	143,858,873	149,613,227	155,597,757	
37	Three year prior Adjusted PU (New Weights)	54	9,446.38	9,466.50	9,222.84	9,204.34	9,218.99	9,173.97	9,173.97	9,173.97	9,173.97	9,173.97	9,173.97	
38	ANTC / APU = (36) / (37)	474	11,349.84	11,325.72	12,327.41	12,846.28	13,338.90	13,940.54	14,498.16	15,078.08	15,681.21	16,308.45	16,960.79	
39	State average ANTC / APU with ag value adjustment	475	9,596.79	9,596.79	10,491.16	11,673.33	12,421.51	12,918.00	13,435.00	13,972.00	14,531.00	15,112.00	15,716.00	
40	Equalizing Factor = 123% of (39)	476	11,804.05	11,804.05	12,904.13	14,358.20	15,278.46	15,889.14	16,525.05	17,185.56	17,873.13	18,587.76	19,330.68	
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	96.15%	95.95%	95.53%	89.47%	87.31%	87.74%	87.73%	87.74%	87.74%	87.74%	87.74%	
42	State (aid) share of Equalized Revenue (1 - (41))	478	3.85%	4.05%	4.47%	10.53%	12.69%	12.26%	12.27%	12.26%	12.26%	12.26%	12.26%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	3,472,516	3,503,215	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	
44	Initial LTFM State Aid (42) * (43)	479	133,620	141,959	155,803	367,087	442,552	427,527	427,591	427,504	427,528	427,481	427,388	
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	482	133,620	141,959	155,803	367,087	442,552	427,527	427,591	427,504	427,528	427,481	427,388	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	16,847,201	16,838,860	17,799,018	19,691,971	19,500,851	16,387,841	16,795,597	16,832,801	16,775,395	12,356,412	12,371,363	
48	Debt Service Portion of Revenue (non-grandfather districts)													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768			6,908,145	6,322,448	6,622,065	6,632,253	-	-	-	-	-	
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			4,498,410	4,816,140	4,428,480	4,930,800	6,944,805	7,350,525	7,391,055	7,332,360	2,913,330	2,925,458
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	2,050,361	4,742,640	4,114,478	5,604,690	5,606,790	5,603,378	5,604,690	5,604,690	5,607,420
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			11,406,555	13,188,949	15,793,185	15,677,530	12,549,495	12,957,315	12,994,433	12,937,050	8,518,020	8,532,878
52	Equalized debt Service Revenue (lesser of (43) or (51))	486			3,503,215	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107	3,486,107
53	Debt Service Aid = (52) * (42)	488			141,959	155,803	367,087	442,552	427,527	427,591	427,504	427,528	427,481	427,388
54	Equalized Debt Service Levy = (52) - (53)	489			3,361,256	3,330,304	3,119,020	3,043,555	3,058,581	3,058,517	3,058,603	3,058,579	3,058,626	3,058,720
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			7,903,340	9,702,841	12,307,078	12,191,423	9,063,388	9,471,208	9,508,325	9,450,943	5,031,913	5,046,770
56	General Fund Portion of Revenue (non-grandfather districts)													
57	Total General Fund Revenue = (34) - (51)	491			5,574,264	4,765,873	4,265,873	4,265,873	4,265,873	4,265,873	4,265,873	4,265,873	4,265,873	4,265,873
58	General Fund Equalized Revenue = (43) - (52)	492			-	-	-	-	-	-	-	-	-	-

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

White Bear Lake Area Schools 10 Year Plan (Revised 6-30-2022)					
FY 2023					
Pay Go Projects			Bond Projects		
Door Replacement Exterior	\$ 80,000	368	(North Campus)		
Door Replacement- Interior	\$ 70,000	369	ACCESSIBILITY (ADA REQUIREMENTS)		
Flooring Replacement (various)	\$ 90,000	379	Replace 2 sink and counter combinations	\$ 17,800	367
Painting	\$ 120,000	379	Replace 12 drinking fountains	\$ 65,200	367
Professional services and salaries	\$ 820,000	382	Add wing walls at 12 drinking ftns	\$ 15,900	367
Parking lot repairs/sealcoating	\$ 100,000	384	Install door operators at 8 doors	\$ 33,500	367
Concrete Replacement	\$ 100,000	384	Install lift in choir rm	\$ 66,900	367
HVAC Replacement	\$ 200,000	380	Replace sink in rm 607	\$ 5,100	367
Roofing Maintenance	\$ 140,000	383	Replace original louvered wood doors	\$ 250,000	367
Window replacement ALC	\$ 215,000	368	Replace 3 egress doors	\$ 10,500	367
Lincoln- partial roof replacement (June 2023)					
25000 sq	\$ 320,000	383	Replace 6 gates at top of bleachers	\$ 17,600	367
Monument sign replacement	\$ 250,000	384	Replace wood studs in aux gym with steel per code	\$ 15,600	367
Hugo -dehumidification (1210-1215)-Indoor air quality	\$ 516,000	366	provide panic hardware in 315 and 319	\$ 6,100	367
Electrical systems replace	\$ 61,003	370	replace 2 wood doors with fire rated metal in hallway	\$ 6,400	367
Various- clock-bell system replace	\$ 80,000	369	major ADA remodel 4 gang restrooms	\$ 678,007	367
South-Replace expansion tank	\$ 109,097	380	major ADA remodel of 11 private toilets	\$ 643,500	367
Grounds-replace salt bin	\$ 25,000	384	Elevator update	\$ 103,000	367
Birch-sidewalk by gym repair	\$ 30,000	384	MECHANICAL, PLUMBING and IAQ		
Birch-tuck point Cubs	\$ 19,000	368	Replace all existing classroom ventilation units	\$ 15,100,000	366
Birch-playground asphalt overlay	\$ 33,000	384	Replace gym AHU's	\$ 430,000	366
Birch-Replace walk-in freezer	\$ 130,000	369	Replace head end cooling system	\$ 50,200	380
Lighting Replacement	\$ 81,164	370	Replace original pneumatic controls w digital	\$ 220,000	366
Central-HVAC shops	\$ 360,000	380	Replace domestic water heating system	\$ 110,000	381
Vadnais-gym floor replacement	\$ 160,000	379	Replace the main domestic water so valves	\$ 15,000	381
Otter- Parking lot	\$ 200,000	384	ELECTRICAL		
Oneka-concrete replacement	\$ 60,000	384	Replace med voltage and open vault dist.	\$ 750,000	370
ADA improvements-playground access	\$ 130,000	367	Replace aging 208V dist and breakers	\$ 1,698,178	370
ADA Bleacher improvements- South	\$ 31,000	367	Replace classroom lighting where ceiling work	\$ 420,000	370
ADA improvements-otter exterior	\$ 94,000	367	Replace lighting controls and lights in media ctr	\$ 40,000	370
Birch -domestic pipe replacement-continued	\$ 280,000	381	Replace egress lighting	\$ 34,200	370
Health Safety	\$ 1,280,000		Various		
	\$ 6,184,264		Replace interior doors 100's/200's/600's 400's	\$ 400,000	369
			Bleacher and operable wall replace in gym	\$ 400,000	369
			Flooring replacement in existing areas	\$ 1,177,000	379
			Ceiling replacement in existing areas	\$ 500,000	379
			Otter		
			Restroom ADA	\$ 400,000	367
			ALC		
			Indoor air quality project	\$ 4,800,000	366
			Electrical systems replacement	\$ 341,000	370
			Birch/Lakeaires ADA Restroom Improvements	\$ 350,000	367
			Birch/Lakeaire/Otter-carpet/ceiling replacement remodeled areas	\$ 100,000	379
			Birch/LA/Otter-lighting remodeled areas	\$ 20,000	370
			Design/CM fees for \$29,955,570M LTFM in 2023 (partial % realized in 2022 during design)	\$ 1,000,000	382
				\$ 30,290,685	

FY 2024		
Door Replacement-Exterior	\$ 70,000	368
Door Replacement-Interior	\$ 70,000	369
Flooring Replacement	\$ 95,000	379
Painting	\$ 70,000	379
Profesional services and salaries	\$ 560,000	382
Parking lot repairs	\$ 90,000	384
Concrete Replacement	\$ 70,000	384
Lighting and electrical replacement	\$ 80,000	370
Roofing Maintenance	\$ 140,000	383
Lincoln Roof July-Aug	\$ 200,000	383
ALC- window replace July-Aug	\$ 175,000	368
South classroom carpet	\$ 260,000	379
HVAC- replacement and repairs	\$ 100,000	380
Sunrise-HVAC Replacement	\$ 740,058	366
Bond-Sunrise/SC HVAC	\$ 17,900,000	380
Health Safety(added abate 300K)	\$ 1,020,000	
	\$ 21,640,058	

FY2025 TBD		
Door Replacement-Exterior	\$ 70,000	368
Door Replacement-Interior	\$ 70,000	369
Flooring Replacement	\$ 95,000	379
Painting	\$ 70,000	379
Profesional services and salaries	\$ 620,000	382
Parking lot repairs	\$ 70,000	384
Concrete Replacement	\$ 70,000	384
Lighting and electrical replacement	\$ 70,000	370
Roofing Maintenance	\$ 90,000	383
South Roof (athletic July-Aug)	\$ 500,000	383
HVAC Replacement and repairs	\$ 105,000	380
Tuck Pointing	\$ 100,000	368
South-Tennis Court Refurbish	\$ 400,000	384
South- track	\$ 240,000	384
Sunrise- HVAC Replacement	\$ 740,058	380
Bond-Sunrise/SC HVAC	\$ 17,023,786	380
Window Replacement(TBD)	\$ 200,000	368
Health Safety	\$ 730,000	
	\$ 21,263,844	

FY 2026 TBD		
Door Replacement-Exterior	\$ 75,000	368
Door Replacement-Interior	\$ 80,000	369
Flooring replacement	\$ 125,000	379
Districtwide painting	\$ 90,000	379
Profesional services and salaries	\$ 700,000	382
Parking lot repairs	\$ 75,000	384
Concrete repairs/replacement	\$ 75,000	384
Roofing Mtce	\$ 100,000	383
Electrical and lighting replacement	\$ 50,000	370
South-Plumbing replacement (phase1)	\$ 1,300,000	381
Sunrise-HVAC Replacement	\$ 765,873	380
HVAC Replacement	\$ 100,000	380
Health Safety	\$ 730,000	
	<b>\$ 4,265,873</b>	

FY 2027 TBD		
Door Replacement-Exterior	\$ 75,000	368
Door Replacement-Interior	\$ 60,000	369
Flooring replacement	\$ 75,000	379
Districtwide painting	\$ 90,000	379
Profesional services and salaries	\$ 700,000	382
Parking lot repairs	\$ 60,000	384
Concrete repairs/replacement	\$ 60,000	384
Roofing Mtce	\$ 100,000	383
Turf replace 2027 (new in 8/2015)	\$ 400,000	384
Tuck Pointing (various)	\$ 300,000	368
Central-HVAC Replacement	\$ 765,873	380
Roof replacement (TBD)	\$ 750,000	383
HVAC Replacement	\$ 100,000	380
Health Safety	\$ 730,000	
	<b>\$ 4,265,873</b>	

FY 2028 TBD		
Door Replacement-Exterior	\$ 75,000	368
Door Replacement-Interior	\$ 90,000	369
Flooring Replacement	\$ 125,000	379
Districtwide Painting	\$ 90,000	379
Professional Services and Salaries	\$ 700,000	382
Parking lot repairs	\$ 90,000	384
Concrete repairs/replacement	\$ 60,000	384
Roofing Mtce	\$ 90,000	383
Roofing Replacement	\$ 250,000	383
South Campus-plumbing replace (#2)	\$ 1,100,000	381
Central-HVAC Replacement	\$ 765,873	380
HVAC Replacement	\$ 100,000	380
Health Safety	\$ 730,000	
	<b>\$ 4,265,873</b>	

FY 2029 TBD		
Door Replacement-Exterior	\$ 75,000	368
Door Replacement-Interior	\$ 90,000	369
Flooring Replacement	\$ 125,000	379
Districtwide Painting	\$ 90,000	379
Professional Services and Salaries	\$ 700,000	382
Parking lot repairs	\$ 70,000	384
Concrete repairs/replacement	\$ 60,000	384
Roofing Mtce	\$ 90,000	383
Roofing Replacement (TBD)	\$ 500,000	383
Tuck point (TBD)	\$ 600,000	368
Central-HVAC Replacement	\$ 765,873	380
HVAC Replacement	\$ 370,000	380
Health and Safety	\$ 730,000	
	<b>\$ 4,265,873</b>	

FY 2030 TBD		
Door Replacement-Exterior	\$ 75,000	368
Door Replacement-Interior	\$ 90,000	369
Flooring Replacement	\$ 125,000	379
Districtwide Painting	\$ 90,000	379
Professional Services and Salaries	\$ 700,000	382
Parking lot repairs/replacement (TBD)	\$ 390,000	384
Concrete repairs/replacement	\$ 60,000	384
Roofing Mtce	\$ 90,000	383
Roofing Replacement	\$ 1,050,000	383
HVAC Replacement	\$ 100,000	380
Central-HVAC Replacement	\$ 765,873	380
Health Safety	\$ 730,000	
	<b>\$ 4,265,873</b>	

FY 2031 TBD		
Door Replacement-Exterior	\$ 75,000	368
Door Replacement-Interior	\$ 90,000	369
Flooring Replacement	\$ 125,000	379
Districtwide Painting	\$ 90,000	379
Professional Services and Salaries	\$ 700,000	382
Parking lot repairs/replacement (TBD)	\$ 390,000	384
Concrete repairs/replacement	\$ 60,000	384
Roofing Mtce	\$ 90,000	383
Roofing Replacement	\$ 1,050,000	383
HVAC Replacement	\$ 100,000	380
Central-HVAC Replacement	\$ 765,873	380
Health Safety	\$ 730,000	
	<b>\$ 4,265,873</b>	

FY 2032 TBD		
Door Replacement-Exterior	\$ 75,000	368
Door Replacement-Interior	\$ 90,000	369
Flooring Replacement	\$ 125,000	379
Districtwide Painting	\$ 90,000	379
Profesional Services and Salaries	\$ 700,000	382
Parking lot repairs/Replacements	\$ 390,000	384
Concrete Repairs/Replacement	\$ 60,000	384
Roofing Maintenance	\$ 90,000	383
Roofing Replacement	\$ 1,050,000	383
HVAC Replacement	\$ 865,873	380
Health Safety	\$ 730,000	380
	<b>\$ 4,265,873</b>	

AGENDA ITEM: **Action on 2023-24 Course Proposals**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent  
for Teaching and Learning;**  
**Jennifer Babiash, Director of Teaching and  
Learning**

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**BACKGROUND:**

At the October 24, 2022 Work Session, Jen Babiash, Director of Teaching and Learning, presented the secondary course proposals for the 2023-24 school year.

**RECOMMENDED ACTION:**

Approve the recommended secondary course proposals for the 2023-24 school year as presented.



# New Course Proposals

## 2023-2024



### Key Considerations

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*All students college and career ready by graduation.*

- Career Pathways Programming
- Industry partners and postsecondary institutions
- Student interest
- Equitable access to rigorous coursework
- School capacity (enrollment, staffing, scheduling and facilities)



# Microeconomics

## Course Change

Current Offering:

AP Microeconomics

Semester Course

(.5 credit for graduation requirement)

Proposed Offering:

CIS Principles of Microeconomics

(U of MN Course - Applied Economics 1101)

Semester Course

*4 college credits*

(.5 credit for graduation requirement)

Rationale:

- CIS course will allow more students the opportunity to earn college credit.
- There is no fee for taking the course unlike taking an AP course and exam.
- Allow students to show their knowledge and skills within the semester.



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# Middle School Social Studies

## Streamline Courses

Current Offering:

*Enriched and General Courses*

7th Grade United States History

8th Grade World Geography

Proposed Offering:

*Same Rigorous Course for All Students*

7th Grade United States History

8th Grade World Geography

Rationale:

- All students have the opportunity to have challenge.
- All students have the opportunity to rigorous content.
- Enrichment opportunities are still available to all students.



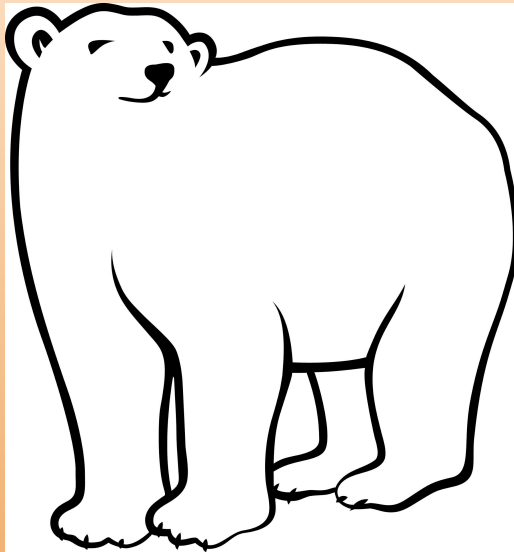
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# What questions might you have?

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AGENDA ITEM: **Action on Bid for South Campus Athletic Fields**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

Attached please find the recommendation letter and bid tabulation sheets for the South Campus Athletic Fields project. Bids were opened on October 27, 2022.

After reviewing the bids with our construction manager, Kraus Anderson, it is recommended we award the Site Clearing and Earthwork portion of the bid to the low bidder, Rachel Contracting LLC, with a bid of \$ 288,880. The highest bid for the project was \$507,969.

It is also recommended that we award the Electrical portion of the bid to Killmer Electric, with a bid of \$111,450. The highest bid for the project was \$149,000.

It is also recommended that we award the Fencing portion of the bid to Mauer Company, with a bid of \$92,500. The highest bid for the project was \$122,400.

**RECOMMENDED ACTION:**

Accept the overall bids for the South Campus Athletic Fields project as presented, to Rachel Contracting LLC, Killmer Electric, and Mauer Company for a total amount of \$492,750.

October 27, 2022

Mr. Tim Wald  
White Bear Lake Area Schools, ISD 624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

RE: **White Bear Lake Area Schools – South Campus Field**

Dear Mr. Wald

This letter is concerning the contract awards for the White Bear Lake Area Schools – South Campus Field Package project that was bid on October 27, 2022. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

<b><u>Work Scope</u></b>		<b><u>Contractor, City, State</u></b>	<b><u>Bid Amount</u></b>	
WS 26-A	Electric	Killmer Electric Co. Inc.	<b>Base Bid:</b>	\$111,450.00
WS 31-A	Site Clearing & Earthwork	Rachel Contracting, LLC	<b>Base Bid:</b>	\$288,800.00
WS 32-D	Site Fencing	Mauer Company	<b>Base Bid:</b>	\$92,500.00

**Total: \$492,750.00**

The total amount of the base bids is four hundred ninety-two thousand seven hundred fifty dollars.

We have enclosed the Bid Tabulation sheets that reflect the bids received.

If you have any questions regarding this information, please do not hesitate to contact me at 480.369.2079.

Very truly yours,  
KRAUS-ANDERSON® CONSTRUCTION COMPANY



AJ Lillesve  
Project Manager

Cc: Dan Roeser, White Bear Lake Area Schools  
Maria Kennedy, Wold Architects & Engineers



**ARCHITECT: Wold Architects & Engineers**

[illegible]



**ARCHITECT: Wold Architects & Engineers**

**October 27th at 2:00 PM**

[illegible]



**ARCHITECT: Wold Architects & Engineers**

[illegible]

AGENDA ITEM: **Action on Resolution Canvassing Returns of  
Votes of the School District Special Election**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Dr. Wayne Kazmierczak, Superintendent;  
Tim Maurer, Director of Community Services  
and Recreation**

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**BACKGROUND:**

Minnesota Statute requires that school districts adopt a resolution canvassing returns of votes of school district special and general elections between the third and tenth day following the date of the election. The District's election attorney, Mr. Peter A. Martin of Kennedy & Graven, Chartered, provided the necessary documents for this resolution, and the results of the election were provided by Mr. Dave Triplett, Ramsey County Elections Manager. Superintendent Kazmierczak will review with the School Board the Resolution Canvassing Returns of Votes of School District Special Election.

**RECOMMENDED ACTION:**

It is recommended that the Resolution Canvassing Returns of Votes of the School District Special Election be approved.

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was duly held in said school district on the 14th day of November, 2022, at 5:30 o'clock p.m. for the purpose, in part, of canvassing its special election.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS  
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION**

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

1. It is hereby found, determined and declared that the special election of the voters of this School District held on November 8, 2022, in conjunction with the State General Election, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, at said election a total of 28,938 voters of the School District voted on the question of renewing a capital project levy authorization for taxes payable in 2024 and thereafter (SCHOOL DISTRICT QUESTION 1), of which 17,231 voted in favor, and 11,707 voted against the same. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.
3. The Clerk is hereby directed to certify the results of the election to the County Auditor of each County in which the School District is located in whole or in part. The Clerk is further directed to promptly report the results of the election to the Commissioner of Education.



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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF RAMSEY     )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 14th day of November, 2022.

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Clerk of the School Board

Abstract of Votes Cast  
Independent School District No. 624 (WHITE BEAR LAKE)  
State of Minnesota  
at the State General Election  
Held Tuesday, November 8, 2022

Compiled from the Official Returns.

Summary of Totals  
Independent School District No. 624 (WHITE BEAR LAKE)  
Tuesday, November 8, 2022 State General Election

Number of persons registered as of 7 a.m.	57302
Number of persons registered on Election Day	1740
Number of accepted regular, military, and overseas absentee ballots and mail ballots	10585
Number of federal office only absentee ballots	20
Number of presidential absentee ballots	0
Total number of persons voting	42416

Summary of Totals  
Independent School District No. 624 (WHITE BEAR LAKE)  
Tuesday, November 8, 2022 State General Election

**KEY TO PARTY ABBREVIATIONS**

NP - Nonpartisan

SCHOOL DISTRICT QUESTION 1 (ISD #624)

NP	NP
YES	NO
17231	11707



Detail of Election Results  
Independent School District No. 624 (WHITE BEAR LAKE)  
Tuesday, November 8, 2022 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
02 2205 : LINO LAKES P-1	1857	60	1311
02 2220 : LINO LAKES P-4	2429	86	1814
02 2230 : LINO LAKES P-6	2637	71	1952
62 0080 : GEM LAKE P-1	408	9	325
62 0110 : LITTLE CANADA P-2	2431	59	1617
62 0200 : MAPLEWOOD P-08	2073	59	1312
62 0380 : NORTH OAKS P-2	2068	58	1696
62 1660 : VADNAIS HEIGHTS P-1	1756	63	1423
62 1670 : VADNAIS HEIGHTS P-2	2594	94	2034
62 1680 : VADNAIS HEIGHTS P-3	2118	37	1651
62 1690 : VADNAIS HEIGHTS P-4	2438	94	1562
62 1700 : WHITE BEAR TWP P-1	2935	87	2280
62 1710 : WHITE BEAR TWP P-2	2545	60	2037
62 1720 : WHITE BEAR TWP P-3	866	27	669
62 1730 : WHITE BEAR TWP P-4	1344	43	1079
62 1735 : WHITE BEAR TWP P-5	600	9	490
62 1740 : WHITE BEAR LAKE W-1 P-1	3013	112	2121
62 1750 : WHITE BEAR LAKE W-2 P-1	3536	115	2672
62 1760 : WHITE BEAR LAKE W-3 P-1	3034	92	2197
62 1770 : WHITE BEAR LAKE W-4 P-1	2887	70	2158
62 1780 : WHITE BEAR LAKE W-5 P-1	3425	119	2446
82 0035 : BIRCHWOOD VILLAGE CITY	704	28	609
82 0145 : HUGO W-1 P-1	2365	60	1803
82 0147 : HUGO W-1 P-2	1683	41	1262
82 0150 : HUGO W-2 P-3	3137	107	2145
82 0160 : HUGO W-3 P-5	2419	80	1751
Independent School District No. 624 (WHITE BEAR LAKE) Total:	57302	1740	42416

Detail of Election Results  
Independent School District No. 624 (WHITE BEAR LAKE)  
Tuesday, November 8, 2022 State General Election

Office Title: SCHOOL DISTRICT QUESTION 1 (ISD #624)

Precinct	NP YES	NP NO
02 2205 : LINO LAKES P-1	138	70
02 2220 : LINO LAKES P-4	2	3
02 2230 : LINO LAKES P-6	488	415
62 0080 : GEM LAKE P-1	137	106
62 0110 : LITTLE CANADA P-2	79	47
62 0200 : MAPLEWOOD P-08	53	23
62 0380 : NORTH OAKS P-2	511	239
62 1660 : VADNAIS HEIGHTS P-1	385	264
62 1670 : VADNAIS HEIGHTS P-2	1038	587
62 1680 : VADNAIS HEIGHTS P-3	822	550
62 1690 : VADNAIS HEIGHTS P-4	769	471
62 1700 : WHITE BEAR TWP P-1	1047	855
62 1710 : WHITE BEAR TWP P-2	971	737
62 1720 : WHITE BEAR TWP P-3	331	238
62 1730 : WHITE BEAR TWP P-4	527	320
62 1735 : WHITE BEAR TWP P-5	259	156
62 1740 : WHITE BEAR LAKE W-1 P-1	1070	642
62 1750 : WHITE BEAR LAKE W-2 P-1	1303	877
62 1760 : WHITE BEAR LAKE W-3 P-1	1149	720
62 1770 : WHITE BEAR LAKE W-4 P-1	1130	694
62 1780 : WHITE BEAR LAKE W-5 P-1	1224	780
82 0035 : BIRCHWOOD VILLAGE CITY	364	207
82 0145 : HUGO W-1 P-1	980	713
82 0147 : HUGO W-1 P-2	650	543
82 0150 : HUGO W-2 P-3	1159	839
82 0160 : HUGO W-3 P-5	645	611

Detail of Election Results  
Independent School District No. 624 (WHITE BEAR LAKE)  
Tuesday, November 8, 2022 State General Election

Office Title: SCHOOL DISTRICT QUESTION 1 (ISD #624)

Total:	<b>17231</b>	<b>11707</b>
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We, the school board members of Independent School District No. 624 (WHITE BEAR LAKE), certify that we have canvassed the returns of the State General Election held on Tuesday, November 8, 2022 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 624 (WHITE BEAR LAKE).

Witness our official signature at \_\_\_\_\_ in \_\_\_\_\_ County this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

State of Minnesota  
Independent School District No. 624 (WHITE BEAR LAKE)

I, \_\_\_\_\_, Clerk of the Independent School District No. 624 (WHITE BEAR LAKE) do hereby certify the within and foregoing \_\_\_\_\_ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 624 (WHITE BEAR LAKE) State General Election held on Tuesday, November 8, 2022.

Witness my hand and official seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

AGENDA ITEM: **Action on Resolution Establishing Polling  
Places for 2023**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

Minnesota law requires the governing body of each school district to designate the locations of polling places for the following election year. It is now time for the School Board to approve polling places for the 2023 election year.

**RECOMMENDED ACTION:**

It is recommended that the School Board approve the Resolution Establishing Polling Places And Combined Polling Places For Certain Multiple Precincts And Designating Voting Hours For School District Elections Not Held On The Day Of A Statewide Election.

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in the School District on November 14, 2022, at 5:30 o'clock p.m.

The following members were present:

and the following were absent:

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

**RESOLUTION ESTABLISHING POLLING PLACES AND COMBINED POLLING  
PLACES FOR CERTAIN MULTIPLE PRECINCTS AND DESIGNATING VOTING  
HOURS FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A  
STATEWIDE ELECTION**

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 624 (White Bear Lake Area Schools) as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for School District elections are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities or towns located in whole or in part within the School District. The Board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the Board may establish combined polling places for several precincts for school elections not held on the day of a statewide election.

3. The polling places and combined polling places described in **Exhibit A** to this

Resolution are hereby established to serve the precincts specified for all School District special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution.

4. The Clerk is hereby authorized and directed to designate a new or different polling place in the event that a designated polling place or combined polling has become unavailable for use, or in the event of an emergency in accordance with Minnesota Statutes, Section 204B.175.

5. As required by Minnesota Statutes, Section 204B.16, subdivision 1a, the Clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the School District whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

6. Pursuant to Minnesota Statutes, Section 205A.09, the polling places and combined polling places will remain open for voting for School District elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

7. The Clerk is directed to promptly file a certified copy of this resolution with the County Auditors of Anoka, Ramsey and Washington Counties.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

## **EXHIBIT A**

### **POLLING PLACES AND COMBINED POLLING PLACES**

#### **Lino Lakes**

- Precinct 1      Lino Lakes Senior Center  
1189 Main St  
Lino Lakes, MN 55014  
(Anoka County)
- Precinct 4      Lino Lakes City Hall  
600 Town Center Pkwy  
Lino Lakes, MN 55014  
(Anoka County)
- Precinct 6      Lino Lakes Fire Station #2  
1710 Birch St  
Lino Lakes, MN 55038  
(Anoka County)

#### **Gem Lake**

- Precinct 1      Heritage Hall  
4200 Otter Lake Rd  
White Bear Lake, MN 55110  
(Ramsey County)

#### **Little Canada**

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

#### **Maplewood**

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

### **North Oaks**

Precinct 2     North Oaks Golf Club  
54 E Oaks Rd  
North Oaks, MN 55127  
(Ramsey County)

### **Vadnais Heights**

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

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

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

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

### **White Bear Township**

Precinct 1     Otter Lake Elementary School  
1401 County Road H2 E  
White Bear Township, MN 55110  
(Ramsey County)

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

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

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

Precinct 5     Otter Lake Elementary School  
1401 County Road H2 E  
White Bear Township, MN 55110  
(Ramsey County)

### **White Bear Lake**

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

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

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

Precinct 4-1    WBL Area Learning Center  
2449 Orchard Ln  
White Bear Lake, MN 55110  
(Ramsey County)

Precinct 4-2    WBL Area Learning Center  
2449 Orchard Ln  
White Bear Lake, MN 55110  
(Ramsey County)



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

**Birchwood Village City**

Precinct 1       Birchwood Village Hall  
207 Birchwood Ave  
Birchwood, MN 55110  
(Washington County)

**Hugo**

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

Precinct 2       Hugo City Hall  
W-1              14669 Fitzgerald Ave N  
Hugo, MN 55038  
(Washington County)

Precinct 3       Lions Park Building  
W-2              5524 Upper 146<sup>th</sup> St N  
Hugo, MN 55038  
(Washington County)

Precinct 5       Hugo Public Works Building  
W-3              8220 140<sup>th</sup> St N  
Hugo, MN 55038  
(Washington County)

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF RAMSEY     )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), Anoka, Ramsey and Washington Counties, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said School District duly called and held on the date therein indicated, so far as such minutes relate to the establishment of polling places and combined polling places, designating voting hours for School District elections not held on the day of the statewide election, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 14th day of November, 2022.

---

Clerk of the School Board

AGENDA ITEM: **Policy 301, School District Administration**  
MEETING DATE: **November 14, 2022**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 301, School District Administration, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The changes recommended to this policy are in section II, and the Cross References.

The purpose of this policy is to clarify the role of the school district administration and its relationship with the School Board.

**RECOMMENDED ACTION:**

Approve Policy 301, School District Administration as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*Revised: December 10, 2012*  
*Revised: November 9, 2020*

*White Bear Lake Area*  
*School District #624 Policy 301*

*Revised: \_\_\_\_\_*

## **301 SCHOOL DISTRICT ADMINISTRATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the School Board.

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

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services **equitably**.
- B. The School Board expects all activities related to ~~the~~ **school district** operations ~~of the school district~~ to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the School Board.
- C. The School Board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the School Board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal and cabinet office administrator, the School Board also recognizes the responsibility of cabinet office administrators and principals for educational results and effective administration, supervision, and instructional leadership at the district and school building level.
- E. The School Board and school administration shall work together to share information and decisions that best serve the needs of school district students.

**Legal References:** Minn Stat 123B.143 (Superintendents)  
Minn Stat 123B.147 (Principals)

**Cross References:** ~~MSBA Service Manual, Chapter 5, School Board-Staff Relationships~~

AGENDA ITEM: **Policy 302, Superintendent**  
MEETING DATE: **November 14, 2022**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 302, Superintendent, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The change recommended to this policy is in the Cross References.

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

**RECOMMENDED ACTION:**

Approve Policy 302, Superintendent as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*Revised: December 10, 2012*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 302*

## **302 SUPERINTENDENT**

### **I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

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

The School Board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the School Board and as chief executive officer of the school system.

### **III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the School Board.
- B. The superintendent or their designee shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor School Board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the School Board.

***Legal References:*** Minn. Stat. 123B.143 (Superintendent)

***Cross References:*** WBLASB Policy 202 (School Board Officers)  
WBLASB Policy 208 (Development, Adoption, and Implementation of Policies)  
WBLASB Policy 214 (Out-of-State Travel by School Board Members)  
WBLASB Policy 301 (School District Administration)  
WBLASB Policy 303 (Superintendent Selection)  
WBLASB Policy 304 (Superintendent Contract, Duties, and Evaluation)  
WBLASB Policy 305 (Policy Implementation)  
WBLASB Policy 306 (Administrator Code of Ethics)

WBLASB Policy 412 (Expense Reimbursement)  
WBLASB Policy 510 (School Activities)  
WBLASB Policy 511 (Student Fundraising)  
WBLASB Policy 513 (Student Promotion, Retention, and Program Design)  
WBLASB Policy 602 (Organization of School Calendar and School Day)  
WBLASB Policy 605 (Alternative Programs)  
WBLASB Policy 701 (Establishment and Adoption of School District Budget)  
WBLASB Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
WBLASB Policy 802 (Disposition of Obsolete Equipment and Material)  
WBLASB Policy 903 (Visitors to School District Buildings and Sites)  
WBLASB Policy 905 (Advertising)  
WBLASB Policy 906 (Community Notification of Predatory Offenders)  
WBLASB Policy 907 (Rewards)  
~~MSBA Service Manual, Chapter 3, Superintendent of Schools~~

AGENDA ITEM: **Policy 303, Superintendent Selection**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 303, Superintendent Selection, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The change recommended to this policy is in the Cross References.

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the School Board.

**RECOMMENDED ACTION:**

Approve Policy 303, Superintendent Selection as recommended by the School Board Policy Committee and Cabinet.



*Adopted: December 11, 1995*

*Revised: December 10, 2001*

*Revised: January 10, 2005*

*Revised: November 13, 2017*

*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 303*

*Revised: November 9, 2020*

### **303 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the School Board.

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

The School Board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

#### **III. QUALIFICATIONS**

- A. The School Board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The School Board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the School Board.
- B. The School Board may contract for assistance in the search for a superintendent.
- C. The School Board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the School Board shall observe all requirements of state and federal law and School Board policy.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)  
Minn. Rules. Chapter 3512

**Cross References:** ~~MSBA Service Manual, Chapter 3, Superintendent~~

AGENDA ITEM: **Policy 304, Superintendent Contract, Duties and Evaluation**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 304, Superintendent Contract, Duties and Evaluation, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The changes recommended to this policy are in section I and the Cross References.

The purpose of this policy is to provide for the use of an employment contract with the superintendent, as well as for a position description, and the use of an approved instrument to evaluate the performance of the superintendent.

**RECOMMENDED ACTION:**

Approve Policy 304, Superintendent Contract, Duties and Evaluation as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*

*Revised: December 10, 2001*

*Revised: November 8, 2004*

*Revised: February 8, 2016*

*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 304*

*Revised: November 9, 2020*

## **304 SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION**

### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, as well as for a position description, and the use of an approved instrument to evaluate the performance of the superintendent.

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

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the School Board in consultation with the superintendent. The School Board shall use this instrument to evaluate the performance of the superintendent.
- C. The School Board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as model instruments.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)

**Cross References:** ~~MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)~~  
Addendum A - Process Calendar for Evaluation of Superintendent  
Addendum B - Superintendent's Performance Appraisal Form

AGENDA ITEM: **Policy 305, Policy Implementation**  
MEETING DATE: **November 14, 2022**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 305, Policy Implementation, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The changes recommended to this policy are in sections I and II.

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

**RECOMMENDED ACTION:**

Approve Policy 305, Policy Implementation as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*Revised: December 10, 2012*  
*Revised: November 9, 2020*

*White Bear Lake Area*  
*School District #624 Policy 305*

*Revised: \_\_\_\_\_*

## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of ~~S~~school ~~Board~~ ~~district~~ policy.

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

- A. It shall be the responsibility of the superintendent, principals and other district administration to implement School Board policy and to recommend additions or modifications thereto. The administration is authorized to develop **procedures, guidelines, and directives** to effectuate the implementation of School Board policies. These **procedures, guidelines, and directives** shall not be inconsistent with said policies.
- B. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent or designee to assure compliance with School Board policy.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)

**Cross References:** WBLASB Policy 208 (Development, Adoption and Implementation of Policies)

AGENDA ITEM: **Policy 306, Administrator Code of Ethics**  
MEETING DATE: **November 14, 2022**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 306, Administrator Code of Ethics, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The change recommended to this policy is in the Legal References.

The purpose of this policy is to establish the requirement of the School Board that school administrators adhere to standards of ethics and professional conduct as outlined in this policy and in Minnesota law.

**RECOMMENDED ACTION:**

Approve Policy 306, Administrator Code of Ethics as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 11, 1995*  
*Revised: January 10, 2005*  
*Revised: December 10, 2012*  
*Revised: November 9, 2020*

*White Bear Lake Area*  
*School District #624 Policy 306*

## **306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to establish the requirement of the School Board that school administrators adhere to standards of ethics and professional conduct as outlined in this policy and in Minnesota law.

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

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The educational administrator:
  - 1. Makes the well-being of students the fundamental value of all decision-making and actions.
  - 2. Fulfills professional responsibilities with honesty and integrity.
  - 3. Supports the principle of due process and protects the civil and human rights of all individuals.
  - 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
  - 5. Implements the School Board's policies.
  - 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
  - 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

***Legal References:*** Minn. Stat. 122A.14 Subd. 4 (Duties of Board of School Administrators~~Code of Ethics~~)  
Minnesota Rules 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***



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

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 422, Policies Incorporated by Reference, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The changes recommended to this policy are in the Purpose section.

The purpose of this policy is to provide notice that certain policies as contained in this policy reference manual are applicable to employees as well as to students. Employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed.

**RECOMMENDED ACTION:**

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

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

*White Bear Lake Area*  
*School District #624 Policy 422*  
*Revised: December 14, 2020*

## 422 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies **as contained in this policy reference manual** are applicable to employees as well as to students. ~~In order to~~ To avoid undue duplication, the school district provides this notice that the following policies also apply to employees:

<del>WBLASB Policy 102</del>	<del>Equal Educational Opportunity</del>
<del>WBLASB Policy 103</del>	<del>Complaints-Students, Employees, Parents, Other Persons</del>
<del>WBLASB Policy 206</del>	<del>Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations</del>
<del>WBLASB Policy 211</del>	<del>Criminal or Civil Action Against School District, School Board Member, Employee, or Student</del>
<del>WBLASB Policy 305</del>	<del>Policy Implementation</del>
WBLASB Policy 505	Distribution of Non- <del>s</del> <b>S</b> chool-Sponsored Materials on School Premises by Students and Employees
WBLASB Policy 507	Corporal Punishment
WBLASB Policy 510	<b>School</b> <del>Student</del> Activities
WBLASB Policy 511	Student Fundraising
WBLASB Policy 517	Student Recruiting
WBLASB Policy 518	DNR-DNI Orders
WBLASB Policy 519	Interview of Students by Outside Agencies
<b>WBLASB Policy 522</b>	<b>Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process</b>
WBLASB Policy 524	<b>Electronic Technologies</b> <del>Internet</del> Acceptable Use Policy
WBLASB Policy 525	Violence Prevention
WBLASB Policy 535	Service Animals on School Property
<del>WBLASB Policy 610</del>	<del>Field Trip</del>
<del>WBLASB Policy 710</del>	<del>Extracurricular Transportation</del>
<del>WBLASB Policy 802</del>	<del>Disposition of Obsolete Equipment and Material</del>

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

AGENDA ITEM: **Policy 423, Employee-Student Relations**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 423, Employee-Student Relations, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The changes recommended to this policy are in section II and the Legal References.

The purpose of this policy is to provide notice that the school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

**RECOMMENDED ACTION:**

Approve Policy 423, Employee-Student Relations as recommended by the School Board Policy Committee and Cabinet.

*Adopted: June 11, 2001*  
*Revised: November 12, 2018*  
*Revised: October 14, 2019*

*White Bear Lake Area*  
*School District #624 Policy 423*

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

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

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to disciplinary action and criminal and/or civil liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having an interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

- 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, ~~is~~ not compatible with employee-student relationships, and ~~is~~ inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with WBLASB Policy 103 (Complaints-Students, Employees, Parents, and Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

### IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, 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. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

### V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (~~Personnel Data~~ ~~School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact~~)

Minn. Stat. § 122A.20, Subd. 2 (~~Suspension or Revocation of Licences~~ **Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators**)  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (~~Employment; Contracts; Termination~~ **Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions**)  
Minn. Stat. §§ 609.341-609.352 (~~Definitions~~ **Defining “intimate parts” and “position of authority” as well as detailing various sex offenses**)  
Minn. Stat. ~~Ch. 260E~~ **§ 626.556** (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

***Cross References:*** WBLASB Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Members, Employee or Student)  
WBLASB Policy 306 (Administrator Code of Ethics)  
WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
WBLASB Policy 413 (Harassment and Violence)  
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
WBLASB Policy 415 (Mandated Report of Maltreatment of Vulnerable Adults)  
WBLASB Policy 421 (Gifts to Employees)  
WBLASB Policy 507 (Corporal Punishment)

AGENDA ITEM: **Policy 520, Student Surveys**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 520, Student Surveys, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The changes recommended to this policy are in sections II, III, IV and the Legal and Cross References.

The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

**RECOMMENDED ACTION:**

Approve Policy 520, Student Surveys as recommended by the School Board Policy Committee and Cabinet.

*Adopted: September 8, 1997*  
*Revised: May 9, 2005*  
*Revised: January 9, 2012*  
*Revised: November 9, 2020*

*White Bear Lake Area*  
*School District #624 Policy 520*  
*Revised: \_\_\_\_\_*

## **520 STUDENT SURVEYS**

### **I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section § 1232h.

### **III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability, religion, or national origin (Protected Class).
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.



- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent/guardian;
  2. mental and psychological problems of the student or the student's family;
  3. sex behavior or attitudes;
  4. illegal, antisocial, self-incriminating or demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or

8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
1. The following policies are to be adopted in consultation with parents:
    - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
    - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
    - c. The right of a parent of a student to inspect, on request, any instructional material used as part of the education curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the internet). The term does not include academic tests or academic assessments.
    - d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with

the Individuals with Disabilities Education Act (20 United States Code section § 1400, *et. seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student’s or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college, other postsecondary education or military recruitment;
    - (b) book clubs, magazines, and programs providing access to low-cost literary products;
    - (c ) curriculum and instructional materials used by elementary and secondary schools;
    - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically-useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
    - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
    - (f) student recognition programs.

- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
  - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
  - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
    - (1) Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
    - (3) Any non-emergency invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
  - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2, Subparagraph b., above, are scheduled, or expected to be scheduled.

- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

## V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, email, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;  
Parent Notice and Opportunity for Opting Out)  
20 U.S.C. 1232g (Family Educational Right and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act  
Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, ~~122 S.Ct. 2268, 153 L.Ed. 2d 309~~ (2002)  
*C.N. v. Ridgewood Bd. Of Educ.*, 430 F. 3d. 159 (3<sup>rd</sup> Cic. 2005)  
*Fields v. Palmdale School District*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** WBLASB Policy 515 (Protection and Privacy of Student Records)  
WBLASB Policy 521 (Student Disability Nondiscrimination)  
WBLASB Policy 522 (Title IX, ~~Student~~ Sex Nondiscrimination, Grievance Procedure and Process)

AGENDA ITEM: **Policy 522, Title IX Student Sex  
Nondiscrimination Policy, Grievance  
Procedure And Process**

MEETING DATE: **November 14, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 522, Title IX Student Sex Nondiscrimination Policy, Grievance Procedure And Process, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The changes recommended to this policy are in sections III, IV, VII, XV and the Legal References.

The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

**RECOMMENDED ACTION:**

Approve Policy 522, Title IX Student Sex Nondiscrimination Policy, Grievance Procedure And Process as recommended by the School Board Policy Committee and Cabinet.

*Adopted: September 8, 1997*  
*Revised: June 11, 2001*  
*Revised: January 13, 2014*  
*Revised: May 9, 2016*  
*Revised: March 4, 2019*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 522*  
  
*Revised: November 14, 2016*  
*Revised: April 16, 2021*

## **522 TITLE IX STUDENT SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

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

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, guardian, or community member having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. The school district's Title IX Coordinator is: Assistant Superintendent for Teaching and Learning; 4855 Bloom Avenue, White Bear Lake, MN; phone: 651-407-7539. In the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this

policy to serve in that role in a particular case, the Director of Student Activities will serve in this role. If the complaint involves the superintendent, the report may be filed directly with the School Board.

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

### **III. DEFINITIONS**

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
  - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.



2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. Quid pro quo harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
  2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
  3. Any instance of sexual assault (as defined in the Clery Act, 20 ~~United States Code~~ section §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 ~~United States Code~~ section §12291).

- L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes, section § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering administering the grievance process.
  2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
  3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
  4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
  5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator,

Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

#### **IV. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS**

##### **A. Equitable Treatment**

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

##### **B. Objective and Unbiased Evaluation of Complaints**

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

##### **C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.**

##### **D. Confidentiality**

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code-

~~section~~ § 1232g, ~~or FERPA's~~ regulations, ~~34 Code of Federal Regulations part 99,~~  
~~and State Minnesota~~ law under Minnesota Statutes, ~~section~~ § 13.32 ~~34 C.F.R. Part~~  
~~99~~, or as required by law, or to carry out the purposes of 34 ~~Code of~~  
~~Federal Regulations~~. ~~P~~part 106, including the conduct of any investigation,  
hearing, or judicial proceeding arising thereunder (i.e., the school district's  
obligation to maintain confidentiality shall not impair or otherwise affect the  
complainants and respondents receipt of the information to which they are entitled  
with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek

disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

#### I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

#### J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

#### K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

## **V. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent/guardian of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

## **VI. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
  - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
  - 6. A copy of this policy.

## **VII. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

### **A. Emergency Removal of a Student**

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
  - a. The school district undertakes an individualized safety and risk analysis;
  - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
  - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including ~~MSBA Model~~ Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

### **B. Employee Administrative Leave**

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

## **VIII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT**

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any



other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

#### **IX. DISMISSAL OF A FORMAL COMPLAINT**

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  - 1. Would not meet the definition of sexual harassment, even if proven;
  - 2. Did not occur in the school district's education program or activity; or
  - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
  - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
  - 2. The respondent is no longer enrolled or employed by the school district; or
  - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.

- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

## **X. INVESTIGATION OF A FORMAL COMPLAINT**

- A. If a formal complaint is received by the school district, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

## **XI. DETERMINATION REGARDING RESPONSIBILITY**

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.

- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
  - 1. Identification of the allegations potentially constituting sexual harassment;
  - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - 3. Findings of fact supporting the determination;
  - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
  - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
  - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker 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 incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result

of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XII. APPEALS**

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
  - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

## **XIII. RETALIATION PROHIBITED**

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex

discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

#### **XIV. TRAINING**

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
  - 1. The Title IX definition of sexual harassment;
  - 2. The scope of the school district's education program or activity;
  - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
  - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
  - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
  - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

#### **XV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work ~~email~~-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
  - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
  - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
  - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
  - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

## **XVI. RECORDKEEPING**

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
  - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  - 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  - 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not

clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.

4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; ~~s~~Sex ~~d~~Discrimination)  
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments ~~of 1972~~)  
34 C.F.R. Part 106 (Implementing regulations of Title IX)  
20 U.S.C § 1400, et seq. (Individuals with Disabilities Education ~~Improvement Act of 2004~~)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act ~~of 1973~~)  
42 U.S.C. § 12101, et seq. (Americans with Disabilities Act ~~of 1990, as amended~~)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1092 et seq. (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

**Cross References:** WBLASB Policy 102 (Equal Educational Opportunity)  
WBLASB Policy 413 (Harassment and Violence)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

AGENDA ITEM: **Policy 523, Policies Incorporated by Reference**  
MEETING DATE: **November 14, 2022**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

School Board Policy 523, Policies Incorporated by Reference, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. The changes recommended to this policy are in the Purpose section.

The purpose of this policy is to provide notice that certain policies as contained in this policy reference manual are applicable to students as well as to employees. Students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed.

**RECOMMENDED ACTION:**

Approve Policy 523, Policies Incorporated by Reference as recommended by the School Board Policy Committee and Cabinet.



Adopted: December 10, 2001  
Revised: May 9, 2016  
Revised: October 14, 2019  
Revised:

White Bear Lake Area  
School District #624 Policy 523

## 523 POLICIES INCORPORATED BY REFERENCE

### I. PURPOSE

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. ~~In order to~~ To avoid undue duplication, the school district provides notice that the following policies apply to district employees as well as district students and school partners (as defined in Policy 900):

<del>WBLASB Policy 102</del>	<del>Equal Educational Opportunity</del>
<del>WBLASB Policy 103</del>	<del>Complaints-Students, Employees, Parents, Other Persons</del>
<del>WBLASB Policy 206</del>	<del>Public Participation in School Board Meetings; complaints About Persons at School Board Meetings and Data Privacy Considerations</del>
<del>WBLASB Policy 211</del>	<del>Criminal or Civil Action Against School District, School Board Member, Employee, or Student</del>
<del>WBLASB Policy 305</del>	<del>Policy Implementation</del>
WBLASB Policy 413	Harassment and Violence
WBLASB Policy 417	Chemical Use/ and Abuse
WBLASB Policy 418	Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School
WBLASB Policy 419	Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instructions
WBLASB Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and or Infectious Diseases Conditions
<del>WBLASB Policy 511</del>	<del>Student Fundraising</del>
<del>WBLASB Policy 524</del>	<del>Internet Acceptable Use and Safety Policy</del>
<del>WBLASB Policy 525</del>	<del>Violence Prevention</del>
<del>WBLASB Policy 610</del>	<del>Field Trips</del>
<del>WBLASB Policy 613</del>	<del>Graduation Requirements</del>
<del>WBLASB Policy 614</del>	<del>School District Testing Plan and Procedure</del>
<del>WBLASB Policy 615</del>	<del>Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students</del>
<del>WBLASB Policy 616</del>	<del>School District System Accountability</del>
<del>WBLASB Policy 707</del>	<del>Transportation of Public School Students</del>
<del>WBLASB Policy 708</del>	<del>Transportation of Nonpublic School Students</del>
<del>WBLASB Policy 709</del>	<del>Student Transportation Safety Policy</del>
<del>WBLASB Policy 710</del>	<del>Extracurricular Transportation</del>

~~WBLASB Policy 711 — Video taping on School Buses~~  
~~WBLASB Policy 712 — Video Surveillance Other than on Buses~~  
~~WBLASB Policy 801 — Equal Access to Facilities of Secondary Schools~~

Please note that other district policies have specific provisions applicable to students. Students are charged with notice that the above cited policies are also applicable to students; in addition students are also on notice that the provisions of other policies speak for themselves and may be applicable although not specifically listed above.

~~*Legal References:* — None~~

~~*Cross Reference:* — None~~