

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

December 12, 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: December 7, 2022

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 12, 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

**D. DISCUSSION ITEMS**

1. Presentation of Presale Report Related to Upcoming Issuance of Facilities Maintenance Bonds
2. Presentation and Public Hearing Related to the Proposed 2022 Payable 2023 Property Tax Levy - *The Public Hearing will start at 6:00 p.m. Truth in Taxation Comments during the Public Hearing will follow the same guidelines as Public Forum.*
3. First Reading of School Board Policies:
  - a. 514, Bullying Prevention
  - b. 524, Electronic Technologies Acceptable Use
  - c. 530, Immunization Requirements
  - d. 611, Homeschooling
  - e. 618, Assessment of Student Achievement
  - f. 619, Staff Development for Standards
  - g. 708, Transportation of Nonpublic School StudentsThe policies listed above will be on the January 9, 2023 or subsequent agenda for a second reading.



**E. OPERATIONAL ITEMS**

1. Action on Certification of 2022 Payable 2023 Property Tax Levy
2. Action on Bid for Area Learning Center HVAC, Restroom and Window Project
3. Action on Bid for Hugo Elementary HVAC Project
4. Action on the Acceptance of Brosious Grants
5. Action on Strategic Plan
6. Action on 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 Policy
7. Action on Property Purchase Agreement\*

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **December 12, 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: **December 12, 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, November 14, 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: Daniels, Ellison, Newmaster, Arcand. Absent: Beloyed, Streiff Oji, Thompson.  
Ex-Officio: Dr. Wayne Kazmierczak.
3. Pledge of Allegiance.
4. Daniels moved and Newmaster seconded to approve the agenda as presented.  
***Voice vote: Ayes, Daniels, Ellison, Newmaster, Arcand. Nays, none. Motion carried.***
5. Arcand moved and Daniels seconded to approve the consent agenda consisting of:
  - a) Minutes for regular Board meeting on October 10, 2022, and October 24, 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**
      - THERESA DECHAINED – Paraeducator - Sunrise Park Middle School  
Employed by District 624 since 11/08/2021  
Effective Date: 10/18/2022
      - 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 STAFF**

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

➤ **CHANGE IN ASSIGNMENT – NON-AFFILIATED STAFF**

RACHEL RANCOUR – From Admin Assistant Nutrition Services - District Center

To Assistant Director of Nutrition Services - District Center

Annual salary \$75,000

Effective Date: 10/17/2022

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

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

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

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

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

JASON BOOR – Custodian - Matoska Elementary

Employed by District 624 since 05/22/1997

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

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

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

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

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 KRONSCHNABLE – 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

➤ **NEW PERSONNEL – CABINET**

BRENTON SHAVERS – Director of Educational Equity and Achievement - Dist Center

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

Effective Date: 11/28/2022

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

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

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

## **B. PUBLIC FORUM**

## **C. INFORMATION ITEMS**

1. Student Recognition - Students in Girls Soccer, Boys Cross Country, Girls Cross Country and Competition Cheerleading were recognized and congratulated by Dr. Kazmierczak for earning state and national recognition.
2. Superintendent's Report - Dr. Kazmierczak thanked the community for their support of the Capital Projects Levy renewal. He congratulated the orchestra program for receiving the 2022 Meritorious Orchestra Program Award. He spoke about the WBLAHS - North Campus transition schedule, middle school name submittal process, and announced the new Director of Educational Equity and Achievement. He finished with information about Coffee with Dr. K, emergency closing communications, and the new inductees to the Bears Athletic Hall of Fame.
3. MCEA Project Award Presentation - Jon Anderson, Adult Programs & Facility Use Coordinator, and Michelle Hubbard, Adult Programs Specialist from the



Community Services & Recreation team were recognized for receiving a Minnesota Community Education Association (MCEA) Annual Project Award.

#### **D. DISCUSSION ITEMS**

1. 2021-22 World's Best Workforce Summary and Achievement and Integration Progress Report - An overview of the World's Best Workforce/Achievement and Integration Progress Report was presented.
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, and e) 806, Crisis Management Policy. The policies listed will be on the December 12, 2022 or subsequent agenda for a second reading.

#### **E. OPERATIONAL ITEMS**

1. Arcand moved and Newmaster seconded to approve the action on Resolution of Intent to Issue Facilities Maintenance Bonds up to \$34,505,000. **Roll call vote: Ayes, Daniels, Ellison, Newmaster, Arcand. Nays, none. Motion carried.**
2. Newmaster moved and Arcand seconded to approve the action on 2023-24 Course Proposals. **Voice vote: Ayes, Daniels, Ellison, Newmaster, Arcand. Nays, none. Motion carried.**
3. Arcand moved and Daniels seconded to approve the action on Bids for South Campus Athletic Fields for a total amount of \$492,750. **Roll call vote: Ayes, Daniels, Ellison, Newmaster, Arcand. Nays, none. Motion carried.**
4. Daniels moved and Arcand seconded to approve the action on Resolution Canvassing Returns of Votes of the School District Special Election. **Roll call vote: Ayes, Daniels, Ellison, Newmaster, Arcand. Nays, none. Motion carried.**
5. Daniels moved and Newmaster seconded to approve the action on Resolution Establishing Polling Places for 2023. **Voice vote: Ayes, Daniels, Ellison, Newmaster, Arcand. Nays, none. Motion carried.**
6. Arcand moved and Daniels seconded to approve the 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; and k) 523, Policies Incorporated by Reference. **Voice vote: Ayes, Daniels, Ellison, Newmaster, Arcand. Nays, none. Motion carried.**

#### **F. BOARD FORUM**

- G. ADJOURNMENT** - Arcand moved and Daniels seconded to adjourn the meeting at 6:25 p.m. **Voice vote: Ayes, Daniels, Ellison, Newmaster, Arcand. Nays, none. Motion carried.**

Submitted by: Margaret Newmaster, acting clerk

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

A special meeting of the White Bear Lake Area School Board was held on **Wednesday, November 16, 2022** at 4:00 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

1. Call to order - Chair Ellison called the meeting to order at 3:58 p.m.
2. Roll Call - Present: Daniels, Ellison, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed. Absent: none.  
Ex-officio: Dr. Wayne Kazmierczak

**B. OPERATIONAL ITEMS**

1. Proposed Expulsion of a Student - Hearing Officer's Findings of Fact and Conclusions and Recommended Decision

Parties were provided the opportunity to present exceptions and comments to the hearing officer's recommendation provided that neither party presents any evidence not admitted at the hearing (Pupil Fair Dismissal Act). There was no statement provided by the parent/guardian and student.

Daniels motioned and Newmaster seconded to move into closed session at 4:00 p.m. to discuss a proposed student expulsion. Pursuant to Minnesota Statutes Section 13D.05, subdivision 2(a)(3) any portion of a meeting must be closed if private educational data is discussed.

The meeting went into open session at 4:30 p.m.

Arcand motioned and Beloyed seconded to adopt a resolution that the Pupil be expelled as a student in the White Bear Lake Area School District until November 17, 2023, effective immediately. **Roll call vote: Ayes: Daniels, Ellison, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed. Nays: none. Motion carried.**

- C. ADJOURNMENT** - Arcand motioned and Daniels seconded to adjourn the meeting at 4:32 p.m. **Voice vote: Ayes: Daniels, Ellison, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed. 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, November 28, 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: Ellison, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels. Absent: none.

**B. DISCUSSION ITEMS**

1. Teaching and Learning Update: Building Assets Reducing Risks (BARR) - Joe Held, Interim Principal at WBLAHS - North Campus presented an update on the BARR program.
2. Update on Mid-Year Transition at White Bear Lake Area High School - North Campus - Joe Held, Interim Principal WBLAHS - North Campus gave an update for the mid-year transition.
3. Strategic Plan Update - Jen Babiash, Director of Teaching and Learning gave an update on the Strategic Plan.

**C. ADJOURNMENT** - Arcand moved and Daniels seconded to adjourn the meeting at 6:22 p.m. ***Voice vote: Ayes, Ellison, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels. Nays, none. Motion carried.***

Submitted by: Angela Thompson, clerk

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

A special meeting of the White Bear Lake Area School Board was held on **Thursday, December 1, 2022** at 4:00 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

1. Call to order - Acting Chair Arcand called the meeting to order at 4:02 p.m.
2. Roll Call - Present: Newmaster, Streiff Oji, Arcand, Beloyed. Absent: Daniels, Ellison, Thompson.  
Ex-officio: Dr. Wayne Kazmierczak

**B. OPERATIONAL ITEMS**

1. Proposed Expulsion of a Student - Hearing Officer's Findings of Fact and Conclusions and Recommended Decision

Parties were provided the opportunity to present exceptions and comments to the hearing officer's recommendation provided that neither party presents any evidence not admitted at the hearing (Pupil Fair Dismissal Act). There was no statement provided by the parent/guardian and student.

Arcand motioned and Beloyed seconded to move into closed session at 4:04 p.m. to discuss a proposed student expulsion. Pursuant to Minnesota Statutes Section 13D.05, subdivision 2(a)(3) any portion of a meeting must be closed if private educational data is discussed.

The meeting went into open session at 4:35 p.m.

Beloyed motioned and Streiff Oji seconded to adopt a resolution that the Pupil be expelled as a student in the White Bear Lake Area School District until December 2, 2023, effective immediately. **Roll call vote: Ayes: Newmaster, Streiff Oji, Arcand, Beloyed. Nays: none. Motion carried.**

- C. ADJOURNMENT** - Beloyed motioned and Streiff Oji seconded to adjourn the meeting at 4:37 p.m. **Voice vote: Ayes: Newmaster, Streiff Oji, Arcand, Beloyed. Nays: none. Motion carried.**

Submitted by: Margaret Newmaster, acting clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **December 12, 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 - November 2022**

		<u>11/15/2022</u>	<u>11/30/2022</u>
Direct Deposit	657222-658694	2,372,581.23	
Direct Deposit	658695-660157		2,184,819.55
		<hr/>	

CHECK		CHECK		
NUMBER	VENDOR	CHECK AMOUNT	CHECK DATE	TYPE
128122	UNITED STATES TREASURY	\$477.56	11/1/2022	R
128123	ACOUSTICS ASSOCIATES INC	\$3,318.82	11/2/2022	R
128124	ADVANCE TERRAZZO & TILE CO INC	\$63,118.00	11/2/2022	R
128125	ADVANCED SYSTEMS INTEGRATION, LLC	\$257,036.46	11/2/2022	R
128126	AJ MOORE ELECTRIC INC	\$374.94	11/2/2022	R
128127	AMERICAN STRUCTURAL METALS INC	\$233,689.55	11/2/2022	R
128128	ARCHITECTURAL SALES OF MN INC	\$9,500.00	11/2/2022	R
128129	BERWALD ROOFING COMPANY INC	\$521,874.90	11/2/2022	R
128130	BEYNON SPORTS SURFACES INC	\$820,800.00	11/2/2022	R
128131	BLUUM OF MINNESOTA, LLC	\$302,025.45	11/2/2022	R
128132	BRETH-ZENZEN FIRE PROTECTION LLC	\$52,092.31	11/2/2022	R
128133	CAPITAL CITY GLASS INC	\$8,915.75	11/2/2022	R
128134	CARCIOFINI CO INC	\$15,603.75	11/2/2022	R
128135	CENTURY FENCE COMPANY	\$22,952.00	11/2/2022	R
128136	CENTURY CONSTRUCTION COMPANY	\$28,500.00	11/2/2022	R
128137	CHAPPELL CENTRAL INC	\$28,699.40	11/2/2022	R
128138	CITIES 1 PLUMBING & HEATING INC	\$45,726.22	11/2/2022	R
128139	COMMERCIAL DRYWALL INC	\$224,710.21	11/2/2022	R
128140	CONSTRUCTION SYSTEMS, INC	\$20,821.49	11/2/2022	R
128141	COSNEY CORPORATION	\$218,424.00	11/2/2022	R
128142	CUSTOM DRYWALL INC	\$122,797.95	11/2/2022	R
128143	DAVIS MECHANICAL SYSTEMS INC	\$33,137.80	11/2/2022	R
128144	DIVERSE CONSTRUCTION SERVICES LLC	\$13,962.62	11/2/2022	R
128145	EBERT INC	\$0.00	11/2/2022	C
128146	EBERT INC	\$287,877.54	11/2/2022	R
128147	ECSI SYSTEM INTEGRATORS	\$36,508.50	11/2/2022	R
128148	ENVISION GLASS INC	\$21,791.10	11/2/2022	R
128149	FLOORS BY BECKERS LLC	\$565,391.55	11/2/2022	R
128150	FLYNN MIDWEST LP	\$14,692.76	11/2/2022	R
128151	FORD METRO INC	\$21,557.40	11/2/2022	R
128152	FRANSEN DECORATING INC	\$117,014.99	11/2/2022	R
128153	GENERAL SHEET METAL COMPANY LLC	\$183,993.00	11/2/2022	R
128154	GENERAL SPRINKLER CORPORATION	\$30,362.00	11/2/2022	R
128155	GEPHART ELECTRIC CO INC	\$33,240.50	11/2/2022	R
128156	GREENSCAPE COMPANIES INC	\$383,800.00	11/2/2022	R
128157	HOLLENBACK & NELSON INC	\$8,151.62	11/2/2022	R
128158	JACON LLC	\$9,314.75	11/2/2022	R
128159	JOHN FOLEY MASONRY INC	\$288,672.70	11/2/2022	R
128160	KELLINGTON CONSTRUCTION INC	\$31,409.00	11/2/2022	R
128161	KIEFER USA	\$339,621.20	11/2/2022	R
128162	KRAFT MECHANICAL LLC	\$3,658.37	11/2/2022	R
128163	MINNESOTA ACOUSTICS INC	\$45,980.00	11/2/2022	R
128164	MULTIPLE CONCEPTS INTERIORS	\$42,728.15	11/2/2022	R
128165	MURPHY WINDOW AND DOOR COMMERCIAL INC	\$145,107.37	11/2/2022	R
128166	MUSKA ELECTRIC COMPANIES	\$980,511.68	11/2/2022	R
128167	NAC MECHANICAL & ELECTRICAL SERV	\$207,525.60	11/2/2022	R

128168 NASSEFF MECHANICAL CONTRACTORS INC	\$56,036.33	11/2/2022 R
128169 NEO ELECTRICAL SOLUTIONS LLC	\$163,509.47	11/2/2022 R
128170 NEW LOOK CONTRACTING INC	\$15,925.81	11/2/2022 R
128171 NORTHERN GLASS & GLAZING INC	\$6,698.00	11/2/2022 R
128172 PATZOLDT CONCRETE & MASONRY LLC	\$64,837.50	11/2/2022 R
128173 PETERSON COMPANIES INC	\$180,181.75	11/2/2022 R
128174 PHASOR ELECTRIC COMPANY	\$6,266.08	11/2/2022 R
128175 PINNACLE WALL SYSTEMS INC	\$13,448.76	11/2/2022 R
128176 PRO-TEC DESIGN INC	\$32,378.05	11/2/2022 R
128177 RACHEL CONTRACTING LLC	\$85,583.36	11/2/2022 R
128178 RAMSEY EXCAVATING COMPANY	\$23,994.63	11/2/2022 R
128179 RED CEDAR STEEL ERECTORS INC	\$222,018.55	11/2/2022 R
128180 RTL CONSTRUCTION INC	\$20,560.77	11/2/2022 R
128181 S&J GLASS INC	\$10,815.75	11/2/2022 R
128182 SAAFE LLC	\$195,413.10	11/2/2022 R
128183 SCHREIBER MULLANEY CONSTRUCTION CO	\$105,212.56	11/2/2022 R
128184 SKOLD SPECIALTY CONTRACTING LLC	\$84,645.00	11/2/2022 R
128185 SPECIALTY SYSTEMS INC	\$3,110.30	11/2/2022 R
128186 SPRIGGS PLUMBING & HEATING INC	\$7,874.43	11/2/2022 R
128187 STEINBRECHER PAINTING COMPANY	\$43,464.40	11/2/2022 R
128188 SUPERSET TILE & STONE	\$149,625.00	11/2/2022 R
128189 SWANSON & YOUNGDALE INC	\$5,225.00	11/2/2022 R
128190 TEKTON CONSTRUCTION COMPANY	\$79,108.16	11/2/2022 R
128191 THELEN HEATING & ROOFING INC	\$182,310.70	11/2/2022 R
128192 TIM'S CONSTRUCTION GROUP LLC	\$5,518.54	11/2/2022 R
128193 TMI SYSTEMS CORPORATION	\$12,010.85	11/2/2022 R
128194 TWIN CITY HARDWARE COMPANY INC	\$230,055.16	11/2/2022 R
128195 ULTRA CONCRETE LLC	\$261,581.07	11/2/2022 R
128196 WEIDNER PLUMBING & HEATING CO	\$1,308,438.80	11/2/2022 R
128197 WELLS CONCRETE PRODUCTS CO	\$54,137.98	11/2/2022 R
128198 WILD CAT CLEANING SERVICES LLC	\$2,550.16	11/2/2022 R
128199 WTG TERRAZZO & TILE INC	\$8,965.77	11/2/2022 R
128200 AMAZON CAPITAL SERVICES	\$499.59	11/4/2022 R
128201 AMAZON CAPITAL SERVICES	\$64.98	11/4/2022 R
128202 AMAZON CAPITAL SERVICES	\$129.00	11/4/2022 R
128203 IUOE LOCAL 70	\$0.00	11/4/2022 C
128204 IUOE LOCAL 70	\$1,669.64	11/4/2022 R
128205 SCHOOL SERVICE EMPLOYEES	\$0.00	11/4/2022 C
128206 SCHOOL SERVICE EMPLOYEES	\$0.00	11/4/2022 C
128207 SCHOOL SERVICE EMPLOYEES	\$7,504.28	11/4/2022 R
128208 DS ERICKSON & ASSOC PLLC	\$285.22	11/4/2022 R
128209 GURSTEL CHARGO ATTORNEYS AT LAW	\$349.42	11/4/2022 R
128210 RIVERVIEW LAW OFFICE PLLC	\$499.26	11/4/2022 R
128211 ABBOTT PAINT & CARPET INC	\$49.79	11/9/2022 R
128212 ACADEMIC CHOIR APPAREL	\$24,903.30	11/9/2022 R
128213 ACCLAIM SERVICES INC	\$1,307.50	11/9/2022 R
128214 ADVANCE TERRAZZO & TILE CO INC	\$129,029.00	11/9/2022 R
128215 AG PARTS LTD	\$2,199.00	11/9/2022 R



128215 AG PARTS LTD	(\$2,199.00)	11/21/2022 V
128216 ALEXANDER, MICHAEL J.	\$53.00	11/9/2022 R
128217 ALL STATE COMMUNICATIONS	\$100,337.82	11/9/2022 R
128218 ALLIED 100 LLC	\$1,255.00	11/9/2022 R
128219 ALLIED OIL & SUPPLY, INC.	\$627.20	11/9/2022 R
128220 ALLSTREAM	\$5,509.53	11/9/2022 R
128221 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128222 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128223 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128224 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128225 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128226 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128227 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128228 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128229 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128230 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128231 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128232 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128233 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128234 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128235 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128236 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128237 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128238 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128239 AMAZON CAPITAL SERVICES	\$0.00	11/9/2022 C
128240 AMAZON CAPITAL SERVICES	\$12,783.82	11/9/2022 R
128241 AMERICAN STRUCTURAL METALS INC	\$89,459.60	11/9/2022 R
128242 AMERICAN TIME	\$347.65	11/9/2022 R
128243 THE ANCHOR COFFEE HOUSE	\$200.00	11/9/2022 R
128244 ARAMARK UNIFORM SERVICES	\$0.00	11/9/2022 C
128245 ARAMARK UNIFORM SERVICES	\$380.14	11/9/2022 R
128246 ASCD	\$89.00	11/9/2022 R
128247 ASL INTERPRETING SERVICES INC	\$264.00	11/9/2022 R
128248 AUTUMN RIDGE LANDSCAPING	\$5,952.70	11/9/2022 R
128249 BALD EAGLE SPORTSMENS ASSOC	\$3,480.00	11/9/2022 R
128250 BATTERIES PLUS BULBS	\$356.38	11/9/2022 R
128251 BETMAR LANGUAGES	\$375.00	11/9/2022 R
128252 BEYNON SPORTS SURFACES INC	\$67,450.00	11/9/2022 R
128253 BITUMINOUS ROADWAYS INC	\$133,144.41	11/9/2022 R
128254 BLICK ART MATERIALS	\$741.13	11/9/2022 R
128255 BLICK ART MATERIALS	\$217.31	11/9/2022 R
128255 BLICK ART MATERIALS	(\$217.31)	11/9/2022 V
128256 BLUEBIRD SCREEN PRINT	\$5,095.44	11/9/2022 R
128257 THE BOELTER COMPANIES INC	\$109,677.84	11/9/2022 R
128258 BRAUN INTERTEC CORPORATION	\$18,633.25	11/9/2022 R
128259 BROWN, BRUCE	\$53.00	11/9/2022 R
128260 BSN SPORTS, LLC	\$0.00	11/9/2022 C
128261 BSN SPORTS, LLC	\$101,707.71	11/9/2022 R

128262	BSN ELECTRIC	\$3,310.75	11/9/2022	R
128263	BUREAU OF EDUCATION & RESEARCH	\$279.00	11/9/2022	R
128264	CAP ELECTRIC INC	\$2,521.90	11/9/2022	R
128265	CAPITAL ONE TRADE CREDIT	\$0.00	11/9/2022	C
128266	CAPITAL ONE TRADE CREDIT	\$0.00	11/9/2022	C
128267	CAPITAL ONE TRADE CREDIT	\$0.00	11/9/2022	C
128268	CAPITAL ONE TRADE CREDIT	\$821.10	11/9/2022	R
128269	CARGILL INC	\$2,599.68	11/9/2022	R
128270	CAROLINA BIOLOGICAL SUPPLY	\$49.45	11/9/2022	R
128271	THE CAULKERS COMPANY INC	\$328.75	11/9/2022	R
128272	CCP INDUSTRIES INC	\$187.95	11/9/2022	R
128273	CENTERVENTION	\$120.00	11/9/2022	R
128274	CENTURY COLLEGE	\$250.00	11/9/2022	R
128275	CHILDREN'S THEATER COMPANY	\$690.00	11/9/2022	R
128276	CINTAS CORP #470	\$362.59	11/9/2022	R
128277	CITY OF HUGO	\$3,787.58	11/9/2022	R
128278	CITY OF VADNAIS HEIGHTS	\$5,682.51	11/9/2022	R
128279	CL BENSEN CO INC	\$3,017.90	11/9/2022	R
128280	COLLINS SPORTS MEDICINE	\$479.65	11/9/2022	R
128281	COMCAST	\$1,886.99	11/9/2022	R
128282	COMMERCIAL DRYWALL INC	\$502,988.19	11/9/2022	R
128283	CONSCIOUS DISCIPLINE	\$273.67	11/9/2022	R
128284	CONTINENTAL CLAY CO	\$2,673.49	11/9/2022	R
128285	CONTINENTAL RESEARCH CORP	\$0.00	11/9/2022	C
128286	CONTINENTAL RESEARCH CORP	\$3,918.33	11/9/2022	R
128287	COSNEY CORPORATION	\$118,004.25	11/9/2022	R
128288	CPSI	\$7,248.90	11/9/2022	R
128289	CRESCENT ELECTRIC SUPPLY CO	\$134.59	11/9/2022	R
128290	CROSSTOWN MASONRY INC	\$12,863.92	11/9/2022	R
128291	CUMMINS SALES AND SERVICE	\$117.26	11/9/2022	R
128292	DALCO CORPORATION	\$0.00	11/9/2022	C
128293	DALCO CORPORATION	\$0.00	11/9/2022	C
128294	DALCO CORPORATION	\$0.00	11/9/2022	C
128295	DALCO CORPORATION	\$0.00	11/9/2022	C
128296	DALCO CORPORATION	\$0.00	11/9/2022	C
128297	DALCO CORPORATION	\$15,945.01	11/9/2022	R
128298	DECKER EQUIP/SCHOOL FIX	\$57.27	11/9/2022	R
128299	DEEP PORTAGE	\$11,532.00	11/9/2022	R
128300	DELEGARD TOOL COMPANY	\$251.49	11/9/2022	R
128301	DELTAMATH SOLUTIONS INC	\$570.00	11/9/2022	R
128302	DEMCO INC	\$559.92	11/9/2022	R
128303	DERAAD, MAX D.	\$490.80	11/9/2022	R
128304	DIETZMAN, WILL	\$80.00	11/9/2022	R
128305	DILLON, ROBERT	\$2,418.00	11/9/2022	R
128306	DISCOUNT SCHOOL SUPPLY	\$105.80	11/9/2022	R
128307	DOMINOS PIZZA	\$10.00	11/9/2022	R
128308	DOOR SERVICE COMPANY	\$8,198.00	11/9/2022	R
128309	DOUGLAS, SANDRA L.	\$250.00	11/9/2022	R

128310	DEFINITIVE TECHNOLOGY SOLUTIONS	\$17,177.26	11/9/2022	R
128311	EAGLE BROOK CHURCH	\$10,549.29	11/9/2022	R
128312	EBERT INC	\$218,108.22	11/9/2022	R
128313	ECCO MIDWEST INC	\$7,280.00	11/9/2022	R
128314	ECKROTH MUSIC	\$4,530.00	11/9/2022	R
128315	EDUCERE LLC	\$1,521.00	11/9/2022	R
128316	ELECTRICAL PRODUCTION SERVICES	\$5,316.00	11/9/2022	R
128317	ERHARDT, GARY	\$105.00	11/9/2022	R
128318	ERHARDT, SCOTT D.	\$105.00	11/9/2022	R
128319	FIDELITY SECURITY LIFE INSURANCE CO	\$5,123.52	11/9/2022	R
128320	FIRST STUDENT INC	\$0.00	11/9/2022	C
128321	FIRST STUDENT INC	\$0.00	11/9/2022	C
128322	FIRST STUDENT INC	\$460,435.63	11/9/2022	R
128323	FISHER HILL	\$67.95	11/9/2022	R
128324	FLAGHOUSE INC	\$149.57	11/9/2022	R
128325	FLYNN MIDWEST LP	\$14,910.43	11/9/2022	R
128326	FRANSEN DECORATING INC	\$121,560.92	11/9/2022	R
128327	GALLAGHERS NORTHWESTERN TIRE CO INC	\$1,896.90	11/9/2022	R
128328	GEIR, BRIAN L.	\$201.00	11/9/2022	R
128329	GELLERMAN, PATRICK	\$82.00	11/9/2022	R
128330	GENERATION NOW ENTERTAINMENT	\$2,762.50	11/9/2022	R
128331	GRAINGER	\$0.00	11/9/2022	C
128332	GRAINGER	\$0.00	11/9/2022	C
128333	GRAINGER	\$4,601.17	11/9/2022	R
128334	GRANDMA'S BAKERY INC	\$154.32	11/9/2022	R
128335	GRAY, GEOFF K.	\$51.00	11/9/2022	R
128336	GRAY, LUCY A.	\$51.00	11/9/2022	R
128337	GRAYBAR ELECTRIC COMPANY	\$132.29	11/9/2022	R
128338	GREATAMERICA FINANCIAL SERVICES	\$384.84	11/9/2022	R
128339	GRESCZYK, RANDY	\$150.00	11/9/2022	R
128340	GUTHRIE THEATER	\$835.00	11/9/2022	R
128341	H&B SPECIALIZED PRODUCTS INC	\$129,069.85	11/9/2022	R
128342	HALL, ROB	\$100.00	11/9/2022	R
128343	HALLBERG ENGINEERING INC	\$9,000.00	11/9/2022	R
128344	HAZELDEN PUBLISHING	\$2,040.00	11/9/2022	R
128345	HEALTHPARTNERS	\$4,329.20	11/9/2022	R
128346	HEALTH RISK STRATEGIES LLC	\$400.00	11/9/2022	R
128347	HEALY AWARDS INC	\$143.19	11/9/2022	R
128348	HEJNY RENTALS INC	\$631.60	11/9/2022	R
128349	HERDER, JIM	\$64.00	11/9/2022	R
128350	HOENIGSCHMIDT, KAYLEA	\$2,412.00	11/9/2022	R
128351	HOGLUND BUS COMPANY	\$0.00	11/9/2022	C
128352	HOGLUND BUS COMPANY	\$1,838.14	11/9/2022	R
128353	HOME DEPOT CREDIT SERVICES	\$39.42	11/9/2022	R
128354	HOOD, MARSHALL A.	\$40.00	11/9/2022	R
128355	HOSA - FUTURE HEALTH PROFESSIONALS	\$1,040.00	11/9/2022	R
128355	HOSA - FUTURE HEALTH PROFESSIONALS	(\$1,040.00)	11/30/2022	V
128356	HOUSE OF PRINT	\$8,142.72	11/9/2022	R

128357	HOWIES ATHLETIC TAPE	\$568.74	11/9/2022	R
128358	HUGO EQUIPMENT CO	\$45.99	11/9/2022	R
128359	IDEAL ENERGIES SOLAR LEASING LLC	\$0.00	11/9/2022	C
128360	IDEAL ENERGIES SOLAR LEASING LLC	\$7,308.30	11/9/2022	R
128361	IFD	\$0.00	11/9/2022	C
128362	IFD	\$3,373.72	11/9/2022	R
128363	INNOVATIVE OFFICE SOLUTIONS	\$0.00	11/9/2022	C
128364	INNOVATIVE OFFICE SOLUTIONS	\$1,350.12	11/9/2022	R
128365	INTERMIX BEVERAGE	\$758.23	11/9/2022	R
128366	INTRADO INTERACTIVE	\$19,410.30	11/9/2022	R
128367	JAYTECH INC	\$22,261.38	11/9/2022	R
128368	JIMMY'S CONFERENCE & BANQUET CTR	\$500.00	11/9/2022	R
128369	JOHN FOLEY MASONRY INC	\$4,153.05	11/9/2022	R
128370	JW PEPPER & SON INC	\$0.00	11/9/2022	C
128371	JW PEPPER & SON INC	\$1,159.53	11/9/2022	R
128372	KAMISH EXCAVATING INC	\$85,470.00	11/9/2022	R
128373	KATH FUEL OIL SERVICE CO	\$10,141.59	11/9/2022	R
128374	KENNEDY & GRAVEN CHARTERED	\$117.50	11/9/2022	R
128375	KEYSTONE INTERPRETING SOLUTIONS	\$663.85	11/9/2022	R
128376	KFI ENGINEERS	\$15,541.37	11/9/2022	R
128377	KONE INC	\$9,459.63	11/9/2022	R
128378	KRAFT MECHANICAL LLC	\$0.00	11/9/2022	C
128379	KRAFT MECHANICAL LLC	\$0.00	11/9/2022	C
128380	KRAFT MECHANICAL LLC	\$18,985.76	11/9/2022	R
128381	KREMER, BOB	\$97.00	11/9/2022	R
128382	LAKE COUNTRY BOOKSELLERS	\$201.28	11/9/2022	R
128383	LAKESHORE LEARNING MATERIALS	\$237.68	11/9/2022	R
128384	LAKEVIEW BOOKS	\$207.90	11/9/2022	R
128385	LARA, SUMMER	\$450.00	11/9/2022	R
128386	LARKIN, PETER J.	\$97.00	11/9/2022	R
128387	LENDTS PUMPKIN PATCH	\$784.00	11/9/2022	R
128388	LIGHT SWITCH LLC	\$1,606.86	11/9/2022	R
128389	LINDENMEYR MUNROE	\$0.00	11/9/2022	C
128390	LINDENMEYR MUNROE	\$10,738.00	11/9/2022	R
128391	LITERACY RESOURCES LLC	\$968.76	11/9/2022	R
128392	L T G POWER EQUIPMENT	\$240.62	11/9/2022	R
128393	MN ASSOC FOR COLLEGE ADMISSION COUNSELING	\$195.00	11/9/2022	R
128394	MACKIN EDUCATIONAL RESOURCES	\$635.67	11/9/2022	R
128395	MACMILLAN HOLDINGS LLC	\$255.87	11/9/2022	R
128396	MANITOU EVENT CENTER	\$825.02	11/9/2022	R
128397	MAR, KALEB	\$92.00	11/9/2022	R
128398	MASA/MASE	\$1,330.00	11/9/2022	R
128399	MN ASSOC OF SECRETARIES TO THE PRINCIPALS	\$40.00	11/9/2022	R
128400	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$160.00	11/9/2022	R
128401	MAUER COMPANY	\$34,950.00	11/9/2022	R
128402	MAUER, BRIAN	\$92.00	11/9/2022	R
128403	MAUER, KENNNETH B.	\$92.00	11/9/2022	R
128404	MAUER, MARK	\$92.00	11/9/2022	R

128405 MAUER, THOMAS J.	\$92.00	11/9/2022 R
128406 MERLES WATER CONDITIONING	\$159.00	11/9/2022 R
128407 METRO MEALS ON WHEELS INC	\$5,717.00	11/9/2022 R
128408 MIDWEST BUS PARTS INC	\$576.81	11/9/2022 R
128409 MIDWEST SAFETY COUNSELORS INC	\$1,561.80	11/9/2022 R
128410 MINNESOTA ACOUSTICS INC	\$144,951.00	11/9/2022 R
128411 MINNESOTA SODDING CO LLC	\$1,724.42	11/9/2022 R
128412 MN CHILDRENS MUSEUM	\$344.50	11/9/2022 R
128413 MN HISTORICAL SOCIETY	\$242.00	11/9/2022 R
128414 MN SCHOOL COUNSELORS ASSOC	\$175.00	11/9/2022 R
128415 MOYNIHAN, LINDSAY	\$77.00	11/9/2022 R
128416 MTEC RESULTS	\$50.00	11/9/2022 R
128417 MURPHY WINDOW AND DOOR COMMERCIAL INC	\$84,220.35	11/9/2022 R
128418 MUSKA ELECTRIC COMPANIES	\$1,029,026.54	11/9/2022 R
128419 NAC MECHANICAL & ELECTRICAL SERV	\$81,705.14	11/9/2022 R
128420 NASSEFF MECHANICAL CONTRACTORS INC	\$139,113.25	11/9/2022 R
128421 NCPERS GROUP LIFE INS	\$112.00	11/9/2022 R
128422 NCS PEARSON INC	\$102.50	11/9/2022 R
128423 NOBLE-X INC	\$47,699.00	11/9/2022 R
128424 NORTH CENTRAL BLUE BIRD BUS SALES	\$1,259.94	11/9/2022 R
128425 NORTHBOUND CREATIVE	\$286.00	11/9/2022 R
128426 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$49,526.00	11/9/2022 R
128427 NOVAK, JANICE S.	\$40.00	11/9/2022 R
128428 O'REILLY AUTOMOTIVE INC	\$0.00	11/9/2022 C
128429 O'REILLY AUTOMOTIVE INC	\$0.00	11/9/2022 C
128430 O'REILLY AUTOMOTIVE INC	\$0.00	11/9/2022 C
128431 O'REILLY AUTOMOTIVE INC	\$0.00	11/9/2022 C
128432 O'REILLY AUTOMOTIVE INC	\$0.00	11/9/2022 C
128433 O'REILLY AUTOMOTIVE INC	\$0.00	11/9/2022 C
128434 O'REILLY AUTOMOTIVE INC	\$0.00	11/9/2022 C
128435 O'REILLY AUTOMOTIVE INC	\$1,696.39	11/9/2022 R
128436 ODP BUSINESS SOLUTIONS, LLC	\$0.00	11/9/2022 C
128437 ODP BUSINESS SOLUTIONS, LLC	\$299.04	11/9/2022 R
128438 ON SITE SANITATION INC	\$389.58	11/9/2022 R
128439 OPG-3 INC	\$4,684.00	11/9/2022 R
128440 PAI	\$825.00	11/9/2022 R
128441 PARK CENTER HIGH SCHOOL	\$325.00	11/9/2022 R
128442 PAULSON, JULIANNE	\$200.00	11/9/2022 R
128443 PAULSON, THOMAS M.	\$550.00	11/9/2022 R
128444 PAVEMENT RESOURCES	\$7,800.00	11/9/2022 R
128445 PEARSON, CRAIG	\$97.00	11/9/2022 R
128446 PELCO CONSTRUCTION LLC	\$21,888.00	11/9/2022 R
128447 PERFORMANCE TOURS	\$11,375.40	11/9/2022 R
128448 PETERSON BROS ROOFING & CONST	\$0.00	11/9/2022 C
128449 PETERSON BROS ROOFING & CONST	\$0.00	11/9/2022 C
128450 PETERSON BROS ROOFING & CONST	\$113,250.00	11/9/2022 R
128451 PINE TREE APPLE ORCHARD	\$0.00	11/9/2022 C
128452 PINE TREE APPLE ORCHARD	\$0.00	11/9/2022 C

128453	PINE TREE APPLE ORCHARD	\$4,180.00	11/9/2022	R
128454	PINEHAVEN FARM	\$1,168.50	11/9/2022	R
128455	PINNACLE WALL SYSTEMS INC	\$2,128.95	11/9/2022	R
128456	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$184.95	11/9/2022	R
128457	PRAIRIE RESTORATIONS	\$900.00	11/9/2022	R
128458	PREINER, JAMES M.	\$78.00	11/9/2022	R
128459	PREINER, JOHN P.	\$78.00	11/9/2022	R
128460	PRESS PUBLICATIONS	\$356.49	11/9/2022	R
128461	PRO-TEC DESIGN INC	\$5,466.78	11/9/2022	R
128462	PROFORMA	\$1,594.50	11/9/2022	R
128463	PUGH, SETH	\$97.00	11/9/2022	R
128464	PUSH PEDAL PULL	\$145.00	11/9/2022	R
128465	QUADIENT LEASING	\$474.42	11/9/2022	R
128466	R & R SPECIALTIES INC	\$1,532.50	11/9/2022	R
128467	RACHEL CONTRACTING LLC	\$120,150.06	11/9/2022	R
128468	RAMIREZ, EDWARD	\$80.00	11/9/2022	R
128469	RAMSEY COUNTY PARKS/REC DEPT	\$2,291.67	11/9/2022	R
128470	RED CEDAR STEEL ERECTORS INC	\$120,827.41	11/9/2022	R
128471	REGION 4AA	\$10,350.00	11/9/2022	R
128472	REPUBLIC SERVICES #899	\$13,913.52	11/9/2022	R
128473	RIGS4LESS	\$3,048.95	11/9/2022	R
128474	RIVERSIDE INSIGHTS	\$6,750.00	11/9/2022	R
128475	RUPP ANDERSON SQUIRES	\$1,722.00	11/9/2022	R
128476	SAFETY-KLEEN SYSTEMS INC	\$313.82	11/9/2022	R
128477	SAVVAS LEARNING COMPANY, LLC	\$2,629.00	11/9/2022	R
128478	SCHINDLER ELEVATOR CORP	\$310.40	11/9/2022	R
128479	SCHMITT MUSIC COMPANY	\$36.40	11/9/2022	R
128480	SCHOOL HEALTH CORPORATION	\$3,488.13	11/9/2022	R
128481	SCHOOL SPECIALTY LLC	\$0.00	11/9/2022	C
128482	SCHOOL SPECIALTY LLC	\$866.71	11/9/2022	R
128483	SCHROEHER, JANE E.	\$297.00	11/9/2022	R
128484	SMITLEY, SHARON L.	\$100.00	11/9/2022	R
128485	SMOLEY, CHAD	\$77.00	11/9/2022	R
128486	SCHOOL NUTRITION DIRECTORS OF MN	\$100.00	11/9/2022	R
128487	SPECIAL SCHOOL DIST #1	\$346.50	11/9/2022	R
128488	SPENCER, RICKY	\$97.00	11/9/2022	R
128489	STAPLES	\$0.00	11/9/2022	C
128490	STAPLES	\$0.00	11/9/2022	C
128491	STAPLES	\$709.66	11/9/2022	R
128492	STATE SUPPLY CO	\$328.80	11/9/2022	R
128493	STAY TUNED PIANO SERVICES	\$390.00	11/9/2022	R
128494	STENGLEIN, PAUL	\$105.00	11/9/2022	R
128495	STERICYCLE, INC.	\$0.00	11/9/2022	C
128496	STERICYCLE, INC.	\$1,357.87	11/9/2022	R
128497	STEVE RUMMLER HOPE NETWORK	\$516.00	11/9/2022	R
128498	SUCCESS BEYOND THE CLASSROOM	\$245.00	11/9/2022	R
128499	SUMMIT FIRE PROTECTION	\$1,542.50	11/9/2022	R
128500	SUPERSET TILE & STONE	\$56,588.84	11/9/2022	R

128501	SYNOVIA SOLUTIONS	\$1,551.40	11/9/2022	R
128502	T-MOBILE	\$4,037.36	11/9/2022	R
128503	TEACHER SYNERGY LLC	\$4.90	11/9/2022	R
128504	TEKTON CONSTRUCTION COMPANY	\$38,832.41	11/9/2022	R
128505	TIMM, AMY L.	\$540.00	11/9/2022	R
128506	TOWN LIFE	\$1,215.00	11/9/2022	R
128507	TR ENVIRONMENTAL CONSULTING LLC	\$2,144.00	11/9/2022	R
128508	TRADE PRESS INC	\$0.00	11/9/2022	C
128509	TRADE PRESS INC	\$10,068.89	11/9/2022	R
128510	TREASURED TRANSPORTATION LLC	\$55,699.07	11/9/2022	R
128511	TWIN CITY JANITOR SUPPLY CO	\$2,472.80	11/9/2022	R
128512	TWIN CITY HARDWARE COMPANY INC	\$23,906.25	11/9/2022	R
128513	TWO RIVERS HIGH SCHOOL	\$250.00	11/9/2022	R
128514	TWOWAYRADIO.COM	\$88.60	11/9/2022	R
128515	UHL COMPANY INC	\$2,055.00	11/9/2022	R
128516	ULTIMATE SLP	\$1,997.28	11/9/2022	R
128517	ULTRA CONCRETE LLC	\$212,160.50	11/9/2022	R
128518	UNIVERSITY OF MINNESOTA	\$38,280.00	11/9/2022	R
128519	UPPER MIDWEST ATHLETIC CONSTRUCTION	\$81,836.98	11/9/2022	R
128520	US OMNI & TSACG COMPLIANCE SERVICES, INC	\$941.70	11/9/2022	R
128521	VERIZON WIRELESS	\$1,212.95	11/9/2022	R
128522	VIKING ELECTRIC SUPPLY	\$0.00	11/9/2022	C
128523	VIKING ELECTRIC SUPPLY	\$4,048.97	11/9/2022	R
128524	VOIGT MOTORCOACH TRAVEL	\$3,440.42	11/9/2022	R
128525	WALDOCH FARM	\$637.50	11/9/2022	R
128526	WHITE BEAR LOCKSMITH INC	\$117.50	11/9/2022	R
128527	WHITE BEAR TOWNSHIP	\$31,292.35	11/9/2022	R
128528	WHITE BEAR LAKE ROTARY CLUB	\$121.00	11/9/2022	R
128529	WEIDNER PLUMBING & HEATING CO	\$1,365,372.30	11/9/2022	R
128530	WELLNER LAW PLLC	\$200.00	11/9/2022	R
128531	WELLS CONCRETE PRODUCTS CO	\$6,413.78	11/9/2022	R
128532	WEST, TIMOTHY M.	\$17.65	11/9/2022	R
128533	WEVIDEO INC	\$1,501.09	11/9/2022	R
128534	WHITE BEAR MAKERSPACE	\$580.00	11/9/2022	R
128535	WINDSTREAM	\$2,703.18	11/9/2022	R
128536	WOLD ARCHITECTS AND ENGINEERS	\$0.00	11/9/2022	C
128537	WOLD ARCHITECTS AND ENGINEERS	\$0.00	11/9/2022	C
128538	WOLD ARCHITECTS AND ENGINEERS	\$0.00	11/9/2022	C
128539	WOLD ARCHITECTS AND ENGINEERS	\$0.00	11/9/2022	C
128540	WOLD ARCHITECTS AND ENGINEERS	\$313,085.44	11/9/2022	R
128541	WOLF RIDGE ENVIRONMENTAL	\$5,460.40	11/9/2022	R
128542	WOODWARD, PETER	\$200.00	11/9/2022	R
128543	WPS	\$242.00	11/9/2022	R
128544	XCEL ENERGY	\$5,533.68	11/9/2022	R
128545	YMCA CAMP ICAGHOWAN	\$7,459.41	11/9/2022	R
128546	YTS CLEARING	\$28,000.00	11/9/2022	R
128547	ZAPPETILLO, DAVID	\$64.00	11/9/2022	R
128548	ZARAMBO, MARIA L.	\$77.00	11/9/2022	R

128549 ZONEONE LOCATING	\$184.00	11/9/2022 R
128550 BLICK ART MATERIALS	\$217.31	11/10/2022 R
128551 CAPITAL ONE TRADE CREDIT	\$0.00	11/10/2022 C
128552 CAPITAL ONE TRADE CREDIT	\$1,059.64	11/10/2022 R
128553 FLAGHOUSE INC	\$40.69	11/10/2022 R
128554 JNT LANDSCAPING, INC.	\$1,500.00	11/10/2022 R
128555 JOHN DEERE FINANCIAL	\$1,099.77	11/10/2022 R
128556 STAPLES	\$768.71	11/10/2022 R
128557 TAMARACK NATURE CENTER	\$113.85	11/10/2022 R
128558 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128559 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128560 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128561 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128562 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128563 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128564 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128565 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128566 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128567 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128568 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128569 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128570 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128571 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128572 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128573 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128574 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128575 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128576 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128577 AMAZON CAPITAL SERVICES	\$0.00	11/11/2022 C
128578 AMAZON CAPITAL SERVICES	\$16,025.16	11/11/2022 R
128579 IUOE LOCAL 70	\$1,671.89	11/15/2022 R
128580 SCHOOL SERVICE EMPLOYEES	\$8,843.66	11/15/2022 R
128581 DS ERICKSON & ASSOC PLLC	\$146.96	11/15/2022 R
128582 GURSTEL CHARGO ATTORNEYS AT LAW	\$406.94	11/15/2022 R
128583 RIVERVIEW LAW OFFICE PLLC	\$211.80	11/15/2022 R
128583 RIVERVIEW LAW OFFICE PLLC	(\$211.80)	11/30/2022 V
128584 AMAZON CAPITAL SERVICES	\$0.00	11/17/2022 C
128585 AMAZON CAPITAL SERVICES	\$0.00	11/17/2022 C
128586 AMAZON CAPITAL SERVICES	\$0.00	11/17/2022 C
128587 AMAZON CAPITAL SERVICES	\$0.00	11/17/2022 C
128588 AMAZON CAPITAL SERVICES	\$0.00	11/17/2022 C
128589 AMAZON CAPITAL SERVICES	\$0.00	11/17/2022 C
128590 AMAZON CAPITAL SERVICES	\$0.00	11/17/2022 C
128591 AMAZON CAPITAL SERVICES	\$0.00	11/17/2022 C
128592 AMAZON CAPITAL SERVICES	\$5,754.06	11/17/2022 R
128593 AGPARTS WORLDWIDE INC	\$2,199.00	11/21/2022 R
128594 A+ DRIVING SCHOOL	\$15,300.00	11/23/2022 R
128595 A-1 TIRE SERVICE	\$1,650.00	11/23/2022 R



128596	ACCLAIM SERVICES INC	\$403.00	11/23/2022	R
128597	AI TECHNOLOGIES LLC	\$6,610.00	11/23/2022	R
128598	ALIGHT DONOR SERVICE CENTER	\$178.40	11/23/2022	R
128599	ALLEN, CHRISTOPHER	\$650.00	11/23/2022	R
128600	AMAZON CAPITAL SERVICES	\$0.00	11/23/2022	C
128601	AMAZON CAPITAL SERVICES	\$0.00	11/23/2022	C
128602	AMAZON CAPITAL SERVICES	\$0.00	11/23/2022	C
128603	AMAZON CAPITAL SERVICES	\$0.00	11/23/2022	C
128604	AMAZON CAPITAL SERVICES	\$0.00	11/23/2022	C
128605	AMAZON CAPITAL SERVICES	\$2,702.61	11/23/2022	R
128606	AMERICAN MESSAGING SERVICES	\$34.31	11/23/2022	R
128607	AMERICAN TIME	\$802.08	11/23/2022	R
128608	AMERICAN SCHOOL COUNSELOR ASSOCIATION	\$129.00	11/23/2022	R
128609	ANDERSON, MITCHEL	\$40.00	11/23/2022	R
128610	ARAMARK UNIFORM SERVICES	\$0.00	11/23/2022	C
128611	ARAMARK UNIFORM SERVICES	\$362.14	11/23/2022	R
128612	ASL INTERPRETING SERVICES INC	\$412.50	11/23/2022	R
128613	ATC GROUP SERVICES LLC	\$4,476.75	11/23/2022	R
128614	BARNETT WB CHRYSLER JEEP DODGE	\$1,404.24	11/23/2022	R
128615	BARTHOLD	\$2,245.37	11/23/2022	R
128616	BATTERIES PLUS BULBS	\$55.06	11/23/2022	R
128617	BERG, PETER M.	\$650.00	11/23/2022	R
128618	BEST BUY BUSINESS ADVANTAGE ACCT	\$149.96	11/23/2022	R
128619	BEVSO	\$0.00	11/23/2022	C
128620	BEVSO	\$0.00	11/23/2022	C
128621	BEVSO	\$18,195.07	11/23/2022	R
128622	BLADE, JULIE M.	\$433.37	11/23/2022	R
128623	BLICK ART MATERIALS	\$322.20	11/23/2022	R
128624	BLUE CROSS / BLUE SHIELD OF MN	\$10,241.00	11/23/2022	R
128625	BRAINPOP LLC	\$2,460.50	11/23/2022	R
128626	BRAUN INTERTEC CORPORATION	\$16,660.75	11/23/2022	R
128627	BSN SPORTS, LLC	\$0.00	11/23/2022	C
128628	BSN SPORTS, LLC	\$35,630.80	11/23/2022	R
128629	BULK OFFICE SUPPLY	\$1,716.72	11/23/2022	R
128630	C-D PRODUCTS, INC	\$15,371.50	11/23/2022	R
128631	THE CAMBRIAN GROUP	\$1,301.83	11/23/2022	R
128632	CAMBRIDGE EDUCATIONAL SERVICES INC	\$1,199.25	11/23/2022	R
128633	CAPITAL ONE TRADE CREDIT	\$0.00	11/23/2022	C
128634	CAPITAL ONE TRADE CREDIT	\$0.00	11/23/2022	C
128635	CAPITAL ONE TRADE CREDIT	\$0.00	11/23/2022	C
128636	CAPITAL ONE TRADE CREDIT	\$796.36	11/23/2022	R
128637	CARBONES PIZZERIA	\$161.00	11/23/2022	R
128638	CDW GOVERNMENT INC	\$914.44	11/23/2022	R
128639	CEL PUBLIC RELATIONS, INC	\$9,455.00	11/23/2022	R
128640	CHESS & STRATEGY GAME ASSOC	\$178.20	11/23/2022	R
128641	CHINESE CLAY ART CORP	\$852.25	11/23/2022	R
128642	CHURCHPAPER	\$112.74	11/23/2022	R
128643	CINTAS CORP #470	\$306.89	11/23/2022	R

128644 CITY OF WHITE BEAR LAKE	\$0.00	11/23/2022 C
128645 CITY OF WHITE BEAR LAKE	\$12,658.10	11/23/2022 R
128646 CLEAN IMAGE	\$626.00	11/23/2022 R
128647 CLIMATE MAKERS INC	\$16,550.00	11/23/2022 R
128648 COMMERCIAL KITCHEN SERVICES	\$3,295.52	11/23/2022 R
128649 CONNEY SAFETY PRODUCTS LLC	\$395.40	11/23/2022 R
128650 CONTINENTAL CLAY CO	\$1,056.36	11/23/2022 R
128651 CONTINENTAL RESEARCH CORP	\$1,977.08	11/23/2022 R
128652 CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$164.00	11/23/2022 R
128653 CRISIS PREVENTION INSTITUTE INC	\$3,824.25	11/23/2022 R
128654 CPLI BOOKSTORE	\$1,755.56	11/23/2022 R
128655 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	11/23/2022 C
128656 CUB FOODS OF WHITE BEAR TWSHP	\$197.09	11/23/2022 R
128657 CULINEX	\$285.58	11/23/2022 R
128658 CUSTOM TRUCK ONE SOURCE, L.P.	\$8,480.00	11/23/2022 R
128659 DALCO CORPORATION	\$0.00	11/23/2022 C
128660 DALCO CORPORATION	\$0.00	11/23/2022 C
128661 DALCO CORPORATION	\$0.00	11/23/2022 C
128662 DALCO CORPORATION	\$0.00	11/23/2022 C
128663 DALCO CORPORATION	\$0.00	11/23/2022 C
128664 DALCO CORPORATION	\$0.00	11/23/2022 C
128665 DALCO CORPORATION	\$0.00	11/23/2022 C
128666 DALCO CORPORATION	\$26,013.94	11/23/2022 R
128667 DEARLY, JERRY M.	\$350.00	11/23/2022 R
128668 DECA, INC	\$506.50	11/23/2022 R
128669 DECKER EQUIP/SCHOOL FIX	\$26.29	11/23/2022 R
128670 DELL MARKETING LP	\$3,732.00	11/23/2022 R
128671 DELLWOOD COUNTRY CLUB	\$2,676.04	11/23/2022 R
128672 DEMCO INC	\$426.63	11/23/2022 R
128673 DI BETTA, ERIN	\$597.00	11/23/2022 R
128674 DISCOUNT SCHOOL SUPPLY	\$57.06	11/23/2022 R
128675 DOMINOS PIZZA	\$0.00	11/23/2022 C
128676 DOMINOS PIZZA	\$2,495.50	11/23/2022 R
128677 DREAMBOX LEARNING INC	\$746.80	11/23/2022 R
128678 DEFINITIVE TECHNOLOGY SOLUTIONS	\$84.13	11/23/2022 R
128679 DEFINITIVE TECHNOLOGY SOLUTIONS	\$9,685.00	11/23/2022 R
128680 ECCO MIDWEST INC	\$0.00	11/23/2022 C
128681 ECCO MIDWEST INC	\$0.00	11/23/2022 C
128682 ECCO MIDWEST INC	\$0.00	11/23/2022 C
128683 ECCO MIDWEST INC	\$0.00	11/23/2022 C
128684 ECCO MIDWEST INC	\$0.00	11/23/2022 C
128685 ECCO MIDWEST INC	\$31,965.00	11/23/2022 R
128686 ECKROTH MUSIC	\$556.45	11/23/2022 R
128687 ED'S TROPHIES INC	\$134.00	11/23/2022 R
128688 EDMENTUM	\$2,832.00	11/23/2022 R
128689 EDUCERE LLC	\$7,206.50	11/23/2022 R
128690 EESCO UNITED ELECTRIC	\$134.73	11/23/2022 R
128691 ELECTRONIC DESIGN CO	\$342.00	11/23/2022 R

128692	FESTIVAL FOODS-KNOWLAN'S	\$0.00	11/23/2022	C
128693	FESTIVAL FOODS-KNOWLAN'S	\$183.32	11/23/2022	R
128694	FINALSITE	\$27,502.00	11/23/2022	R
128695	FLAGHOUSE INC	\$81.38	11/23/2022	R
128696	FUN EXPRESS LLC	\$203.41	11/23/2022	R
128697	GALLAGHERS NORTHWESTERN TIRE CO INC	\$2,239.58	11/23/2022	R
128698	GENDER INCLUSIVE SCHOOLS LLC	\$4,000.00	11/23/2022	R
128699	THE GOOD ACRE	\$1,982.59	11/23/2022	R
128700	GOPHER	\$471.29	11/23/2022	R
128701	GOPHER STAGE LIGHTING	\$2,050.00	11/23/2022	R
128702	GORMAN, NIK	\$92.00	11/23/2022	R
128703	GRAINGER	\$0.00	11/23/2022	C
128704	GRAINGER	\$0.00	11/23/2022	C
128705	GRAINGER	\$2,354.12	11/23/2022	R
128706	GRANDMA'S BAKERY INC	\$373.56	11/23/2022	R
128707	GRESCZYK, RANDY	\$300.00	11/23/2022	R
128708	HAAS MUSICAL INSTRUMENT REPAIR	\$511.42	11/23/2022	R
128709	HALLBERG ENGINEERING INC	\$6,250.00	11/23/2022	R
128710	HALO TRANSPORTATION	\$37,772.50	11/23/2022	R
128711	HARTWELL, JOSH	\$82.00	11/23/2022	R
128712	HASTINGS CREAMERY LLC	\$1,093.30	11/23/2022	R
128713	HENNING, HOLLY M.	\$1,200.00	11/23/2022	R
128714	HERC-U-LIFT	\$475.18	11/23/2022	R
128715	HILLER'S FLOORING AMERICA	\$8,036.40	11/23/2022	R
128716	HILLYARD INC MINNEAPOLIS	\$269.03	11/23/2022	R
128717	HISDAHL INC	\$1,052.85	11/23/2022	R
128718	HOENIGSCHMIDT, KAYLEA	\$2,040.00	11/23/2022	R
128719	HOGLUND BUS COMPANY	\$0.00	11/23/2022	C
128720	HOGLUND BUS COMPANY	\$0.00	11/23/2022	C
128721	HOGLUND BUS COMPANY	\$0.00	11/23/2022	C
128722	HOGLUND BUS COMPANY	\$3,681.70	11/23/2022	R
128723	HOTSY MINNESOTA	\$353.29	11/23/2022	R
128724	HUBERT COMPANY	\$1,615.98	11/23/2022	R
128725	IDENTISYS INC	\$333.94	11/23/2022	R
128726	IFD	\$0.00	11/23/2022	C
128727	IFD	\$0.00	11/23/2022	C
128728	IFD	\$0.00	11/23/2022	C
128729	IFD	\$0.00	11/23/2022	C
128730	IFD	\$0.00	11/23/2022	C
128731	IFD	\$159,355.19	11/23/2022	R
128732	IGBAVBOA, URULE	\$110.00	11/23/2022	R
128733	INNOVATIVE OFFICE SOLUTIONS	\$0.00	11/23/2022	C
128734	INNOVATIVE OFFICE SOLUTIONS	\$2,950.56	11/23/2022	R
128734	INNOVATIVE OFFICE SOLUTIONS	(\$2,950.56)	11/23/2022	V
128735	INSTITUTE FOR MULTI SENSORY EDUCATION	\$0.00	11/23/2022	C
128736	INSTITUTE FOR MULTI SENSORY EDUCATION	\$7,458.50	11/23/2022	R
128737	INTELLIGERE, LLC	\$62.50	11/23/2022	R
128738	INTERACTIVE HEALTH TECHNOLOGIES	\$300.00	11/23/2022	R

128739 INTERMIX BEVERAGE	\$593.98	11/23/2022 R
128740 ISD #12 CENTENNIAL SCHOOLS	\$3,826.36	11/23/2022 R
128741 JAMAR COMPANY	\$4,352.00	11/23/2022 R
128742 JEZORSKI, JEFF	\$77.00	11/23/2022 R
128743 JOHNSON CONTROLS FIRE PROTECTION LP	\$384.00	11/23/2022 R
128744 JOSTENS INC	\$12.75	11/23/2022 R
128745 JW PEPPER & SON INC	\$0.00	11/23/2022 C
128746 JW PEPPER & SON INC	\$1,036.39	11/23/2022 R
128747 KAMISH EXCAVATING INC	\$52,958.00	11/23/2022 R
128748 KATH FUEL OIL SERVICE CO	\$10,400.13	11/23/2022 R
128749 KEYSTONE INTERPRETING SOLUTIONS	\$2,789.50	11/23/2022 R
128750 KRAFT MECHANICAL LLC	\$0.00	11/23/2022 C
128751 KRAFT MECHANICAL LLC	\$0.00	11/23/2022 C
128752 KRAFT MECHANICAL LLC	\$0.00	11/23/2022 C
128753 KRAFT MECHANICAL LLC	\$16,434.25	11/23/2022 R
128754 KRAUS ANDERSON CONSTRUCTION CO	\$0.00	11/23/2022 C
128755 KRAUS ANDERSON CONSTRUCTION CO	\$789,563.65	11/23/2022 R
128756 LAKESHORE LEARNING STORE	\$973.97	11/23/2022 R
128757 LANCASTER ARCHERY SUPPLY, INC	\$413.80	11/23/2022 R
128758 LANDGRAFF, MARCIA J.	\$539.40	11/23/2022 R
128759 LANGUAGE LINE SERVICES	\$1,163.19	11/23/2022 R
128760 LARA, SUMMER	\$300.00	11/23/2022 R
128761 LEARNING A-Z	\$1,448.00	11/23/2022 R
128762 LEARNING WITHOUT TEARS	\$78.21	11/23/2022 R
128763 LIGHT SWITCH LLC	\$877.72	11/23/2022 R
128764 LINDE GAS & EQUIPMENT INC	\$64.23	11/23/2022 R
128765 LINDENMEYR MUNROE	\$0.00	11/23/2022 C
128766 LINDENMEYR MUNROE	\$1,170.00	11/23/2022 R
128767 LITERACY RESOURCES LLC	\$447.12	11/23/2022 R
128768 LORENZ RECOGNITION CO	\$594.00	11/23/2022 R
128769 L T G POWER EQUIPMENT	\$212.00	11/23/2022 R
128770 MACKIN EDUCATIONAL RESOURCES	\$3,493.65	11/23/2022 R
128771 MACLEAN ENTERPRISES, LLC	\$14,665.00	11/23/2022 R
128772 MACMILLAN HOLDINGS LLC	\$255.87	11/23/2022 R
128773 MACPHAIL CENTER FOR MUSIC	\$9,505.00	11/23/2022 R
128774 MALLEY, DAVID	\$69.00	11/23/2022 R
128775 MASA/MASE	\$199.00	11/23/2022 R
128776 MASE	\$319.00	11/23/2022 R
128777 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$865.00	11/23/2022 R
128778 MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$3,036.54	11/23/2022 R
128779 MN COMMUNITY EDUC ASSOC (MCEA)	\$45.00	11/23/2022 R
128780 MEADOWOOD TOOL CO	\$170.19	11/23/2022 R
128781 MEDTOX LABORATORIES	\$44.26	11/23/2022 R
128782 METRO MEALS ON WHEELS INC	\$5,105.90	11/23/2022 R
128783 METRO SOUND AND LIGHTING	\$175.00	11/23/2022 R
128784 MHS	\$464.78	11/23/2022 R
128785 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	11/23/2022 C
128786 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	11/23/2022 C

128787	MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$1,065.30	11/23/2022	R
128788	MIDWEST BUS PARTS INC	\$263.10	11/23/2022	R
128789	MINVALCO INC	\$116.40	11/23/2022	R
128790	MN ADAPTED ATHLETICS ASSOC	\$300.00	11/23/2022	R
128791	MN DEPT OF LABOR & INDUSTRY	\$0.00	11/23/2022	C
128792	MN DEPT OF LABOR & INDUSTRY	\$0.00	11/23/2022	C
128793	MN DEPT OF LABOR & INDUSTRY	\$680.00	11/23/2022	R
128794	MN JUNIOR HIGH MATH LEAGUE	\$350.00	11/23/2022	R
128795	MN SAFETY COUNCIL INC	\$2,277.00	11/23/2022	R
128796	MOBILE RADIO ENGINEERING INC	\$30,049.62	11/23/2022	R
128797	MOHN, MONICA	\$42.00	11/23/2022	R
128798	MONKEY WRENCH PRODUCTION REPAIR LLC	\$278.15	11/23/2022	R
128799	MRI SOFTWARE LLC	\$1,340.00	11/23/2022	R
128800	MUCKALA, NANCY A.	\$102.41	11/23/2022	R
128801	NAC MECHANICAL & ELECTRICAL SERV	\$1,694.30	11/23/2022	R
128802	NATURESEAL INC	\$3,718.78	11/23/2022	R
128803	NCS PEARSON INC	\$102.50	11/23/2022	R
128804	NDERE DANCE TROUPE	\$450.00	11/23/2022	R
128805	NEARPOD INC	\$3,125.00	11/23/2022	R
128806	NELSON, MARGARET	\$7.00	11/23/2022	R
128807	NEWTRAX	\$2,983.50	11/23/2022	R
128808	NORCENTRONIX DISTRIBUTING	\$135.00	11/23/2022	R
128809	NORTH CENTRAL BLUE BIRD BUS SALES	\$5.39	11/23/2022	R
128810	NORTHBOUND CREATIVE	\$4,233.57	11/23/2022	R
128811	NOVAK, JANICE S.	\$60.00	11/23/2022	R
128812	O'REILLY AUTOMOTIVE INC	\$0.00	11/23/2022	C
128813	O'REILLY AUTOMOTIVE INC	\$758.68	11/23/2022	R
128814	OACHS, HEATHER L.	\$96.30	11/23/2022	R
128815	OLSON MADDAUS, KIRSTEN G.	\$18.00	11/23/2022	R
128816	OUTDOOR ALUMINUM	\$8,300.00	11/23/2022	R
128817	OXYGEN SERVICE COMPANY INC	\$32.55	11/23/2022	R
128818	PAI	\$850.00	11/23/2022	R
128819	PAIN IN THE GLASS	\$150.00	11/23/2022	R
128820	PAN-O-GOLD	\$0.00	11/23/2022	C
128821	PAN-O-GOLD	\$0.00	11/23/2022	C
128822	PAN-O-GOLD	\$5,168.64	11/23/2022	R
128823	PATIENT TOOLS INC	\$235.00	11/23/2022	R
128824	PEDIATRIC HOME SERVICE	\$1,443.75	11/23/2022	R
128825	PODS COMPLETE CAR CARE	\$129.29	11/23/2022	R
128826	WALSER POLAR CHEVROLET	\$71.22	11/23/2022	R
128827	POSTMASTER	\$5,000.00	11/23/2022	R
128828	PROFESSIONAL WIRELESS COMM	\$3,185.69	11/23/2022	R
128829	PROFESSIONAL TURF & RENOVATION INC	\$150.00	11/23/2022	R
128830	PROFORMA	\$2,491.53	11/23/2022	R
128831	PROJECT LEAD THE WAY	\$2,349.00	11/23/2022	R
128832	R & R SPECIALTIES INC	\$148.58	11/23/2022	R
128833	RAMSEY COUNTY PARKS/REC DEPT	\$330.00	11/23/2022	R
128834	RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	\$0.00	11/23/2022	C

128835 RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	\$0.00	11/23/2022 C
128836 RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	\$3,499.40	11/23/2022 R
128837 RASMUSSEN, RONALD P.	\$650.00	11/23/2022 R
128838 REDWOOD TOXICOLOGY LABORATORY	\$127.56	11/23/2022 R
128839 REGENTS OF THE UNIV OF MN	\$4,158.90	11/23/2022 R
128840 REGION 4AA	\$360.00	11/23/2022 R
128841 REPUBLIC SERVICES #899	\$12,669.88	11/23/2022 R
128842 REYES, GERARDO	\$62.00	11/23/2022 R
128843 RINK-TEC INTERNATIONAL INC	\$105.00	11/23/2022 R
128844 ROMERO, MARTA D.	\$120.00	11/23/2022 R
128845 ROOF SPEC INC	\$3,000.00	11/23/2022 R
128846 SARGENT-WELCH	\$127.92	11/23/2022 R
128847 SAUERS, TODD	\$82.00	11/23/2022 R
128848 SCHINDLER ELEVATOR CORP	\$0.00	11/23/2022 C
128849 SCHINDLER ELEVATOR CORP	\$3,058.35	11/23/2022 R
128850 SCHMITT MUSIC COMPANY	\$181.26	11/23/2022 R
128851 SCHOLASTIC BOOK FAIRS	\$2,315.00	11/23/2022 R
128852 SCHOLASTIC, INC.	\$461.18	11/23/2022 R
128853 SCHOOL HEALTH CORPORATION	\$0.00	11/23/2022 C
128854 SCHOOL HEALTH CORPORATION	\$1,546.73	11/23/2022 R
128855 SCHOOL SPECIALTY LLC	\$117.57	11/23/2022 R
128856 SEEVER, GRAY	\$160.00	11/23/2022 R
128857 SENOR WOOLY LLC	\$945.00	11/23/2022 R
128858 SEVERSON, LAUREL	\$112.00	11/23/2022 R
128859 SITEIMPROVE INC	\$4,464.96	11/23/2022 R
128860 SKOLD SPECIALTY CONTRACTING LLC	\$19,855.00	11/23/2022 R
128861 SKOW, KAREN L.	\$1,683.00	11/23/2022 R
128862 SOMMERS, ALEXANDER M.	\$650.00	11/23/2022 R
128863 STANDARD INSURANCE COMPANY	\$40,408.28	11/23/2022 R
128864 STAPLES	\$0.00	11/23/2022 C
128865 STAPLES	\$499.99	11/23/2022 R
128866 STAY TUNED PIANO SERVICES	\$390.00	11/23/2022 R
128867 STERICYCLE, INC.	\$362.17	11/23/2022 R
128868 STRATEGIC STAFFING SOLUTIONS	\$8,363.52	11/23/2022 R
128869 STRAUSS SKATES AND BICYCLES	\$159.98	11/23/2022 R
128870 STREAMLINE DESIGN INC	\$2,122.00	11/23/2022 R
128871 SUBSCRIPTION SERV OF AMER INC	\$808.84	11/23/2022 R
128872 SUCCESS BEYOND THE CLASSROOM	\$485.00	11/23/2022 R
128873 SUMMIT FIRE PROTECTION	\$1,292.50	11/23/2022 R
128874 SUPERNOVA INTERNATIONAL, INC	\$749.02	11/23/2022 R
128875 SUPERSET TILE & STONE	\$1,643.80	11/23/2022 R
128876 TEACHER SYNERGY LLC	\$4.90	11/23/2022 R
128877 THE COMPREHENSIBLE CLASSROOM	\$6,279.00	11/23/2022 R
128878 THE MUSIC CONNECTION INC	\$231.07	11/23/2022 R
128879 TILL360, LLC	\$4,298.00	11/23/2022 R
128880 TOOLS 4 READING LLC	\$172.00	11/23/2022 R
128881 TRADE PRESS INC	\$2,729.11	11/23/2022 R
128882 TRAFERA LLC	\$34,980.00	11/23/2022 R

128883	TRANSLANGUAGES, LLC	\$577.92	11/23/2022	R
128884	TREASURED TRANSPORTATION LLC	\$44,602.09	11/23/2022	R
128885	TRI-STATE BOBCAT	\$357.27	11/23/2022	R
128886	TRIO SUPPLY COMPANY	\$0.00	11/23/2022	C
128887	TRIO SUPPLY COMPANY	\$0.00	11/23/2022	C
128888	TRIO SUPPLY COMPANY	\$0.00	11/23/2022	C
128889	TRIO SUPPLY COMPANY	\$0.00	11/23/2022	C
128890	TRIO SUPPLY COMPANY	\$9,563.12	11/23/2022	R
128891	TWIN CITY JANITOR SUPPLY CO	\$6,028.00	11/23/2022	R
128892	TWIN CITY TRANSPORTATION INC	\$59,287.24	11/23/2022	R
128893	TWIN CITIES DOTS AND POP, LLC	\$1,304.40	11/23/2022	R
128894	UHL COMPANY INC	\$6,248.33	11/23/2022	R
128895	UNIVERSAL CHEERLEADERS ASSOC	\$3,200.00	11/23/2022	R
128896	US FOODS CULINARY EQUIP & SUPPLIES	\$1,788.44	11/23/2022	R
128897	VANG, STEPHANIE	\$315.00	11/23/2022	R
128898	VERNIER SOFTWARE	\$5,090.18	11/23/2022	R
128899	VIKING ELECTRIC SUPPLY	\$0.00	11/23/2022	C
128900	VIKING ELECTRIC SUPPLY	\$413.76	11/23/2022	R
128901	VOYAGER SOPRIS LEARNING	\$956.34	11/23/2022	R
128902	WARNERS' STELLIAN	\$0.00	11/23/2022	C
128903	WARNERS' STELLIAN	\$1,689.97	11/23/2022	R
128904	WAYMON, TRAVIS J.	\$650.00	11/23/2022	R
128905	WAYSIDE PUBLISHING	\$112.80	11/23/2022	R
128906	WHITE BEAR CENTER FOR THE ARTS	\$6,375.00	11/23/2022	R
128907	WELLNER LAW PLLC	\$100.00	11/23/2022	R
128908	WHITE BEAR MAKERSPACE	\$195.00	11/23/2022	R
128909	WRIGHT SR., NATHAN	\$1,400.00	11/23/2022	R
128910	XCEL ENERGY	\$0.00	11/23/2022	C
128911	XCEL ENERGY	\$64,448.62	11/23/2022	R
128912	ZAHL PETROLEUM MAINTENANCE CO	\$191.54	11/23/2022	R
128913	ZALLAR, CHERYL	\$50.00	11/23/2022	R
128914	ZAPPETILLO, DAVID	\$69.00	11/23/2022	R
128915	ZEN FITNESS	\$600.00	11/23/2022	R
128916	UNITED STATES TREASURY	\$122.74	11/23/2023	R
128917	INNOVATIVE OFFICE SOLUTIONS	\$0.00	11/23/2022	C
128918	INNOVATIVE OFFICE SOLUTIONS	\$2,918.29	11/23/2022	R
9994177	BMO	\$0.00	11/14/2022	C
9994178	BMO	\$0.00	11/14/2022	C
9994179	BMO	\$0.00	11/14/2022	C
9994180	BMO	\$0.00	11/14/2022	C
9994181	BMO	\$0.00	11/14/2022	C
9994182	BMO	\$0.00	11/14/2022	C
9994183	BMO	\$0.00	11/14/2022	C
9994184	BMO	\$0.00	11/14/2022	C
9994185	BMO	\$0.00	11/14/2022	C
9994186	BMO	\$0.00	11/14/2022	C
9994187	BMO	\$0.00	11/14/2022	C
9994188	BMO	\$0.00	11/14/2022	C

9994189 BMO	\$0.00	11/14/2022 C
9994190 BMO	\$0.00	11/14/2022 C
9994191 BMO	\$0.00	11/14/2022 C
9994192 BMO	\$0.00	11/14/2022 C
9994193 BMO	\$0.00	11/14/2022 C
9994194 BMO	\$0.00	11/14/2022 C
9994195 BMO	\$0.00	11/14/2022 C
9994196 BMO	\$0.00	11/14/2022 C
9994197 BMO	\$0.00	11/14/2022 C
9994198 BMO	\$0.00	11/14/2022 C
9994199 BMO	\$0.00	11/14/2022 C
9994200 BMO	\$0.00	11/14/2022 C
9994201 BMO	\$0.00	11/14/2022 C
9994202 BMO	\$0.00	11/14/2022 C
9994203 BMO	\$0.00	11/14/2022 C
9994204 BMO	\$41,800.10	11/14/2022 R
9994205 AIG	\$6,657.30	11/15/2022 R
9994206 AMERICAN FUNDS	\$77,458.72	11/15/2022 R
9994207 AMERIPRISE FINANCIAL SERVICES	\$19,472.09	11/15/2022 R
9994208 AXA EQUITABLE	\$30,591.31	11/15/2022 R
9994209 BENEFIT RESOURCE, INC	\$88,280.62	11/15/2022 R
9994210 EDUCATION MN ESI BILLING TRUST	\$32,253.41	11/15/2022 R
9994211 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994212 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994213 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994214 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994215 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994216 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994217 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994218 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994219 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994220 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994221 INTERNAL REVENUE SERVICE	\$0.00	11/15/2022 C
9994222 INTERNAL REVENUE SERVICE	\$837,104.61	11/15/2022 R
9994223 METROPOLITAN LIFE	\$1,054.60	11/15/2022 R
9994224 MN DEPT OF HUMAN SERVICES	\$1,130.80	11/15/2022 R
9994225 MN DEPT OF REVENUE	\$0.00	11/15/2022 C
9994226 MN DEPT OF REVENUE	\$0.00	11/15/2022 C
9994227 MN DEPT OF REVENUE	\$139,108.28	11/15/2022 R
9994228 MN REVENUE	\$2,202.89	11/15/2022 R
9994229 MN STATE RETIREMENT	\$4,038.25	11/15/2022 R
9994230 PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$3,202.97	11/15/2022 R
9994231 PUBLIC EMP RETIREMENT ASSOC	\$0.00	11/15/2022 C
9994232 PUBLIC EMP RETIREMENT ASSOC	\$0.00	11/15/2022 C
9994233 PUBLIC EMP RETIREMENT ASSOC	\$165,439.80	11/15/2022 R
9994234 TEACHERS RETIREMENT ASSOC	\$404,051.88	11/15/2022 R
9994235 VANGUARD SMALL BUSINESS SERVICES	\$38,172.95	11/15/2022 R
9994236 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$40,111.51	11/15/2022 R



9994237 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/18/2022 C
9994238 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/18/2022 C
9994239 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/18/2022 C
9994240 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/18/2022 C
9994241 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/18/2022 C
9994242 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/18/2022 C
9994243 SAM'S CLUB/SYNCHRONY BANK	\$4,032.07	11/18/2022 R
9994244 INTERNAL REVENUE SERVICE	\$14.16	11/17/2022 R
9994245 AIG	\$6,657.30	11/30/2022 R
9994246 AMERICAN FUNDS	\$77,517.56	11/30/2022 R
9994247 AMERIPRISE FINANCIAL SERVICES	\$19,722.09	11/30/2022 R
9994248 AXA EQUITABLE	\$30,126.31	11/30/2022 R
9994249 BENEFIT RESOURCE, INC	\$0.00	11/30/2022 C
9994250 BENEFIT RESOURCE, INC	\$87,270.13	11/30/2022 R
9994251 EDUCATION MN ESI BILLING TRUST	\$32,343.41	11/30/2022 R
9994252 INTERNAL REVENUE SERVICE	\$0.00	11/30/2022 C
9994253 INTERNAL REVENUE SERVICE	\$0.00	11/30/2022 C
9994254 INTERNAL REVENUE SERVICE	\$0.00	11/30/2022 C
9994255 INTERNAL REVENUE SERVICE	\$764,983.01	11/30/2022 R
9994256 METROPOLITAN LIFE	\$1,054.60	11/30/2022 R
9994257 MN DEPT OF HUMAN SERVICES	\$1,638.40	11/30/2022 R
9994258 MN DEPT OF REVENUE	\$0.00	11/30/2022 C
9994259 MN DEPT OF REVENUE	\$125,245.76	11/30/2022 R
9994260 MN REVENUE	\$1,773.44	11/30/2022 R
9994261 MN STATE RETIREMENT	\$3,920.87	11/30/2022 R
9994262 PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$3,202.97	11/30/2022 R
9994263 PUBLIC EMP RETIREMENT ASSOC	\$0.00	11/30/2022 C
9994264 PUBLIC EMP RETIREMENT ASSOC	\$126,376.68	11/30/2022 R
9994265 TEACHERS RETIREMENT ASSOC	\$0.00	11/30/2022 C
9994266 TEACHERS RETIREMENT ASSOC	\$408,108.06	11/30/2022 R
9994267 VANGUARD SMALL BUSINESS SERVICES	\$37,640.49	11/30/2022 R
9994268 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$40,042.32	11/30/2022 R
222300374 MERSCH, NICOLE A.	(\$61.24)	11/8/2022 V
222300392 VICHICH, JOHN P.	(\$60.00)	11/8/2022 V
222300396 ZITELMAN, MARLA A.	(\$16.99)	11/8/2022 V
222300397 ALIOTA, KATIE	\$26.23	11/9/2022 A
222300398 ANDERSON, JON C.	\$136.25	11/9/2022 A
222300399 ASPER, STEVEN M.	\$515.98	11/9/2022 A
222300400 BEACH, RODNEY W.	\$241.25	11/9/2022 A
222300401 BERGER, BRANDON J.	\$67.50	11/9/2022 A
222300402 BERNIER, CARYN S.	\$52.81	11/9/2022 A
222300403 BONCHER, CHERYL R.	\$845.00	11/9/2022 A
222300404 BURDICK, NATHAN I.	\$138.38	11/9/2022 A
222300405 CAMPBELL GANDIA, SOFIA M.	\$77.38	11/9/2022 A
222300406 CARLEY, ANDREA J.	\$128.55	11/9/2022 A
222300407 CWENGROS, BRIDGET C.	\$51.25	11/9/2022 A
222300408 DARGAY, ANGELA D.	\$126.90	11/9/2022 A
222300409 EDWARDS, LANNIE J.	\$63.75	11/9/2022 A

222300410	GRAY, DONALD E.	\$19.00	11/9/2022	A
222300411	GUTHRIE, ASHLEY M.	\$23.75	11/9/2022	A
222300412	HIGGINS, SHEILA J.	\$152.82	11/9/2022	A
222300413	JORGENSEN, AMY L.	\$118.88	11/9/2022	A
222300414	KIRSCHLING, JULIENNE R.	\$175.00	11/9/2022	A
222300415	KUNZA, JOEY L.	\$30.00	11/9/2022	A
222300416	LANE, JOSHUA L.	\$65.98	11/9/2022	A
222300417	LARSON, TIMOTHY J.	\$20.80	11/9/2022	A
222300418	LEMIEUX, TAMARA M.	\$122.50	11/9/2022	A
222300419	LUNDBLAD, ANGELA C.	\$148.74	11/9/2022	A
222300420	LYDON, CASSANDRA K.	\$131.23	11/9/2022	A
222300421	MARSH, KATHERINE M.	\$36.56	11/9/2022	A
222300422	MENIER, MATTHEW M.	\$87.58	11/9/2022	A
222300423	MERSCH, NICOLE A.	\$235.56	11/9/2022	A
222300424	MOREAU, CALLI M.	\$7.99	11/9/2022	A
222300425	MOSTAD, MICHAEL G.	\$20.00	11/9/2022	A
222300426	MUELLER, JACOB D.	\$74.75	11/9/2022	A
222300427	NAKAGAKI, BENJAMIN P.	\$83.07	11/9/2022	A
222300428	PERRON, PAULA H.	\$36.57	11/9/2022	A
222300429	QUIRK, CHRISTINE N.	\$364.43	11/9/2022	A
222300430	RODRIGUEZ, DARCY A.	\$149.25	11/9/2022	A
222300431	ROLOFF, STEPHANIE H.	\$53.34	11/9/2022	A
222300432	SAMPOANG, DESSERAY R.	\$225.26	11/9/2022	A
222300433	SCANLON, EMILY	\$47.06	11/9/2022	A
222300434	SCHULTE, DARRELL A.	\$455.00	11/9/2022	A
222300435	SPREEMAN, MARIBETH	\$73.98	11/9/2022	A
222300436	STEWART, SCOTT J.	\$19.00	11/9/2022	A
222300437	STONEHOUSE, JULIA L.	\$30.57	11/9/2022	A
222300438	SUOJA, WENDY T.	\$47.81	11/9/2022	A
222300439	SVIR, SARA A.	\$52.53	11/9/2022	A
222300440	ULVIN, JOHN M.	\$215.63	11/9/2022	A
222300441	VETTE, MARISA A.	\$195.00	11/9/2022	A
222300442	VICHICH, JOHN P.	\$60.00	11/9/2022	A
222300443	ZETTEL, ANN M.	\$13.69	11/9/2022	A
222300444	ZITELMAN, MARLA A.	\$16.99	11/9/2022	A
222300445	ANDERSON, JON C.	\$260.63	11/23/2022	A
222300446	ARMSTRONG, LEAH K.	\$153.94	11/23/2022	A
222300447	BASHORE, MEGAN L.	\$74.58	11/23/2022	A
222300448	BEACH, RODNEY W.	\$55.00	11/23/2022	A
222300449	BERNIER, CARYN S.	\$56.88	11/23/2022	A
222300450	BICKEL, MICHAEL C.	\$59.88	11/23/2022	A
222300451	BLODGETT, TRACY S.	\$328.44	11/23/2022	A
222300452	BRISTOW, JILL K.	\$129.00	11/23/2022	A
222300453	BUSTOS, KELLY R.	\$107.50	11/23/2022	A
222300454	CAMPBELL GANDIA, SOFIA M.	\$146.81	11/23/2022	A
222300455	CARLEY, ANDREA J.	\$67.86	11/23/2022	A
222300456	CARLINSCHAUER, KYLE L.	\$65.00	11/23/2022	A
222300457	DAHL, MELISA J.	\$129.01	11/23/2022	A

222300458 DANIELS, KATHLEEN S.	\$377.20	11/23/2022 A
222300459 DEEN, DENISE T.	\$103.13	11/23/2022 A
222300460 DERBY, SARA A.	\$15.09	11/23/2022 A
222300461 DICKINSON, JANET B.	\$98.00	11/23/2022 A
222300462 DOBBINS, TAMARA M.	\$35.98	11/23/2022 A
222300463 DRANGE, ANGELA M.	\$296.34	11/23/2022 A
222300464 ENGSTRAN, PAUL A.	\$424.00	11/23/2022 A
222300465 ESBOLDT, LISA A.	\$311.88	11/23/2022 A
222300466 FIERRO WESTBERG, MELINDA A.	\$66.38	11/23/2022 A
222300467 FITZPATRICK, RYAN M.	\$3,391.69	11/23/2022 A
222300468 FUNK, JENNIFER A.	\$525.00	11/23/2022 A
222300469 GALYON, AMY R.	\$93.75	11/23/2022 A
222300470 GARCIA, RACHEL M.	\$139.84	11/23/2022 A
222300471 GAYLE, SHERI G.	\$380.76	11/23/2022 A
222300472 GEDNALSKE, KIRK M.	\$24.95	11/23/2022 A
222300473 GILE, KRISTI L.	\$238.42	11/23/2022 A
222300474 GRAVLEY, STEPHEN A.	\$65.46	11/23/2022 A
222300475 GUSTAFSON, JOSEPH P.	\$56.25	11/23/2022 A
222300476 HELD, JOSEPH H.	\$1,500.00	11/23/2022 A
222300477 HIGGINS, SHEILA J.	\$164.69	11/23/2022 A
222300478 HOUSE, VANESSA D.	\$203.20	11/23/2022 A
222300479 IMMEL, COLLEEN M.	\$235.94	11/23/2022 A
222300480 JESMER, MICHAEL P.	\$374.69	11/23/2022 A
222300481 KIRSCHLING, JULIENNE R.	\$156.53	11/23/2022 A
222300482 LAMWERS, LINDSAY M.	\$39.34	11/23/2022 A
222300483 LEHN, BRIDGET N.	\$356.24	11/23/2022 A
222300484 LIEF, JENNIFER E.	\$32.50	11/23/2022 A
222300485 LIVERS, APRIL L.	\$12.98	11/23/2022 A
222300486 MACHADO, JOSHUA M.	\$372.41	11/23/2022 A
222300487 MANLEY, KATHLEEN M.	\$68.00	11/23/2022 A
222300488 MAURER, TIMOTHY J.	\$678.57	11/23/2022 A
222300489 MEATH, JILL L.	\$46.87	11/23/2022 A
222300490 MILES, MARY T.	\$77.88	11/23/2022 A
222300491 NACHTSHEIM, JOHN J.	\$1,518.33	11/23/2022 A
222300492 NADEAU, MEGHAN M.	\$9.27	11/23/2022 A
222300493 NELSON, LISA C.	\$61.19	11/23/2022 A
222300494 O'LEARY, CHADRICK J.	\$176.60	11/23/2022 A
222300495 OGDEN, TERESA L.	\$315.94	11/23/2022 A
222300496 PERRY, MEGAN M.	\$17.71	11/23/2022 A
222300497 PIERRE, CHRISTINA K.	\$78.99	11/23/2022 A
222300498 PINNOW, PAIGE E.	\$136.31	11/23/2022 A
222300499 RAU, EMILY J.	\$129.00	11/23/2022 A
222300500 REED, TAMMY L.	\$134.28	11/23/2022 A
222300501 RODRIGUEZ, DARCY A.	\$50.00	11/23/2022 A
222300502 ROLOFF, STEPHANIE H.	\$47.00	11/23/2022 A
222300503 SCHMID, NICOLE R.	\$65.00	11/23/2022 A
222300504 SCHULTE, DARRELL A.	\$1,140.50	11/23/2022 A
222300505 SCHULTE, VANESSA L.	\$300.00	11/23/2022 A

222300506 SEIFERT, MICHELE M.	\$10.00	11/23/2022 A
222300507 STAFKI, MEGAN E.	\$133.94	11/23/2022 A
222300508 STONEHOUSE, JULIA L.	\$781.57	11/23/2022 A
222300509 STREIFF OJI, CHRISTINA D.	\$354.20	11/23/2022 A
222300510 SWANSON, MARIE A.	\$26.84	11/23/2022 A
222300511 TORONTO, ERIKA	\$45.00	11/23/2022 A
222300512 VAVRICKA, ROCHELLE L.	\$380.73	11/23/2022 A
222300513 VO, SANG T.	\$121.89	11/23/2022 A
222300514 YOUNG, MATTHEW V.	\$97.38	11/23/2022 A
222300515 ZETTEL, ANN M.	\$9.75	11/23/2022 A
	\$23,433,777.89	

**RESOLUTION FOR ACCEPTANCE OF GIFTS**

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **December 12, 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>
\$265.37	Lakeaires PTO	Lakeaires Elementary Teachers
\$3,000.00	Redeemer Lutheran Outreach Team	Willow Lane Elementary Kindergarten Outreach
\$6,000.00	Rachel Senkler The Red Balloon	Willow Lane Elementary
\$500.00	VFW - Keep Zimmer Post	WBLAHS - South Campus Adapted Athletics Program
\$50.00	Janet Bowser	The Senior Center
\$100.00	Richard Ziertman	The Senior Center
\$500.00	Barbara Guiser	The Senior Center
\$200.00	Cindy Zvareck	The Senior Center Meals on Wheels
\$100.00	John Gagne	The Senior Center Meals on Wheels
\$50.00	T. J. Hill	The Senior Center Meals on Wheels
\$300.00	Eileen Lambert	The Senior Center Meals on Wheels
\$200.00	Dee Pierce	The Senior Center Meals on Wheels
\$50.00	Joseph Seldon	The Senior Center Meals on Wheels

**RECOMMENDED ACTION:**  
Approve.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **December 12, 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	Transportation	Purpose
4/21 - 4/22/2023 WBLAHS - South Campus, Learning Commons	Cassandra Lydon	AVID 11 and AVID 12	0	up to 48	\$0	AVID Budget	none	Students will engage in community building and service learning during an overnight “lock-in” in the Learning Commons.
5/17 - 5/18/2023 Camp St. Croix, Hudson, WI	Angie Rider	Vadnais Heights Elementary 5th graders	2	54	\$88	\$4,752 Families, fundraising, and E3 Grant	District bus	Trip meets standards for environmental science.

**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**

**AMAYA ABRAHIM** – Paraeducator - Matoska Elementary

Employed by District 624 since 11/09/2022

Effective Date: 11/11/2022

**MELANIE CRAWLEY** – Paraeducator - WBLAHS - North Campus

Employed by District 624 since 09/26/2016

Effective Date: 12/02/2022

**THERESA DECHAIINE** – Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/29/2022

Effective Date: 11/02/2022

**AMANDA FISCHER** – Paraeducator - Normandy Park

Employed by District 624 since 09/12/2022

Effective Date: 10/17/2022

**MACKENZIE GRINNELL** – Paraeducator - Normandy Park

Employed by District 624 since 10/17/2022

Effective Date: 10/28/2022

**KATHRYN HENDRICKSON GAGEN** – Media Clerk - Lincoln Elementary

Employed by District 624 since 10/19/2020

Effective Date: 12/02/2022

**MATTHEW TIERNEY** – Paraeducator - WBLAHS - South Campus

Employed by District 624 since 09/26/2022

Effective Date: 11/28/2022

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

**DANA ECKTON** – Science Teacher - Sunrise Park Middle School

Employed by District 624 since 08/22/2012

Effective Date: 11/11/2022

**CHANGE IN ASSIGNMENT - CLASSIFIED STAFF**

**SIMON HOEHN** – OST Program Assistant - Vadnais Heights Elementary

From 25 hrs. To 31.25 hrs.

Effective Date: 11/18/2022

**DANIELLE MADDEN** – Instructional Assistant - Willow Lane Elementary

From 35 hrs. To 27.5 hrs.

Effective Date: 09/12/2022

**ANDREA OSBORNE** – Nutrition Service Assistant - WBLAHS - South Campus

From 23.75 hrs. To 27.5 hrs.

Effective Date: 10/10/2022

**ANDREA OSBORNE** – From Nutrition Service Assistant - WBLAHS - South Campus

To Nutrition Service Manager - Lincoln Elementary

From 27.5 hrs. To 35 hrs.

From \$19.09 To \$23.44

Effective Date: 12/12/2022

**CORY PETERSON** – Administrative Assistant Registrar Records - WBLAHS - North Campus

To Administrative Assistant Operations for Nutrition Services - District Center

From \$20.10 To \$21.70

Effective Date: 12/01/2022

**SANDRA RODRIGUEZ** – Nutrition Service Assistant - Willow Elementary

From 18.75 hrs. To 22.5 hrs.

Effective Date: 01/23/2023

**KELLY TRIVETT** – Administrative Assistant Teaching and Learning - District Center

From Level IV \$21.70 To Level V \$22.28

Effective Date: 10/04/2022

<b>RETURN FROM LEAVE OF ABSENCE - CLASSIFIED STAFF</b>
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**PATRICIA FRAZER** – Bus Aide - Bus Garage

Employed by District since 10/01/2015

Effective Date: 11/22/2022

<b>FULL TIME LEAVE OF ABSENCE - NON-AFFILIATED STAFF</b>
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**ANGELA SCHUEBEL** – Music Teacher - Lincoln Elementary

Employed by the District 624 since 08/22/2016

Effective Date: 11/16/2022 through 02/27/2023

<b>NEW PERSONNEL - CLASSIFIED STAFF</b>
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**EMILY BERGSRUD** – Paraeducator - Sunrise Park Middle School

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

Effective Date: 11/15/2022

**SUSAN CHASE** – Bus Driver - Bus Garage

\$21.45 per hr., 25 hrs. per wk.

Effective Date: 11/21/2022

**HARLEY CURRIER** – Bus Driver - Bus Garage

\$21.45 per hr., 40 hrs. per wk.

Effective Date: 11/30/2022

**KATHLEEN ETTER** – Administrative Assistant - TEC

\$21.91 per hr., 40 hrs. per wk.

Effective Date: 11/17/2022

**PAIGE GREGOIRE** – Lunchroom Supervisor - North Star Elementary

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

Effective Date: 09/06/2022

**LUKAS GILBERT** – Paraeducator - Sunrise Park Middle School

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

Effective Date: 11/14/2022

**ISABELLA ROSS** – Media Clerk - Lincoln Elementary

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

Effective Date: 01/15/2023

<b>LONG TERM SUBSTITUTE - CLASSIFIED STAFF</b>
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**SAMANTHA HAMLIN** – Paraeducator - Sunrise Park Middle School

\$20.61 per hr., 32.5 hrs. per wk., \$5,224.63

Effective Date: 11/21/22 - 1/20/23

<b>LONG TERM SUBSTITUTE - CERTIFIED STAFF</b>
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**WILLIAM ASHWOOD** – STEM Teacher - Lincoln Elementary

1.0 FTE BA + 60, Step 1, \$39,593.61

Effective Date: 11/07/2022 - 06/12/2023

**KAYLEEN BERG** – Social Studies Teacher - Sunrise Park Middle School

1.0 FTE BA + 60, Step 1, \$8,080.32

Effective Date: 12/15/2022 - 02/02/2023

**LISA CANTWELL** – Special Education Teacher - North Star Elementary

.5 FTE MA, Step 1, \$19,291.96

Effective Date: 11/14/2022 - 06/12/2023

# 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: **December 12, 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
Toluwalope Oyekunle, 12th grade	Minnesota High School All Star Football Game
Zachary McDonald, 5th grade	State Bowling Competition
Paige Peters, 10th grade	State Bowling Competition
Payton Peters, 11th grade	State Bowling Competition
Kaitlyn DeFlorin, 11th grade	State Bowling Competition
Gavin Dodge, 11th grade	State Bowling Competition
Andrew Harmon, 12th grade	State Bowling Competition
Cody Wagner, 12th grade	State Bowling Competition
Anne Shervheim, 12th grade	State Bowling Competition

Emie Shervheim, 12th grade	State Bowling Competition
Katie Shervheim, 12th grade	State Bowling Competition
Jacob Crist, 12th grade+	State Bowling Competition
Hailey Gilbertson, 12th grade+	State Bowling Competition
Kyleen Bloomquist, 12th grade+	State Bowling Competition
Riley Kehoe, 12th grade+	State Bowling Competition
Dustin Graphenteen, 12th grade+	State Bowling Competition

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **December 12, 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.



# **D. DISCUSSION ITEMS**

AGENDA ITEM: **Presentation of Presale Report Related to  
Upcoming Issuance of Facilities Maintenance  
Bonds**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion 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.

At the November 14, 2022 School Board meeting the Board approved the “resolution of intent to sell general obligation long term facilities maintenance bonds, series 2023A, in the maximum aggregate principal amount \$34,505,000.”

Greg Crowe, President of Ehlers Public Finance Advisors, will present the presale report for the upcoming sale.

December 12, 2022

PRE-SALE REPORT FOR

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

**\$33,415,000 General Obligation  
Facilities Maintenance Bonds, Series 2023A**



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**Prepared by:**

Ehlers  
3060 Centre Pointe Drive  
Roseville, MN 55113

**Advisors:**

Shelby McQuay, Senior Municipal Advisor  
Greg Crowe, President  
Aaron Bushberger, Municipal Advisor

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

# EXECUTIVE SUMMARY OF PROPOSED DEBT

## Proposed Issue:

\$33,415,000 General Obligation Facilities Maintenance Bonds, Series 2023A

The School Board authorized issuance of up to \$34,505,000 in Bonds. \$33,415,000 is our current estimate of the bond amount necessary based on the projects costs to be funded and the expected premium pricing structure explained on page 2.

## Purposes:

The proposed issue will finance deferred maintenance projects included in the District's ten-year facilities maintenance plan as approved by the Commissioner of Education. Debt service will be paid from ad valorem property taxes and state aid.

## Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Section 123B.595 and Chapter 475. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.

## Term/Call Feature:

The Bonds are being issued for a term of 9 years. Principal on the Bonds will be due on February 1 of 2024 through 2032. Interest is will be due every six months beginning August 1, 2023.

The Bonds maturing in 2031 and later will be subject to prepayment at the discretion of the District on February 1, 2030 or any date thereafter.

## Bank Qualification:

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

## State Credit Enhancement:

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

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

## **Rating:**

Under current bond ratings, the state credit enhancement would bring a Standard & Poor's "AAA" rating. The District's most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is "AA-" (underlying rating) and "AAA" (credit enhanced rating). The District will request a new rating for the Bonds.

## **Basis for Recommendation:**

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

## **Method of Sale/Placement:**

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

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

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

## **Premium Pricing:**

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

## **Parameters:**

The School Board adopted a Parameters Resolution on November 14, 2022, which delegates authority to the Superintendent or Assistant Superintendent for Finance and Operations and the Board Chair, Clerk or Treasurer to accept and approve a bid for the Bonds so long as the True Interest Cost of the Bonds does not exceed five percent (5%).

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

We have reviewed all outstanding indebtedness for the District and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.

### **Continuing Disclosure:**

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

### **Arbitrage Monitoring:**

The District must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The District's specific arbitrage responsibilities will be detailed in the Tax Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

We recommend that the District review its specific responsibilities related to the Bonds with an arbitrage expert in order to utilize one or more of the exceptions listed above.

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

Ehlers will assist the District in developing a strategy to invest Bond proceeds until the funds are needed to pay project costs

## Other Service Providers:

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

**Bond Counsel:** Kennedy & Graven, Chartered

**Paying Agent:** Bond Trust Services Corporation

**Rating Agency:** Standard & Poor's Global Ratings (S&P)

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

## PROPOSED DEBT ISSUANCE SCHEDULE

School Board Approved Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Bonds:	November 14, 2022
Ehlers Presents Pre-Sale Report to School Board:	December 12, 2022
Due Diligence Call to review Official Statement:	Week of December 19, 2022
Distribute Official Statement:	Week of December 19, 2022
Conference with Rating Agency:	Week of December 19, 2022
Ehlers Receives and Evaluates Proposals for Purchase of Bonds; Designated Officials Award Sale of the Bonds:	January 5, 2023
School Board Meeting to Ratify Award of Bond Sale:	January 9, 2023
Estimated Closing Date:	January 26, 2023

### Attachments

Estimated Sources and Uses of Funds

Estimated Debt Service Schedule for 2023A Bonds

Estimated Long-Term Financing Plan for Debt and Capital Payments and Levies

## EHLERS' CONTACTS

Shelby McQuay, Senior Municipal Advisor	(651) 697-8548
Greg Crowe, President	(651) 697-8522
Aaron Bushberger, Municipal Advisor	(651) 697-8532
Silvia Johnson, Senior Public Finance Analyst	(651) 697-8580
Brian Shannon, Manager, Senior Financial Analyst	(651) 697-8515



## PRE-SALE ESTIMATES

### **White Bear Lake School District No. 624**

Estimated Sources and Uses of Funds

Facilities Maintenance Bonds, Series 2023A

November 29, 2022

Authorized Amount	<b>\$34,505,000</b>
Bond Issue Amount	<b>\$33,415,000</b>
<b>Sources of Funds</b>	
Par Amount of Bonds	\$33,415,000
Estimated Premium	1,044,257
Estimated Investment Earnings <sup>1</sup>	164,867
Total Sources	\$34,624,124
<b>Uses of Funds</b>	
Allowance for Discount Bidding <sup>2</sup>	\$300,735
Legal and Fiscal Costs <sup>3</sup>	140,965
<b>Net Available for Project Costs</b>	<b>34,182,424</b>
Total Uses	\$34,624,124
<b>Deposit to Project Construction Fund</b>	<b>\$34,017,557</b>

- 1 Estimated investment earnings are based on an average interest rate of 0.50%, and an average life of 12 months for investments.
- 2 The allowance for discount bidding is an estimate of the compensation taken by the underwriter who provides the lowest true interest cost as part of the competitive bidding process and purchases the bonds. Ehlers provides independent municipal advisory services as part of the bond sale process and is not an underwriting firm.
- 3 Includes fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

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

\$33,415,000 General Obligation Facilities Maintenance Bonds, Series 2023A

Dated January 26, 2023

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
01/26/2023	-	-	-	-	-
08/01/2023	-	-	806,831.25	806,831.25	-
02/01/2024	365,000.00	5.000%	785,025.00	1,150,025.00	1,956,856.25
08/01/2024	-	-	775,900.00	775,900.00	-
02/01/2025	2,965,000.00	5.000%	775,900.00	3,740,900.00	4,516,800.00
08/01/2025	-	-	701,775.00	701,775.00	-
02/01/2026	2,515,000.00	5.000%	701,775.00	3,216,775.00	3,918,550.00
08/01/2026	-	-	638,900.00	638,900.00	-
02/01/2027	4,060,000.00	5.000%	638,900.00	4,698,900.00	5,337,800.00
08/01/2027	-	-	537,400.00	537,400.00	-
02/01/2028	4,265,000.00	5.000%	537,400.00	4,802,400.00	5,339,800.00
08/01/2028	-	-	430,775.00	430,775.00	-
02/01/2029	4,475,000.00	5.000%	430,775.00	4,905,775.00	5,336,550.00
08/01/2029	-	-	318,900.00	318,900.00	-
02/01/2030	4,700,000.00	5.000%	318,900.00	5,018,900.00	5,337,800.00
08/01/2030	-	-	201,400.00	201,400.00	-
02/01/2031	4,935,000.00	4.000%	201,400.00	5,136,400.00	5,337,800.00
08/01/2031	-	-	102,700.00	102,700.00	-
02/01/2032	5,135,000.00	4.000%	102,700.00	5,237,700.00	5,340,400.00
<b>Total</b>	<b>\$33,415,000.00</b>	<b>-</b>	<b>\$9,007,356.25</b>	<b>\$42,422,356.25</b>	<b>-</b>

## Yield Statistics

Bond Year Dollars	\$197,314.10
Average Life	5.905 Years
Average Coupon	4.5649836%
Net Interest Cost (NIC)	4.1881621%
True Interest Cost (TIC)	4.1445513%
Bond Yield for Arbitrage Purposes	3.9713416%
All Inclusive Cost (AIC)	4.2264370%

## IRS Form 8038

Net Interest Cost	3.9295060%
Weighted Average Maturity	5.881 Years

PRE-SALE ESTIMATES

**White Bear Lake Area Schools, No. 624**

Preliminary Financing Plan for Capital Projects

**\$33,415,000 2023 Facilities Maintenance Bond**  
**\$13,000,000 Future Voter Approved Bonds**  
**\$25,000,000 Future Facilities Maintenance Bonds**

**Future Bond Issues**

Type of Bond	Amount	Dated	Int. Rate
Fac. Maintenance	\$33,415,000	01/26/23	4.14%
Building Bonds	\$13,000,000	02/01/24	4.50%
Fac. Maintenance	\$25,000,000	02/01/25	4.50%

November 10, 2022

Levy			Est. Tax		Debt Service Levies - Existing Bonds <sup>2</sup>							Other Levies		Proposed Building Bonds (1 Add'l Issue)				Facilities Maintenance Funding						Combined Totals	
Pay. Year	Fiscal Year	Capacity Value <sup>1</sup>	(\$000s)	% Chg	Building Bonds	Alt. Fac. / FM Bonds	OPEB Bonds	Est. Debt Excess <sup>3</sup>	Net Levy	Tax Rate	Leases and Ed Abatement <sup>4</sup>	Capital Project Levy <sup>5</sup>	Principal	Interest	Addl. Debt Excess <sup>3</sup>	Net Levy	General Fund Revenue <sup>7</sup>	Principal	Interest	Addl. Debt Excess <sup>3</sup>	Est. LTFM Aid	Debt Levy	Total Levy	Tax Rate	
2019	2020	81,699	7.2%		930,510	4,510,043	10,109,663	(477,776)	15,072,440	18.45	2,434,861	1,866,380	-	-	-	-	737,551	-	-	-	(92,173)	-	20,019,058	24.50	
2020	2021	87,357	6.9%		11,945,049	5,075,205	9,602,775	(418,883)	26,204,147	30.00	1,927,951	1,998,489	-	-	-	-	712,796	-	-	-	(199,423)	-	30,643,959	35.08	
2021	2022	94,178	7.8%		18,778,282	5,326,681	-	-	24,104,963	25.60	1,923,978	2,138,058	-	-	-	-	6,887,058	-	-	-	(165,775)	-	34,888,282	37.05	
2022	2023	95,773	1.7%		12,378,266	11,411,903	-	-	23,790,169	24.84	1,779,797	2,291,668	-	-	-	-	5,574,264	-	-	-	(133,619)	-	33,302,279	34.77	
2023	2024	111,976	16.9%		15,450,829	11,138,588	-	(337,347)	26,252,070	23.44	1,816,739	2,356,639	-	-	-	-	4,765,873	365,000	1,591,856	-	(155,803)	2,054,699	37,090,217	33.12	
2024	2025	113,096	1.0%		15,280,309	11,050,545	-	(1,196,524)	25,134,330	22.22	1,809,621	2,755,346	-	585,000	-	614,250	4,265,873	2,965,000	1,551,800	-	-	4,742,640	39,322,061	34.77	
2025	2026	114,227	1.0%		14,916,694	11,563,053	-	(1,184,888)	25,294,858	22.14	1,817,371	2,782,900	-	585,000	-	614,250	4,265,873	2,515,000	2,528,550	-	-	5,295,728	40,070,980	35.08	
2026	2027	115,369	1.0%		18,363,686	6,944,805	-	(1,191,589)	24,116,903	20.90	1,817,871	2,810,729	-	585,000	-	614,250	4,265,873	4,340,000	2,402,800	(238,308)	-	6,841,632	40,467,258	35.08	
2027	2028	116,523	1.0%		18,348,566	7,350,525	-	(1,138,882)	24,560,209	21.08	1,811,371	2,838,836	-	585,000	(27,641)	586,609	4,265,873	4,590,000	2,187,200	(307,873)	-	6,808,187	40,871,085	35.08	
2028	2029	117,688	1.0%		18,610,016	7,391,055	-	(1,156,459)	24,844,612	21.11	1,811,371	2,867,224	-	585,000	(26,397)	587,853	4,265,873	4,910,000	1,959,325	(306,368)	-	6,906,423	41,283,356	35.08	
2029	2030	117,688	0.0%		18,552,371	7,332,360	-	(1,170,048)	24,714,683	21.00	1,811,371	2,895,896	-	585,000	(26,453)	587,797	4,265,873	5,255,000	1,716,000	(310,789)	-	7,008,761	41,284,382	35.08	
2030	2031	117,688	0.0%		21,144,559	2,913,330	-	(1,164,813)	22,893,076	19.45	1,811,371	2,895,896	1,080,000	585,000	(26,451)	1,721,799	4,265,873	6,170,000	1,456,025	(315,394)	-	7,691,932	41,279,948	35.08	
2031	2032	117,688	0.0%		21,060,244	2,925,458	-	(1,082,605)	22,903,096	19.46	1,811,371	2,895,896	1,185,000	536,400	(77,481)	1,729,989	4,265,873	6,435,000	1,203,050	(346,137)	-	7,673,816	41,280,042	35.08	
2032	2033	117,688	0.0%		23,368,826	-	-	(1,079,357)	22,289,470	18.94	1,811,371	2,895,896	6,465,000	483,075	(77,850)	7,217,629	5,035,873	1,325,000	939,150	(345,322)	-	2,032,036	41,282,276	35.08	
2033	2034	117,688	0.0%		23,355,439	-	-	(1,051,597)	22,303,842	18.95	1,811,371	2,895,896	4,270,000	192,150	(324,793)	4,360,464	5,035,873	3,850,000	879,525	(91,442)	-	4,874,560	41,282,006	35.08	
2034	2035	117,688	0.0%		23,348,404	-	-	(1,050,995)	22,297,409	18.95	1,811,371	2,895,896	-	-	-	-	5,035,873	5,560,000	706,275	(219,355)	-	6,360,234	38,400,783	32.63	
2035	2036	117,688	0.0%		23,292,019	-	-	(1,050,678)	22,241,341	18.90	1,811,371	2,895,896	-	-	-	-	5,035,873	5,925,000	456,075	(286,211)	-	6,413,918	38,398,400	32.63	
2036	2037	117,688	0.0%		23,293,646	-	-	(1,048,141)	22,245,505	18.90	1,811,371	2,895,896	-	-	-	-	5,035,873	4,210,000	189,450	(288,626)	-	4,330,796	36,319,442	30.86	
2037	2038	117,688	0.0%		23,292,885	-	-	(1,048,214)	22,244,671	18.90	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	31,987,812	27.18	
2038	2039	117,688	0.0%		24,133,384	-	-	(1,048,180)	23,085,204	19.62	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	32,828,345	27.89	
2039	2040	117,688	0.0%		23,511,758	-	-	(1,086,002)	22,425,755	19.06	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	32,168,896	27.33	
2040	2041	117,688	0.0%		18,544,628	-	-	(1,058,029)	17,486,598	14.86	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	27,229,739	23.14	
2041	2042	117,688	0.0%		18,534,521	-	-	(834,508)	17,700,013	15.04	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	27,443,154	23.32	
2042	2043	117,688	0.0%		18,536,831	-	-	(834,053)	17,702,778	15.04	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	27,445,919	23.32	
2043	2044	117,688	0.0%		18,529,429	-	-	(834,157)	17,695,271	15.04	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	27,438,412	23.31	
2044	2045	117,688	0.0%		18,538,406	-	-	(833,824)	17,704,582	15.04	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	27,447,723	23.32	
2045	2046	117,688	0.0%		-	-	-	-	-	-	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	9,743,141	8.28	
2046	2047	117,688	0.0%		-	-	-	-	-	-	1,811,371	2,895,896	-	-	-	-	5,035,873	-	-	-	-	-	9,743,141	8.28	
Totals					486,039,556	94,933,550	19,712,438	(23,377,549)	577,307,995		67,857,959	102,895,473	13,000,000	5,306,631	(587,067)	18,634,890	173,665,478	58,415,000	19,767,081	(3,055,825)	(746,793)	79,035,360	1,018,650,362		

1 Tax capacity value for taxes payable in 2022 is the final value, the value for taxes payable 2023 is preliminary and estimated percentage changes for later years are shown above.

2 Initial debt service levies are set at 105 percent of the principal and interest payments during the next fiscal year.

3 The debt excess adjustments for taxes payable in 2019 through 2023 are the actual amounts. Estimates for future years are based on 4.5% of the prior years' total debt service levy.

4 Lease levy amounts for future years are based on the best available estimates of future payments for all current and planned future leases.

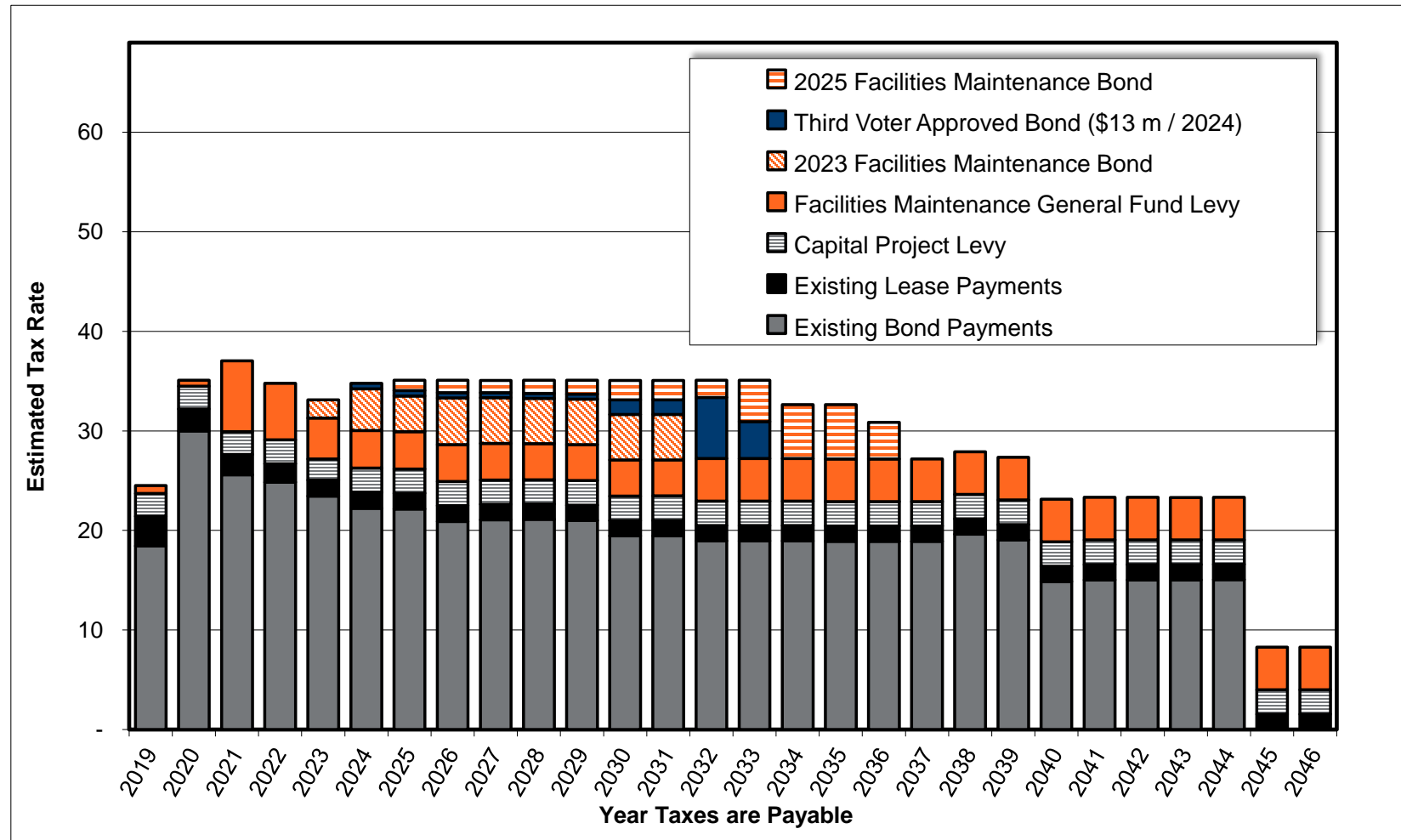
5 These estimates assume that the current Capital Project Levy would be renewed at the same tax rate when it expires.

## PRE-SALE ESTIMATES

**White Bear Lake Area Schools, No. 624**  
**Estimated Tax Rates for Capital and Debt Service Levies**

**\$33,415,000 2023 Facilities Maintenance Bond**  
**\$13,000,000 Future Voter Approved Bonds**  
**\$25,000,000 Future Facilities Maintenance Bonds**

**Date Prepared:** November 10, 2022



AGENDA ITEM: **Presentation and Public Hearing Related to the Proposed 2022 Payable 2023 Property Tax Levy**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

Tim Wald, Assistant Superintendent for Finance and Operations, and Andi Johnson, Director of Finance will present the Proposed 2022 Payable 2023 Property Tax Levy. Minnesota school districts are required to discuss the levy at a regularly scheduled School Board meeting and allow the public to speak. This will occur at the meeting tonight, December 12, 2022 at 6:00 p.m.



# White Bear Lake Area Schools, ISD 624

## Public Hearing for Taxes Payable in 2023

DECEMBER 12, 2022

PRESENTED BY:

TIM WALD,

ASSISTANT SUPERINTENDENT FOR FINANCE  
& OPERATIONS

## Minnesota State Law Requirements

### A Public Meeting...

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

### ...and Presentation of:

- Current year budget
- Proposed property tax levy

# Hearing Agenda

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- Background Information on School Funding
- District's Budget
- District's Proposed Tax Levy for Taxes Payable in 2023
- Public Comments

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## MN Legislature Must Set Funding for Minnesota Public Schools

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Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

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

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## As a Result, Funding is Highly Regulated

### State Sets:

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

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

## Basic General Education Formula Lags Inflation

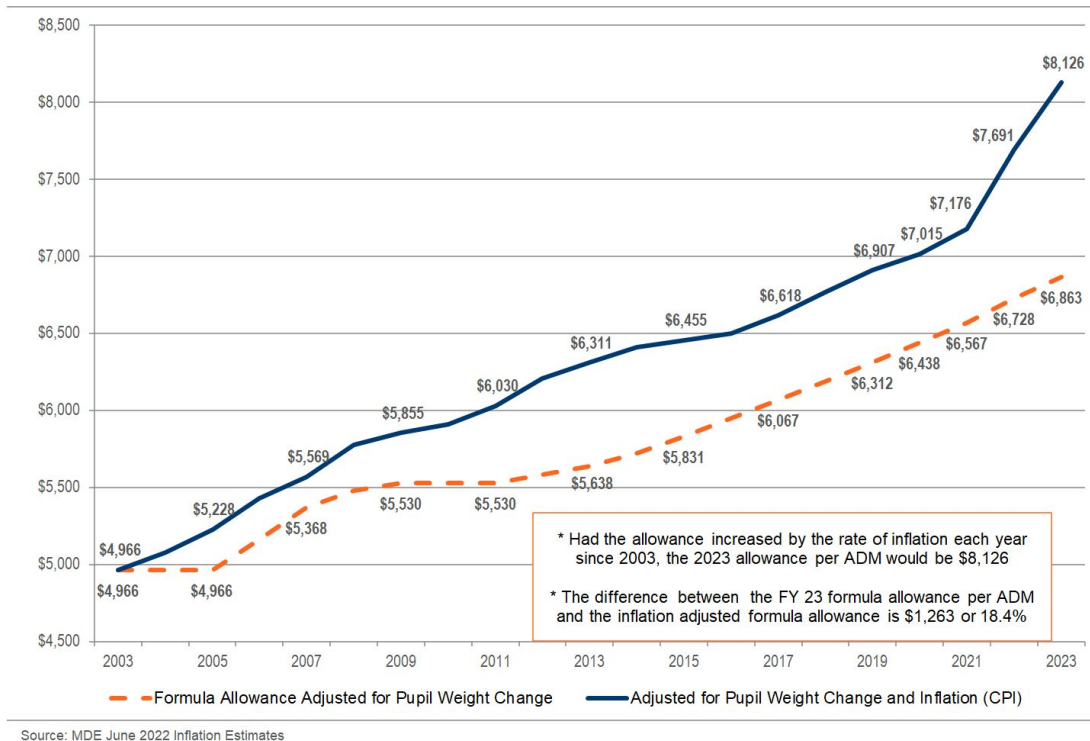
- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2021-22, an increase of 2.45% or \$161 over previous year was approved
- For Fiscal Year 2022-23, an increase of 2.00% or \$135 over previous year was approved

Per-pupil allowance for Fiscal Year 2022-23 of \$6,863 **would need to increase by another \$1,263 (18.4%) to have kept pace with inflation since 2002-03,** resulting in an allowance of \$8,126



## General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)



According to MN Department of Education (MDE):

FY 2020 costs of providing programs were underfunded statewide by \$591 million

By FY 2025 costs of providing programs statewide will be underfunded by \$806 million

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

Underfunding  
of Special  
Education

# Change in Tax Levy does not Determine Change in Budget



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



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



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



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

## Difference in Levy Cycles



### School District:

- Budget year begins July 1st
- 2023 taxes provide revenue for 2023-24 fiscal year
- Budget adopted in June 2023



### City/County:

- Budget year begins Jan. 1st
- 2023 taxes provide revenue for 2023 calendar year budget

# Budget Information

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

## Our District's Funds:

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



\*Other Post-Employment Benefits

## District Revenues & Expenditures

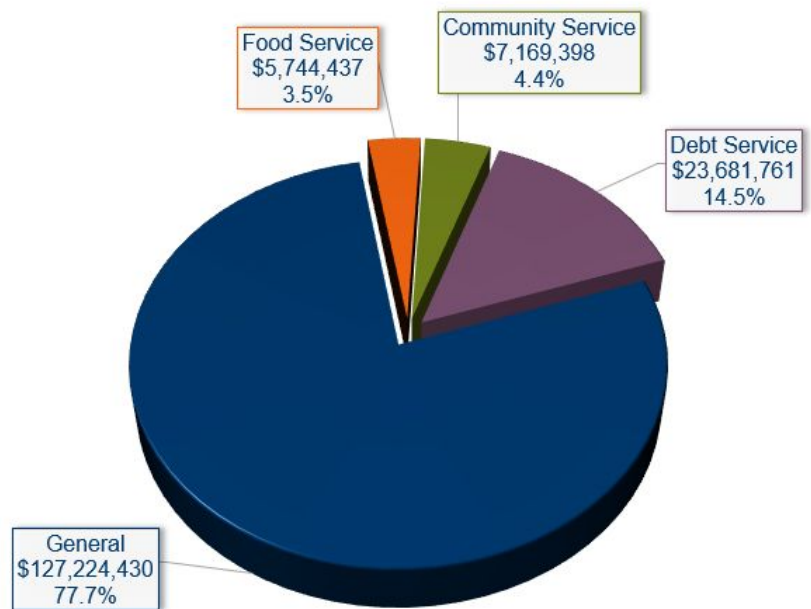
Actual for FY 2022, Budget for FY 2023

FUND	FISCAL 2022 BEGINNING	2021-22 ACTUAL		JUNE 30, 2022 ACTUAL	2022-23 BUDGET		JUNE 30, 2023 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$4,568,631	\$22,886,263	\$23,179,443	\$4,275,451	\$15,793,690	\$15,992,888	\$4,076,253
General/Other	12,234,978	107,307,689	109,662,950	9,879,717	111,430,740	111,982,294	9,328,163
Food Service	1,405,150	6,998,355	5,308,456	3,095,049	5,744,437	6,539,079	2,300,407
Community Service	795,176	7,159,633	7,287,401	667,408	7,169,398	7,034,512	802,294
Building Construction	224,512,986	96,916,868	131,866,451	189,563,403	-	-	189,563,403
Debt Service	3,712,552	33,644,221	32,381,772	4,975,001	23,681,761	24,600,520	4,056,242
Trust	153,846	189,122	193,756	149,212	-	-	149,212
Internal Service	4,352,081			4,696,253			4,696,253
OPEB* Irrevocable Trust	36,349,857	(4,432,519)	1,742,959	30,174,379	-	-	30,174,379
<b>Total All Funds</b>	<b>\$288,085,257</b>	<b>\$270,669,632</b>	<b>\$311,623,188</b>	<b>\$247,475,873</b>	<b>\$163,820,026</b>	<b>\$166,149,293</b>	<b>\$245,146,606</b>

\*Other Post Employment Benefits

# Revenue - All Funds -

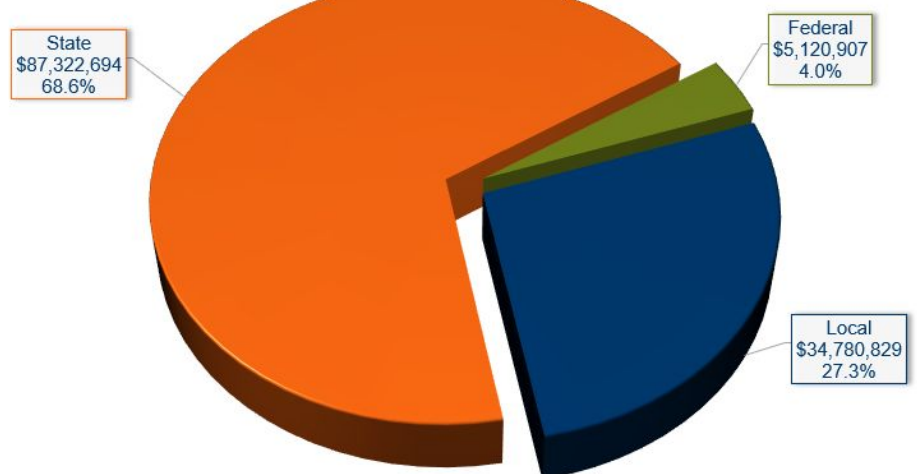
2022-23 Budget  
\$163,820,026



# General Fund Revenue

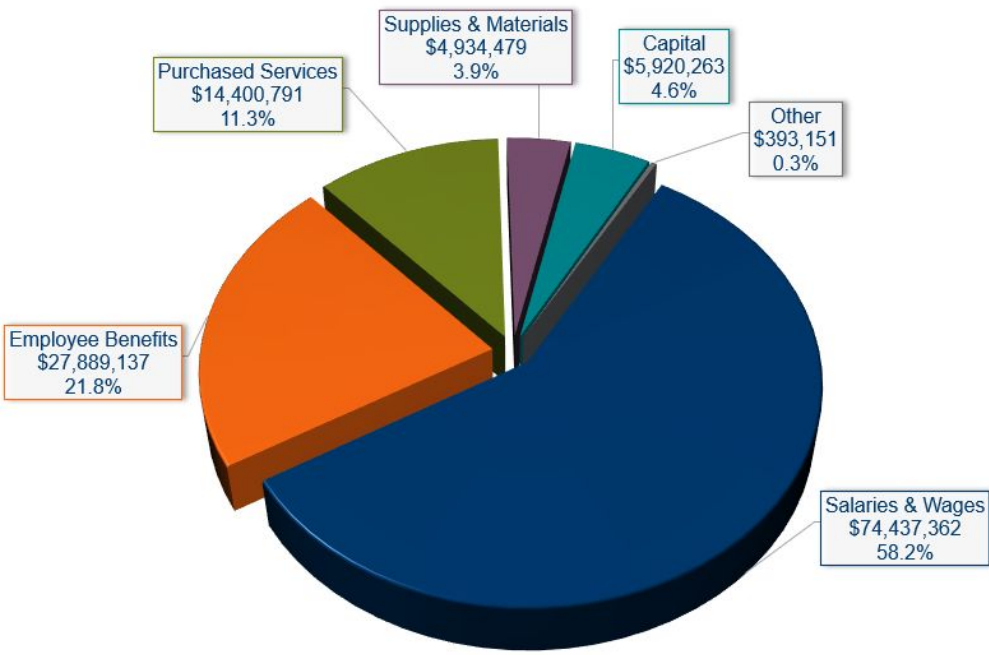
77.7% of all  
revenues

2022-23 Budget



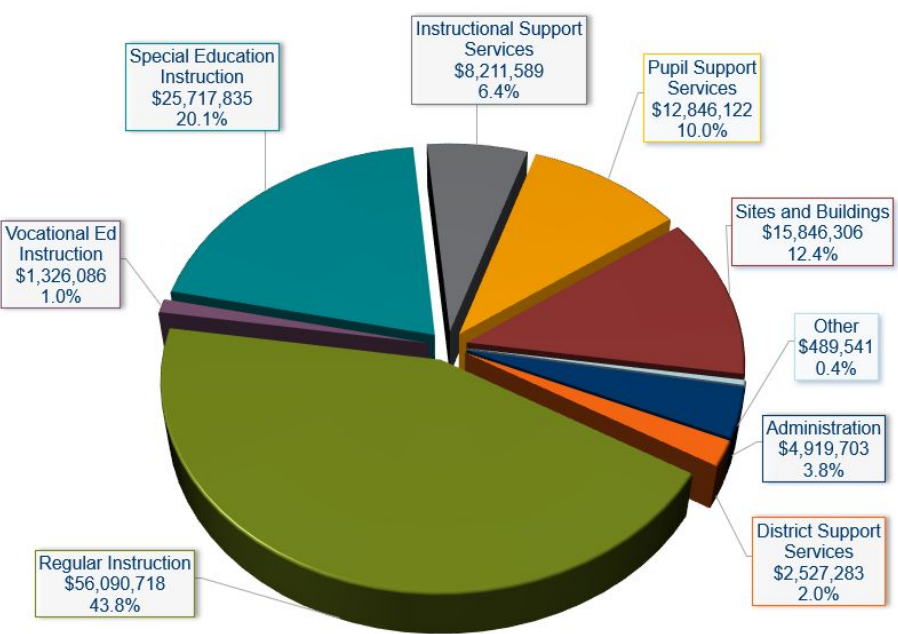
# General Fund Expenditures - by Object -

2022-23 Budget  
\$127,975,183



# General Fund Expenditures - by Program -

2022-23 Budget  
\$127,975,183

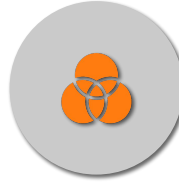


# Payable 2023 Property Tax Levy

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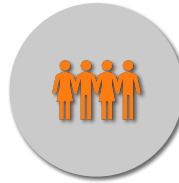
Determination of levy



Comparison of 2022 to 2023 levies



Reasons for changes in tax levy



Impact on taxpayers

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## Property Tax Background

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

Sample of parcel specific notice mailed to every property owner between November 11 & November 24

## Contents:

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



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

**Property Information**  
PIN Number: 01.234.56.789.R1 Property Address: 789 Pine Rd S, Spruceville, MN 55555  
**Property Description:**  
Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2023			
THIS IS NOT A BILL. DO NOT PAY.			
VALUES AND CLASSIFICATION			
Step	Taxes Payable Year	2022	2023
1	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$35,000
	Taxable Market Value	\$125,000	\$115,000
	Class	Res N/Hazrd	Res N/Hazrd
	PROPOSED TAX		
2	Property Taxes before credits	\$1,562.46	
	School building bond credit	\$	\$ 12.00
	Agricultural market value credit		
	Other credits		
	Property Taxes after credits	\$1,550.46	
3	PROPERTY TAX STATEMENT		
	Coming in 2023		
	The time to provide feedback on PROPOSED LEVIES is NOW		

Proposed Property Taxes and Meetings by Jurisdiction for Your Property			
Contact Information	Meeting Information	Actual 2022	Proposed 2023
State General Tax	No meeting required	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 2, 7:00 PM	\$438.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7894	December 1, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 000 150 1st St SE Spruceville, MN 55555 www.sprucevillesd.k12.mn.us (555) 123-4789 Voter Approved Levies Other Levies	December 9, 7:00 PM Spruceville High School Cafeteria	\$289.35 \$340.11	\$295.68 \$374.60
Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2023 may be higher than the proposed amount shown on this notice.			
Metropolitan Special Taxing Districts		\$57.76	\$58.70
Spruceville Metropolitan Council www.sprucevillmetcouncil.org (555) 555-5555 Spruceville, MN 55555	December 12, 7:30 PM Spruce Park Center 700 Pine St		
Other Special Taxing Districts	No meeting required	\$12.80	\$13.02
Tax Incremental Tax	No meeting required	\$10.15	\$11.22
Total excluding any special assessments:		\$1,422.01	\$1,668.48
			9.04%

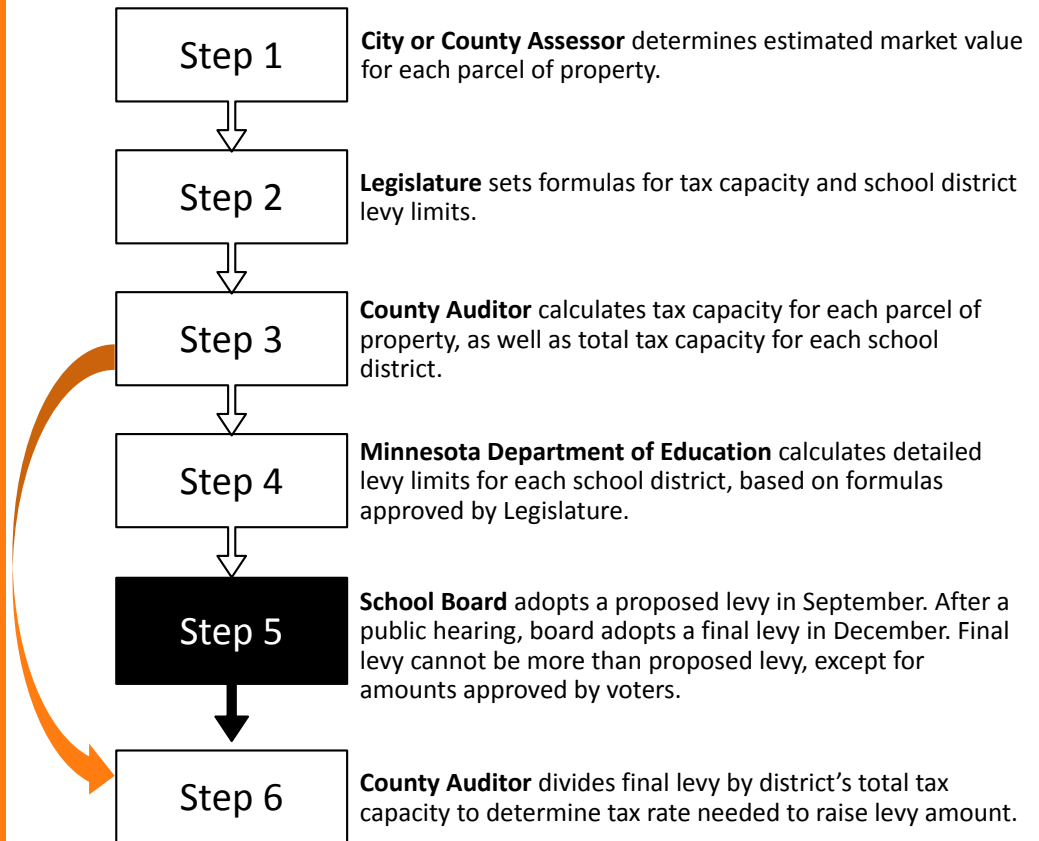
## School District Property Taxes

- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts (calculated by MDE) for each category are set by:
  - State law
  - Voter approval
- Property Tax Process
  - Key steps in process are summarized on next slide
  - Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 6 steps

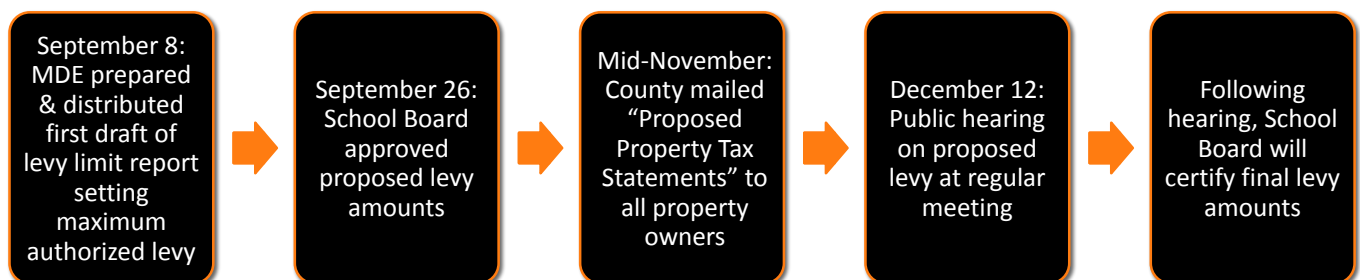


# School District Property Tax Process

*Note:* For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



## Approval of District's Tax Levy in 2022 (Payable 2023)







# Overview of 2023 Proposed Tax Levy

- Proposed Payable 2023 tax levy is an increase from 2022 of \$4,812,817 or 8.4%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2022 to Proposed Levy Payable in 2023

Fund Levy Category	Actual Levy Payable in 2022	Proposed Levy Payable in 2023	\$ Change	% Change
<b>General</b>				
Voter Approved Operating Referendum	\$12,121,365	\$13,685,697	\$1,564,332	
Local Optional Revenue (LOR)	6,599,833	6,601,716	1,882	
Equity	892,345	888,829	(3,517)	
Capital Project Referendum	2,291,668	2,356,639	64,971	
Operating Capital	1,105,726	1,161,388	55,662	
Achievement and Integration	303,870	305,191	1,321	
Long Term Facilities Maintenance	5,574,264	4,765,873	(808,391)	
Instructional Lease	1,779,797	1,816,739	36,942	
Other	899,453	1,149,683	250,230	
Prior Year Adjustments	786,466	(120,371)	(906,837)	
<b>Total, General Fund</b>	<b>\$32,354,787</b>	<b>\$32,611,382</b>	<b>\$256,595</b>	<b>0.8%</b>
<b>Community Service</b>				
Basic Community Education	\$463,471	\$463,471	\$0	
Early Childhood Family Education	266,220	280,883	14,663	
School-Age Child Care	375,000	375,000	0	
Other	14,406	15,094	688	
Prior Year Adjustments	50,593	46,164	(4,429)	
<b>Total, Community Service Fund</b>	<b>\$1,169,689</b>	<b>\$1,180,612</b>	<b>\$10,923</b>	<b>0.9%</b>
<b>Debt Service</b>				
Voter Approved	\$12,378,267	\$15,450,830	\$3,072,563	
Long Term Facility Maintenance	11,272,937	13,053,587	1,780,651	
Reduction for Debt Excess	0	(337,346)	(337,346)	
Prior Year Adjustments	21,378	50,810	29,432	
<b>Total, Debt Service Fund</b>	<b>\$23,672,582</b>	<b>\$28,217,881</b>	<b>\$4,545,299</b>	<b>19.2%</b>
<b>Total Levy, All Funds</b>	<b>\$57,197,058</b>	<b>\$62,009,875</b>	<b>\$4,812,817</b>	<b>8.4%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	26,855,382	32,089,805	5,234,423	
Other	30,341,677	29,920,071	(421,606)	
<b>Total</b>	<b>\$57,197,058</b>	<b>\$62,009,875</b>	<b>\$4,812,817</b>	<b>8.4%</b>

## Explanation of Levy Changes

<b>Category:</b>	General Fund - Voter Approved Operating Referendum
<b>Change:</b>	+\$1,564,332
<b>Use of Funds:</b>	General Operating Expenses
<b>Reason for Change:</b>	Voter approved operating referendum authority includes an annual inflationary increase

## Explanation of Levy Changes

<b>Category:</b>	General & Debt Service Funds – Long Term Facilities Maintenance (LTFM) and Debt Service Fund – Voter Approved (VA)
<b>Change:</b>	-\$808,391 (General Fund LTFM), +\$3,072,563 (Debt Service Fund VA) & +\$1,780,651 (Debt Service Fund LTFM)
<b>Use of Funds:</b>	Facilities Maintenance & Required Payments on Bonds
<b>Reason for Change:</b>	<ul style="list-style-type: none"><li>•District is eligible for LTFM revenue based on state-approved project cost</li><li>•LTFM projects are financed through a combination of annual General Fund levies, state aid and bond issues</li><li>•Levies are coordinated with other capital and debt levies to maintain a specified tax rate</li></ul>

## Explanation of Levy Changes

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**Category:**

General Fund – Prior Year Adjustments

**Change:**

-\$906,837

**Use of Funds:**

Various

**Reason for Change:**

Initial levies are based on estimates. In later years, amounts are updated and levies are retroactively adjusted.

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## Factors Impacting Individual Taxpayers' School Taxes

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

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

# What's happening with each slice?

Higher Market Value Increase = Bigger Slice



Lower Market Value Increase = Smaller Slice



Each Property Owner pays a portion of the pie

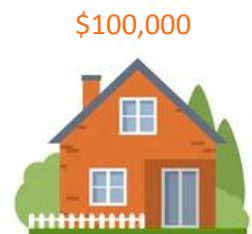
## Impact of Property Valuations

Two properties in the district

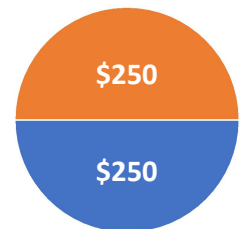
- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy



\$100,000



\$250

\$250



\$100,000

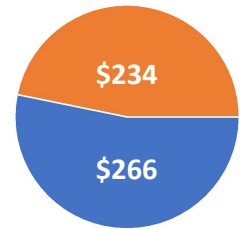
# Impact of Property Valuations

## Two properties in the district

- Orange house value increases by 10%
- Blue house value increases by 25%

## Total levy of \$500

- School District will still generate the same amount of levy even though values increased
- Orange house pays less
- Blue house pays more



## Four Year School Levy Comparison

- Examples include school district taxes only and are shown based on no change and a 23.8% increase in property value for residential homes over the past four years
  - Actual changes in value may be more or less than this for any parcel of property
  - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of White Bear Lake
- Amounts for 2023 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (municipal financial advisors)

Estimated Changes in School Property Taxes, 2020 to 2023  
Based on No Changes in Property Values

Type of Property	Estimated Market Value	Actual Taxes Payable in 2020	Actual Taxes Payable in 2021	Actual Taxes Payable in 2022	Estimated Taxes Payable in 2023	Change in Taxes 2020 to 2023	Change in Taxes 2022 to 2023
Residential Homestead	\$150,000	\$800	\$739	\$728	\$684	-\$116	-\$44
	200,000	1,112	1,031	1,014	953	-159	-61
	250,000	1,425	1,324	1,300	1,221	-204	-79
	275,000	1,581	1,470	1,443	1,355	-226	-88
	350,000	2,050	1,909	1,872	1,758	-292	-114
	400,000	2,362	2,201	2,158	2,026	-336	-132
	450,000	2,662	2,481	2,433	2,284	-378	-149
	500,000	2,958	2,757	2,703	2,538	-420	-165
Commercial/Industrial #	550,000	3,300	3,079	3,017	2,832	-468	-185
	600,000	3,642	3,401	3,331	3,126	-516	-205
	\$250,000	\$1,531	\$1,477	\$1,377	\$1,324	-\$207	-\$53
	500,000	3,234	3,136	2,911	2,802	-432	-109
	1,000,000	6,640	6,453	5,980	5,757	-883	-223
Apartments and Res. Non-Homestead (2 or more units)	1,500,000	10,045	9,770	9,049	8,712	-1,333	-337
	2,500,000	16,856	16,404	15,188	14,622	-2,234	-566
	\$750,000	\$5,127	\$4,830	\$4,708	\$4,415	-\$712	-\$293
	1,000,000	6,836	6,441	6,277	5,887	-949	-390
	2,000,000	13,671	12,881	12,554	11,774	-1,897	-780

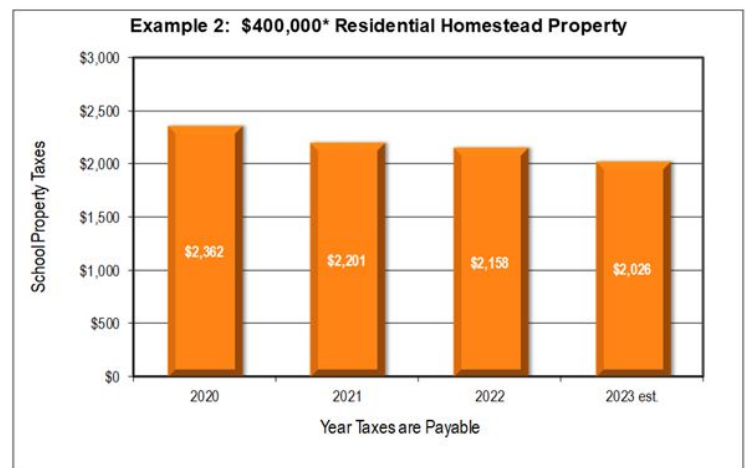
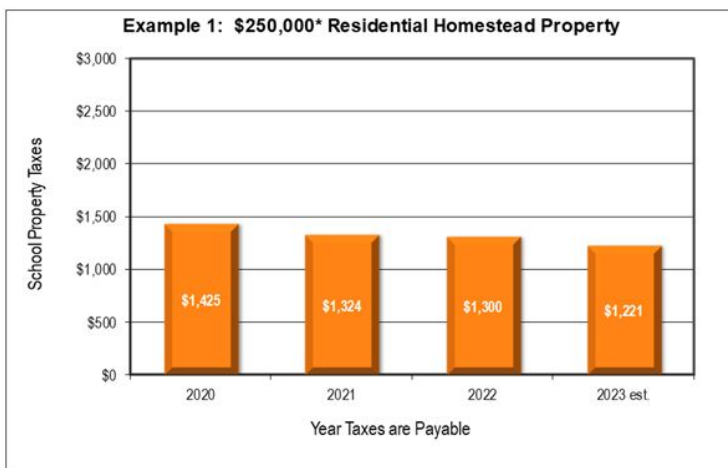
# For commercial-industrial property, amounts above are for property in the City of White Bear Lake. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

**General Notes**

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2023 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2020 to 2023.

## Estimated Changes in School Property Taxes, 2020-23

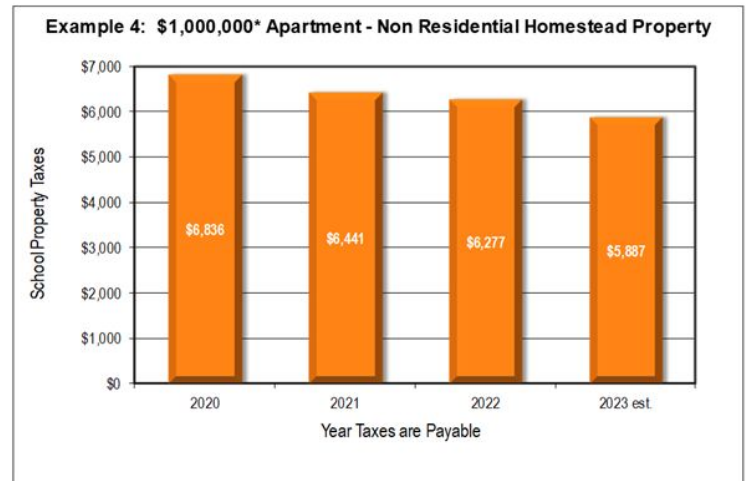
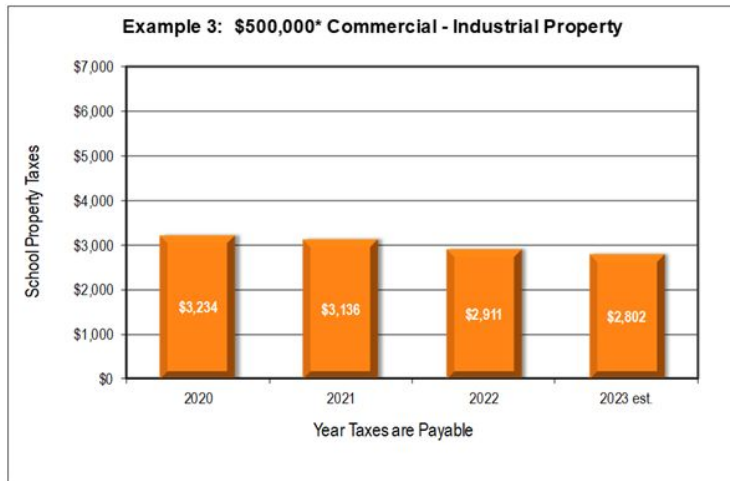
Based on No Changes in Property Value



\* Estimated market value for taxes payable in 2023. Taxes are calculated based on no changes in market value from 2020 to 2023.

# Estimated Changes in School Property Taxes, 2020-23

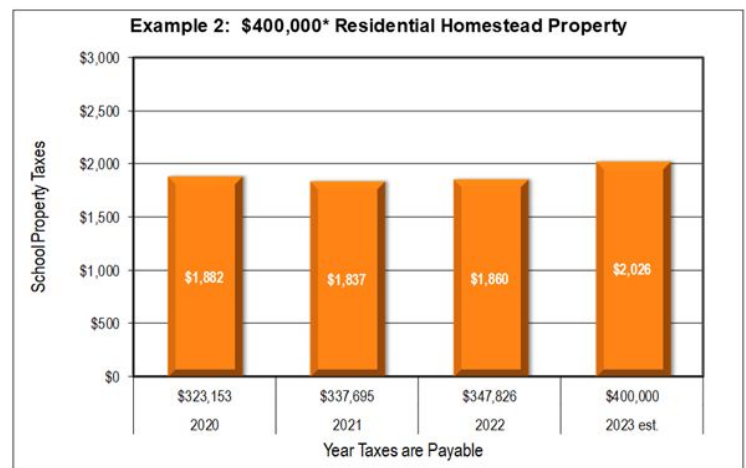
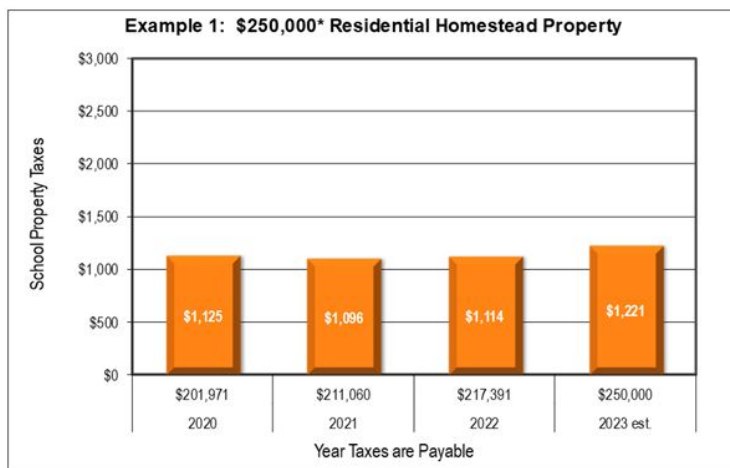
## Based on No Changes in Property Value



\* Estimated market value for taxes payable in 2023. Taxes are calculated based on no changes in market value from 2020 to 2023.

# Estimated Changes in School Property Taxes, 2020-23

## Based on 23.8% Cumulative Changes in Property Value



\* Estimated market value for taxes payable in 2023. Taxes are calculated based on changes in market value of 4.5% from 2020 to 2021, 3.0% from 2021 to 2022 and 15.0% from 2022 to 2023.

# State Property Tax Refunds & Deferral

See [www.revenue.state.mn.us](http://www.revenue.state.mn.us)

## Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$2,930 for homeowners and \$2,280 for renters)

## Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 12% and \$100 over prior year
- Refund is 60% of tax increase that exceeds greater of 12% or \$100 (max \$1,000)

## Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$60,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

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## Next Steps







PUBLIC COMMENTS

AGENDA ITEM: **Policy 514, Bullying Prevention**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 514, Bullying Prevention, 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, IV, VII and IX, and the Legal and Cross References.

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9, 2023 or a subsequent School Board meeting agenda for action.

*Adopted: November 14, 2005*

*Revised: November 8, 2007*

*Revised: May 9, 2011*

*Revised: October 13, 2014*

*Revised: November 8, 2021*

*White Bear Lake Area  
School District #624 Policy 514*

*Revised: April 8, 2019*  
*Revised: \_\_\_\_\_*

## **514 BULLYING PREVENTION POLICY**

### **I. PURPOSE**

A safe and civil environment is desired for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor or eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent bullying behavior affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, remediate, and, when appropriate, issue discipline for acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

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

- A. An act of bullying is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but may also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying behavior or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and/or substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. The White Bear Lake Area School District prohibits hate speech that has a nexus to any school activity. Any student who engages in hate speech that has a nexus to any school activity is subject to discipline, up to and including expulsion. Any District employee who engages in hate speech is subject to discipline, up to and including discharge.

- C. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- D. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- E. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- F. False accusations or reports of bullying against a student are prohibited.
- G. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent/guardian, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- H. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school

district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Hate speech” means speech that lacks serious literary, artistic, political, or scientific value and:
1. disparages or demeans a person or group based on protected class status;
  2. targets a person or group based on protected class status; or
  3. threatens or harasses a person or group based on protected class status.

- D. “Immediately” means as soon as reasonably possible.

- E. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation

of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- 
- F. "Nexus" means a direct connection. Speech has a nexus to a school activity if the speech occurs during the activity, on property that is owned or operated by the District in connection with the activity, or through any District property or resource, such as a school issued computer or a District operated computer network.
  - G. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
  - H. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
  - I. "Protected class status" means race, color, creed, religion, disability, national origin, marital status, familial status, age, sex, gender, sexual orientation, or gender identity.
  - J. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
  - K. "School activity" means any school sponsored event or activity, any school program, any school operation, or any school function, including, but not limited to, any instructional program or extracurricular activity. School activity also

encompasses any District resource, such as a school website, which exists to support a school operation.

- L. “Speech” means any form of expression that is intended to convey a particular message and is likely to be understood by those who view it or hear it. Speech can take many forms. Examples include, but are not limited to: written, verbal, and electronic words, statements, or expressions; images and graphic representations; messages on clothing, jewelry, and buttons; and posts on social media platforms.
- M. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes **they have** ~~he or she has~~ been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. It is the responsibility of that employee to document the concern and forward it to a school administrator. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered official complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint may be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. If the complaint involves the superintendent, the complaint may be made directly to the School Board Chair.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a

report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or



other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.G. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Public Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct; who provides information about bullying or prohibited conduct; who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct; or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. G. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with

the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce

discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs will provide developmentally appropriate programmatic instruction to help students identify, prevent, and reduce prohibited conduct; value diversity in school and society; develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to and reporting prohibited conduct.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See School District Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## IX. POLICY REVIEW

To the extent practicable, the School Board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, section § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Model Policy Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § Ch. 124E (Charter Schools)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** 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 Reporting of Maltreatment of Vulnerable Adults)  
WBLASB Policy 423 (Employee-Student Relationships)

WBLASB Policy 501 (School Weapons Policy)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 507 (Corporal Punishment)  
WBLASB Policy 515 (Protection and Privacy of ~~Pupil~~ Student Records)  
WBLASB Policy 521 (Student Disability Nondiscrimination)  
WBLASB Policy 522 (Title IX Student Sex Nondiscrimination Policy,  
Grievance Procedure And Process)  
WBLASB Policy 524 (Electronic Technologies Acceptable Use Policy)  
WBLASB Policy 525 (Violence Prevention)  
WBLASB Policy 526 (Hazing Prohibition)  
WBLASB Policy 529 (~~Staff~~ Notification to Staff Regarding Placement of  
~~Violent Behavior by~~ Students with Violent Behavior)  
WBLASB Policy 709 (Student Transportation Safety Policy)  
WBLASB Policy 711 (Video~~taping~~ Recording on School Buses)  
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

AGENDA ITEM: **Policy 524, Electronic Technologies  
Acceptable Use**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 524, Electronic Technologies Acceptable Use, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections XIII, XIV, XV, XVI and XVII, and the Legal and Cross References.

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

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9, 2023 or a subsequent School Board meeting agenda for action.

*Adopted: September 8, 1997*  
*Revised: February 28, 2000*  
*Revised: December 10, 2001*  
*Revised: May 9, 2011*  
*Revised: February 8, 2016*  
*Annual Review: April 13, 2020*  
*Annual Review: January 10, 2022*

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

*Revised: January 13, 2014*  
*Annual Review: March 5, 2018*  
*Annual Review: March 1, 2021*  
*Annual Review: \_\_\_\_\_*

## **524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY**

### **I. PURPOSE**

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

### **II. DEFINITIONS**

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

### **III. GENERAL STATEMENT OF POLICY**

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

#### **IV. LIMITED EDUCATIONAL PURPOSE**

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

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

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

#### **VI. UNACCEPTABLE USES**

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



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

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

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.
- 8. Users will not attempt to gain unauthorized access to district electronic technologies or any other system through district electronic technologies, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the district electronic technologies may not be encrypted without the permission of appropriate school authorities.
  - 9. Users will not use district electronic technologies to violate copyright laws or usage licensing agreements, or otherwise to use another person’s

property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the internet.

10. Users will not use district electronic technologies for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the school district. Users will not use district electronic technologies to offer or provide goods or services or for product advertisement. Users will not use district electronic technologies to purchase goods or services for personal use without authorization from the appropriate school district official.
  11. Students in the course of completing assignments, projects, and exams for class, including assignments, projects, and exams involving the use of collaborative and social networking tools on the internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. Users engaging in the foregoing unacceptable uses of the internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district electronic technologies and the internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VII. FILTER**

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

## **VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

- A. Use of the school district electronic technologies and use of the internet shall be consistent with school district policies and the mission of the school district.
- B. Students who are permitted to bring their own electronic devices to school will comply with school-specific guidelines for the use of personal electronic devices in school.

## **IX. NO EXPECTATION OF PRIVACY**

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

#### **X. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT**

- A. The proper use of district electronic technologies and internet, and the educational value to be gained from proper use of electronic technologies and the internet, is the joint responsibility of students, parents/guardians and employees of the school district.
- B. The Electronic Technologies Acceptable Use Policy will be referenced in the student handbook and employee handbook, and will be posted on the district website. Paper copies will be available to parents upon request. Supervising teachers will provide guidance and instruction on acceptable use of the internet. Parents may request that their child not use the internet by notifying the school.
- C. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords and maintain the confidentiality of log-on codes.

## **XI. LIMITATION ON SCHOOL DISTRICT LIABILITY**

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

## **XII. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to electronic technologies acceptable use.
- B. This notification shall include the following:
  - 1. Notification that electronic technologies acceptable use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.
    - b. Information retrieved through school district computers, networks or online resources.
    - c. Personal property used to access school district computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the internet that could potentially result in unwanted financial obligations and that any

financial obligation incurred by a user through the internet is the sole responsibility of the user.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the Acceptable Use policy are subordinate to local, state and federal laws.
9. Notification that student email addresses may be provided to District-approved third-party providers for access to educational tools and content.

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

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

5. A statement that the school district's electronic technologies acceptable use policy is available for parental/guardian review.

#### **XIV. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

A. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.



- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

## **XV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated use. A school-issued device includes a device issued through a one-to-one program.

- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;
2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
2. the activity is permitted under a judicial warrant;
3. the school district is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that

student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

## **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

## **XIVII. IMPLEMENTATION; POLICY REVIEW**

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)  
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC regulations implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. American Library Association*, 539 U.S. 194 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn, 2012)

*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8th Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

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

AGENDA ITEM: **Policy 530, Immunization Requirements**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 530, Immunization Requirements, 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 III, IV and VII, and the Cross References.

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9, 2023 or a subsequent School Board meeting agenda for action.

*Adopted: August 27, 2001*  
*Revised: May 9, 2005*  
*Revised: February 9, 2009*  
*Revised: October 10, 2011*  
*Revised: January 14, 2019*

*White Bear Lake Area  
School Board Policy 530*

*Revised: January 14, 2013*  
*Revised: \_\_\_\_\_*

## **530 IMMUNIZATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

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

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### **III. STUDENT IMMUNIZATION REQUIREMENTS**

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any early childhood, elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician, **advanced practice registered nurse, physician assistant**, or a public clinic which provides immunizations (**hereinafter "medical statement"**), ~~stating~~ **affirming** that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a **medical** statement, ~~from a physician or a public clinic which provides immunizations, stating~~ **affirming** that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the **medical** statement ~~of a physician or public clinic that~~

~~administers immunizations~~. If such a statement is substituted, this statement must indicate the month, day and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the students have received any necessary immunizations and/or are free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

#### IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a ~~physician's~~ signed medical statement ~~stating~~ affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.
- C. If a student who is not a Minnesota resident enrolls in a school district online learning course or program and the program does not require any teacher or

instructor contact time or require classroom attendance, the person is not subject to the immunization statement, and other requirements of this policy.

## **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:
  - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
  - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  - 3. review student health records to determine whether the required information has been provided; and
  - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. Immunization requirements notice shall contain written information describing the exemptions from immunization as permitted by law. The exemptions information shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

## **VI. IMMUNIZATION RECORDS**

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

## VII. OTHER

By December 1<sup>st</sup> of each year the school district will forward a report to the Minnesota Department of Health summarizing the immunization status (including students that are receiving instruction in the home) of all students in grades kindergarten through 12. A copy of the report will also be sent to the Commissioner of the Minnesota Department of Education.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 121A.17 (School Board Responsibilities)  
Minn. Stat. § 144.29 (Health Records; Children of School Age)  
Minn. Stat. § 144.3351 (Immunization Data)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 144.442 (Testing in Schools)  
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)  
*McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)  
Op. Atty Gen. 169-W (July 23, 1980)  
Op. Atty Gen. 169-W (Jan.17, 1968)

**Cross References:** WBLASB Policy 515 (Protection and Privacy of ~~Pupil~~ Student Records)



AGENDA ITEM: **Policy 611, Homeschooling**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 611, Homeschooling, 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, IV, V, VI, VII, VIII and IX, and the Legal References.

The purpose of this policy is to recognize and provide guidelines, in accordance with state law, for parents who wish to have their children receive education in a home school alternative to an accredited public or private school.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9, 2023 or a subsequent School Board meeting agenda for action.

*Adopted: August 27, 2001*  
*Revised: May 9, 2005*  
*Revised: December 10, 2012*  
*Revised: July 15, 2019*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 611*

*Revised: January 13, 2020*

## **611 HOMESCHOOLING**

### **I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines, in accordance with state law, for parents who wish to have their children receive education in a home school alternative to an accredited public or private school.

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

The Compulsory Attendance Law (Minnesota Statutes section § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. ~~(Minn. Stat. § 120A.22, Subd. 1).~~

### **III. CONDITIONS FOR HOME-SCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section § 120A.22.

### **IV. IMMUNIZATION**

The parent or guardian of a home-schooled child shall submit immunization statements as required by Minnesota Statutes section § 121A.15, Subds. 1, 2, 3, 4 and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of homeschooling in Minnesota and by October 1 of the grade 7 year. ~~(Minn. Stat. § 121A.15, Subd. 8)~~

### **V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request as required by law, the school district will loan or provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for students use), individualized instructional or cooperative learning materials, (including teacher materials that accompany student materials), software or other educational technology and standardized tests for use by a home-schooled child as provided under state law in Minn. Stat. § 123B.42 and Minnesota Rules Chapter 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law Minn. Stat. §§ 123B.40 to 123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic

component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

## **VI. STUDENT SUPPORT SERVICES**

Upon formal request as required by law, the school district will provide student support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minnesota Statutes, section § 123B.44 and Minnesota Rules Chapter 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minnesota Statutes, sections § 123B.40 to 123B.48 for any of these purposes.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident students who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. ~~(Minn. Stat. §§ 123B.36, Subd. 1 and 123B.49, Subd. 4)~~

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared-time student on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any student on a shared-time basis.
- B. The school district may limit enrollment of shared-time students in such classes based on the capacity of a program, class, grade level, or school building. The School Board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time students to classes.

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities.**

- 1. Minnesota State High School League sponsored activities where six or more students receive instruction in the home school or the home school students are not residents of the school district.

A home school ~~which~~ that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League ~~Rule 403.00~~ bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
  - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
  - c. A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League ~~Rule 403.00~~ bylaws. The approval of such an arrangement shall be at the discretion of the School Board.
  - d. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the School Board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the School Board.

**B. Transportation services.**

1. The school district may provide nonpublic, non-regular transportation services to a home-schooled child.
2. The School Board retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 123B.36 (~~School Boards May Require~~ Authorized Fees)  
Minn. Stat. § 123B.41 (Definitions)

Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.49 (~~Coeurricular and~~ Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.86 (Equal Treatment-Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Rules Chapter 3540 (~~Textbooks, Individualized Instruction Materials, Standardized Tests~~ Nonpublic Schools)

***Cross References:*** WBLASB Policy 509 (Enrollment of Nonresident Students)  
WBLASB Policy 510 (School Activities)

AGENDA ITEM: **Policy 618, Assessment of Student Achievement**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 618, Assessment of Student Achievement, 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 IV and V, and the Legal and Cross References.

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9, 2023 or a subsequent School Board meeting agenda for action.

*Adopted: May 26, 1998*  
*Revised: August 27, 2001*  
*Revised: July 18, 2005*  
*Revised: January 11, 2010*  
*Revised: March 14, 2016*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 618*

*Revised: December 12, 2011*  
*Revised: November 11, 2019*

## **618 ASSESSMENT OF STUDENT ACHIEVEMENT**

### **I. PURPOSE**

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

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

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

### **III. DEFINITIONS**

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means computer-based tests that adapt, during the test administration, to the examinee’s ability level.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, whose primary language is different than one’s own, and/or who are from different socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Fully adaptive assessments” feature on-grade level test items and items that may be above or below a student’s grade level.
- J. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- K. “Required standard” means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

#### IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The superintendent or superintendent designee ~~Assessment Coordinator~~ shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. ~~The criteria will be submitted to the School Board for approval. Upon approval by the School Board, the criteria shall be deemed part of this policy.~~
- B. The Superintendent shall ensure that students and parents or guardians are provided with notice of the process or processes by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the assessments under the Minnesota Academic Standards.



## **V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS**

### **A. Benchmarks**

The school district will offer academic knowledge and skills to allow students to satisfactorily complete a state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

### **B. Statewide Academic Standards Testing**

1. The school district will utilize state constructed tests developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
  - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
  - b. high school reading in grade 10, and mathematics in grade 11, and a high school writing test, when it becomes available; and
  - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed assessments in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

5. For students in grade eight in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established School Board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Commissioner of Education must create and publish a form for parents and guardians that:
  - a. Explains the need for state academic standards;
  - b. Identifies the state assessments that are aligned with state standards;
  - c. Identifies the consequences, if any, the school or student may face student does not participate in state or locally required standardized assessments;
  - d. States that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, non-credit course at a Minnesota state college or university in the corresponding subject area;
  - e. Summarizes the provisions in Minnesota Statutes, section 120B.301(a) and (c); and
  - f. Notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

## **VI. RIGOROUS COURSE OF STUDY WAIVER**

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the School Board determines that the student:
  - 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
  - 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and
  - 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.
- B. The School Board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a postsecondary enrollment options course or program or an Advanced Placement or College in the Schools course is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

## **VII. CAREER EXPLORATION ASSESSMENT**

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use career exploration assessments, beginning no later than grade nine, to help students and their families explore and

plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally recognized college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

***Legal Reference:*** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
Minn. Stat. § 120B.023 (Benchmarks)

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. 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 3501.0820~~00-3501.0815~~ (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0960~~55~~ (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq* Every Student Succeeds Act)

***Cross References:***

~~WBLASB Policy 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 615 (Testing Accommodations, Modifications, And Exemptions for IEPs, Section 504 Plans and LEP Students)

WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **Policy 619, Staff Development for Standards**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 619, Staff Development for Standards, 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 title, and sections I, III and IV, and the Legal References.

The purpose of this policy is to establish opportunities for professional development which advance the staff's ability to work effectively with the Minnesota Graduation Assessment Requirements and with students as they progress to achievement of those Minnesota Assessment Requirements and meet the requirements of federal law.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9, 2023 or a subsequent School Board meeting agenda for action.

*Adopted: May 26, 1998*  
*Revised: June 11, 2001*  
*Revised: May 9, 2005*  
*Revised: January 11, 2010*  
*Revised: March 4, 2019*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 619*

*Revised: April 9, 2012*  
*Revised: November 11, 2019*

## **619 STAFF PROFESSIONAL DEVELOPMENT FOR STANDARDS**

### **I. PURPOSE**

The purpose of this policy is to establish opportunities for **staff professional** development which advance the staff's ability to work effectively with the Minnesota Graduation Assessment Requirements and with students as they progress to achievement of those Minnesota Assessment Requirements and meet the requirements of federal law.

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

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the Minnesota Academic Standards and federal law at all levels.

### **III. STANDARDS FOR STAFF PROFESSIONAL DEVELOPMENT**

- A. The district **Staff Professional** Development Committee, ~~using input from in partnership with~~ building principals, **building professional development committees**, and ~~the Teaching and Learning team~~ district departments, shall address the needs of all staff in prioritizing **staff professional** development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The School Board will be advised on the planning of **staff professional** development opportunities.
- B. The school district shall place a high priority on **staff professional** development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. **Staff Professional** development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In-service, staff meeting, and district and building level **staff professional** development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

### **IV. TRAINING AND PROFESSIONAL DEVELOPMENT**

- A. ~~Paraeducator~~ ~~Paraprofessionals~~. The school district will provide each ~~paraeducator~~ ~~paraprofessional~~ who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a ~~paraeducator~~ ~~paraprofessional~~ begins supervising or working with students.

Additionally, with regard to ~~paraeducator~~ ~~paraprofessional~~ providing support to special education students, the school district will ensure that annual training opportunities are required to enable the ~~paraeducator~~ ~~paraprofessional~~ to further develop the knowledge and skills that are specific to the students with whom the ~~paraeducator~~ ~~paraprofessional~~ works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teacher/Administrators

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)  
Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.60 (Staff Development Program)  
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 3501.082000-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.096055 (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 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)



***Cross References:***     WBLASB Policy 601 (School District Curriculum and Instruction Goals)  
                                 WBLASB Policy 613 (Graduation Requirements)  
                                 WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **Policy 708, Transportation of Nonpublic School Students**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 708, Transportation of Nonpublic School 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 III and IV, and the Legal and Cross References.

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9, 2023 or a subsequent School Board meeting agenda for action.

*Adopted: December 9, 1996*  
*Revised: September 9, 2013*  
*Revised: March 5, 2018*  
*Revised: January 14, 2019*

*White Bear Lake Area*  
*School District #624 Policy 708*

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

## **708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

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

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

### **III. ELIGIBILITY**

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections §§ 123B.88 and §123B.92 when applicable. ~~(Minn. Stat. § 123B.86, Subd. 1)~~
- B. Upon the request of a parent or guardian, the resident school district ~~must shall~~ provide school bus transportation to the resident school district boundary for students residing in the resident school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation ~~must shall~~ be provided whether ~~there is~~ or ~~is not~~ ~~there is~~ another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the resident school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. ~~Minn. Stat. § 123B.86, Subd. 2(a)~~
- C. The resident school district may provide school bus transportation to a nonpublic school in another school district for students residing in the resident school district and attending that school. The resident district may provide this transportation whether there is or is not another nonpublic school within the transporting school district if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the resident school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such

transportation provided outside the resident school district boundaries. ~~(Minn. Stat. § 123B.86, Subd. 2(b))~~

- D. The school district **must** ~~shall~~ provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services, if the school district elects to provide pupil support services at a site other than a nonpublic school. ~~(Minn. Stat. § 123B.44, Subd. 1)~~
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students and any other matter relating thereto shall be within the sole discretion, control and management of the school district. **A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.** ~~(Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)~~
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district **when** ~~where~~ such services are provided **at the** ~~in the~~ discretion of the school district.

#### IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district **must** ~~shall~~ provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the resident school district shall provide necessary transportation for that student between the resident school district boundary and the educational facility. The resident school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the resident school district **boundary**. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. ~~(Minn. Stat. § 125A.18)~~
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, **the student** shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine

the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

~~(Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)~~

- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly. ~~will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)~~

- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

- E. Any parent or guardian of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the ~~alternative dispute resolution and~~ due process procedures provided for in Minnesota Statutes, chapter ~~Ch.~~ 125A. ~~(Minn. Rules Part 7470.1600, subd. 2)~~

## V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [WBLASB Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

**Legal References:** Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123. 84 (Policy)  
Minn. Stat. § 123. 86 (Equal Treatment)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.91, Subd. 1a (~~Compliance by Nonpublic and Charter School Students~~ School District Bus Safety Requirements)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. Ch. 125A (~~Children With a Disability~~ **Special Education and  
Special Programs**)  
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with  
Disability~~ies~~)  
*Americans United, Inc. as Protestants and Other Am. United for  
Separation of Church and State, et al. v. Independent Sch. Dist. No. 622,*  
et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)  
*Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct.  
App. 1988)  
*Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)  
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)  
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)  
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)  
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

**Cross References:** WBLASB Policy 707 (Transportation of Public School Students)  
WBLASB Policy 709 (Student Transportation Safety Policy)  
~~MSBA Service Manual, Chapter 2, Transportation~~

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on Certification of 2022 Payable  
2023 Property Tax Levy**

MEETING DATE: **December 12, 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:**

The School Board approved the preliminary tax levy on September 26, 2022. The requirement for a public hearing on the proposed levy was met earlier during this meeting. The final step in the tax levy process is for the School Board to certify the final levy amounts.

Attached please find the Levy Limitation and Certification Report provided by the Minnesota Department of Education. The total levy amount to be certified is \$62,009,875.34.

**RECOMMENDATION:**

Approve the certification of the final 2022 Payable 2023 Property Tax Levy in the amount of \$62,009,875.34.



Minnesota Department of Education  
Levy Limitation and Certification Report  
2022 Payable 2023

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

Date Printed: 12/6/22  
Limits Updated: 12/6/22  
Certified Submitted: 12/6/22

	LIMIT	PROPOSED	CERTIFIED
<b>SUBTOTALS BY LEVY CATEGORY</b>			
GENERAL - RMV VOTER - JOBZ EXEMPT	14,407,183.10	14,407,183.10	14,407,183.10
GENERAL - RMV OTHER - JOBZ EXEMPT	7,282,022.65	7,282,022.65	7,282,022.65
GENERAL - NTC VOTER - JOBZ EXEMPT	2,356,638.80	2,356,638.80	2,356,638.80
GENERAL - NTC OTHER - JOBZ EXEMPT	8,565,537.68	8,565,537.68	8,565,537.68
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	1,180,612.01	1,180,612.01	1,180,612.01
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	15,325,982.81	15,325,982.81	15,325,982.81
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	12,891,898.29	12,891,759.70	12,891,898.29
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00	0.00
<b>SUBTOTALS BY FUND</b>			
GENERAL FUND	32,611,382.23	32,611,382.23	32,611,382.23
COMMUNITY SERVICES FUND	1,180,612.01	1,180,612.01	1,180,612.01
GENERAL DEBT SERVICE FUND	28,217,881.10	28,217,742.51	28,217,881.10
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00
<b>SUBTOTALS BY TAX BASE</b>			
REFERENDUM MARKET VALUE	21,689,205.75	21,689,205.75	21,689,205.75
NET TAX CAPACITY	40,320,669.59	40,320,531.00	40,320,669.59
<b>SUBTOTALS BY TRUTH IN TAXATION CATEGORY</b>			
VOTER APPROVED	32,089,804.71	32,089,804.71	32,089,804.71
OTHER	29,920,070.63	29,919,932.04	29,920,070.63
<b>TOTAL LEVY</b>			
TOTAL LEVY	62,009,875.34	62,009,736.75	62,009,875.34

The school district must submit the completed original of this form to the home county auditor by December 28, 2022. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by January 7, 2023.

The certified levy listed above is the levy voted by the school board for taxes payable in 2023.

Signature of School Board Clerk

\_\_\_\_\_

Date of Certification

\_\_\_\_\_

AGENDA ITEM: **Action on Bid for Area Learning Center  
HVAC, Restroom and Window Project**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

Attached please find the recommendation letter and bid tabulation sheets for the Area Learning Center HVAC upgrades, restroom remodels and window replacement projects. Bids were opened on December 7, 2022. After reviewing the bids with our construction manager, Kraus Anderson, it is recommended we award the bid to the low bidders with a total bid amount of \$3,819,474.

**RECOMMENDED ACTION:**

Accept the overall bid for the Area Learning Center HVAC, Restroom and Window Project as presented in the amount of \$3,819,474.



December 12<sup>th</sup>, 2022

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

RE: **White Bear Lake ALC 2023 LTFM**

Dear Mr. Wald

This letter is concerning the contract awards for the White Bear Lake ALC 2023 LTFM project that was bid on December 7<sup>th</sup>, 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 03-M	Concrete & Masonry	<b>Maertens-Brenny Construction Company</b> Minneapolis, MN	<b>Base Bid:</b> <b>Alt 1 :</b> <b>Alt 2 :</b> <b>Alt 3 :</b>	\$173,700.00 \$6,900.00
WS 05-B.1	Combined Structural	<b>Red Cedar Steel Erectors, Inc.</b> Menomonie, WI	<b>Base Bid:</b> <b>Alt 1 :</b> <b>Alt 2 :</b> <b>Alt 3 :</b>	\$80,300.00 \$36,600.00
WS 06-A	Carpentry	<b>Kellington Construction, Inc.</b> Minneapolis, MN	<b>Base Bid:</b> <b>Alt 1 :</b> <b>Alt 2 :</b> <b>Alt 3 :</b>	\$114,700.00 \$67,525.00 \$18,020.00 \$32,960.00
WS 07-H	Roofing	<b>Berwald Roofing Company, Inc.</b> St. Paul, MN	<b>Base Bid:</b> <b>Alt 1 :</b> <b>Alt 2 :</b> <b>Alt 3 :</b>	\$22,320.00 \$23,860.00
WS 08-F	Exterior Glass & Glazing	<b>Val Pro Windos, LLC</b> St. Paul, MN	<b>Base Bid:</b> <b>Alt 1 :</b> <b>Alt 2 :</b> <b>Alt 3 :</b>	\$77,231.00 \$404,868.00
WS 09-B	Tile	<b>Acoustic Associates</b> Golden Valley, MN	<b>Base Bid:</b> <b>Alt 1 :</b> <b>Alt 2 :</b> <b>Alt 3 :</b>	\$0.00 \$102,400.00
WS 09-D	Flooring	<b>Acoustics Associates, Inc.</b> Golden Valley, MN	<b>Base Bid:</b> <b>Alt 1 :</b> <b>Alt 2 :</b> <b>Alt 3 :</b>	\$9,625.00 \$300.00
WS 09-K	Painting & Wall Covering	<b>Wasche Commercial Finishes, Inc.</b> East Bethel, MN	<b>Base Bid:</b> <b>Alt 1 :</b> <b>Alt 2 :</b> <b>Alt 3 :</b>	\$28,000.00 \$10,195.00

WS 21-A	Fire Suppression	<b>Nasseff Mechanical Contractors, Inc.</b> St. Paul, MN	<b>Base Bid:</b> \$27,380.00 <b>Alt 1 :</b> \$9,290.00 <b>Alt 2 :</b> \$19,930.00 <b>Alt 3 :</b>
WS 23-B	Combined Mechanical	<b>Schadegg Mechanical, Inc.</b> S St. Paul, MN	<b>Base Bid:</b> \$1,938,850.00 <b>Alt 1 :</b> \$213,820.00 <b>Alt 2 :</b> <b>Alt 3 :</b>
WS 26-A	Electrical	<b>Phasor Electric Company</b> Blaine, MN	<b>Base Bid:</b> \$297,700.00 <b>Alt 1 :</b> \$53,000.00 <b>Alt 2 :</b> \$50,000.00 <b>Alt 3 :</b>

**Total : \$3,819,474.00**

Packages Not Included in this Letter, to be confirmed in next Board Packet:

- WS-09A: Drywall = \$163,193.00 (Includes Alternates)
- WS-09C: Acoustics = \$69,300.00 (Includes Alternate)

The total amount of the base bids is three million eight-hundred nineteen thousand four hundred seventy-four and zero cents.

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  
Tyler Ertl, Wold Architects & Engineers  
Paul Apilkowski, Wold Architects & Engineers  
Brian Johnson, Kraus-Anderson Construction



KRAUS-ANDERSON<sup>(W)</sup>  
Construction Company

OWNER: White Bear Lake Area Schools  
ARCHITECT: Wold Architects & Engineers

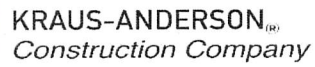
# White Bear Lake ALC

2023 LTFM

**BID TABULATIONS**  
December 7th at 2:00 PM

Work Scope 03-M Concrete & Masonry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Maertens-Brenny Construction Company	Ebert Inc. dba Ebert Construction	B&D Associates, LLC	Donald R Frantz Concrete Construction LLC	Axel H Ohman, Inc.	
BID SECURITY	Bond	Bond	Bond	Bond	Bond	
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	
BASE BID	\$173,700.00	\$182,200.00	\$211,700.00	\$276,900.00	\$278,099.00	
COMBINED BASE BID						
Alt #1	\$6,900.00	\$16,500.00	\$7,500.00	\$12,200.00	\$10,000.00	
Alt#2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Alt#3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



**White Bear Lake ALC**  
2023 LTFM

## Work Scope 05-B.1 Combined Structural

[illegible]



KRAUS-ANDERSON<sup>(®)</sup>  
Construction Company

OWNER: White Bear Lake Area Schools  
ARCHITECT: Wold Architects & Engineers

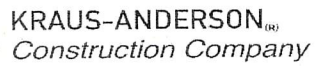
**White Bear Lake ALC**  
**2023 LTFM**

**BID TABULATIONS**  
December 7th at 2:00 PM

Work Scope 06-A Carpentry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Kellington Construction, Inc.	Schreiber Mullaney Construcion Company, Inc.	Meisinger Construction Company Inc.	Parkos Construction Company	Tekton Construccion Company	Maertens-Brenny Construction Company
BID SECURITY	Bond	Bond	Bond	Bond	Bond	Bond
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$114,700.00	\$114,890.00	\$121,900.00	\$124,400.00	\$136,800.00	\$130,700.00
COMBINED BASE BID						
Alt #1	\$67,525.00	\$92,890.00	\$103,000.00	\$145,800.00	\$113,000.00	\$98,700.00
Alt#2	\$18,020.00	\$12,890.00	\$11,000.00	\$21,500.00	\$33,000.00	\$32,600.00
Alt#3	\$32,960.00	\$58,890.00	\$0.00	\$0.00	\$15,000.00	\$0.00





**ARCHITECT:** Wold Architects & Engineers

**White Bear Lake ALC**  
2023 LTFM





**White Bear Lake ALC**  
**2023 LTFM**

**December 7th at 2:00 PM**

## Work Scope 07-H Roofing

[illegible]



**ARCHITECT:** Wold Architects & Engineers

## BID TABULATIONS

**December 7th at 2:00 PM**

## Work Scope 08-F Exterior Glass & Glazing

[illegible]



KRAUS-ANDERSON<sup>®</sup>  
Construction Company

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

# White Bear Lake ALC

2023 LTFM

## BID TABULATIONS

December 7th at 2:00 PM

Work Scope 09-B Tile

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Acoustics Associates, Inc.	Super Set Tile & Stone, LLC	Super Set Tile & Stone, LLC			
BID SECURITY	Bond	Bond	Bond			
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3			
BASE BID	\$0.00	\$13,000.00	\$27,500.00			
COMBINED BASE BID			09B & 09D			
			\$27,500.00			
Alt #1	\$102,400.00	\$98,000.00	\$95,000.00			
Alt#2	\$0.00	\$0.00	\$0.00			
Alt#3	\$0.00	\$0.00	\$0.00			



KRAUS-ANDERSON<sup>(K)</sup>  
Construction Company

OWNER: White Bear Lake Area Schools  
ARCHITECT: Wold Architects & Engineers

## White Bear Lake ALC

2023 LTfM

**BID TABULATIONS**  
December 7th at 2:00 PM  
Work Scope 09-D Flooring

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Acoustics Associates, Inc.	Super Set Tile & Stone, LLC	Super Set Tile & Stone, LLC			
BID SECURITY	Bond	Bond	Bond			
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3			
BASE BID	\$9,625.00	\$15,500.00	\$27,500.00			
COMBINED BASE BID			09B & 09D			
			\$27,500.00			
Alt #1	\$300.00	\$450.00	\$95,000.00			
Alt#2	\$0.00	\$0.00	\$0.00			
Alt#3	\$0.00	\$0.00	\$0.00			







# White Bear Lake ALC

## 2023 LTFM

**December 7th at 2:00 PM**

## Work Scope 21-A Fire Suppression

[illegible]



KRAUS-ANDERSON<sup>(®)</sup>  
Construction Company

OWNER: White Bear Lake Area Schools  
ARCHITECT: Wold Architects & Engineers

# White Bear Lake ALC

2023 LTFM

**BID TABULATIONS**  
December 7th at 2:00 PM

Work Scope 23-B Combined Mechanical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Schadegg Mechanical, Inc.	St. Cloud Refrigeration, Inc. dba SCR, Inc.	Wenzel-Plymouth Plumbing, LLC	R.J. Mechanical, Inc.	Klamm Mechaincal Contractors Inc.	
BID SECURITY	Bond	Bond	Bond	Bond	Bond	
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	
BASE BID	\$1,938,850.00	\$1,997,700.00	\$2,124,750.00	\$2,223,000.00	\$2,517,400.00	
COMBINED BASE BID						
Alt #1	\$213,820.00	\$305,000.00	\$232,100.00	\$287,600.00	\$296,100.00	
Alt#2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Alt#3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	





AGENDA ITEM: **Action on Bid for Hugo Elementary HVAC Project**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

Attached please find the recommendation letter and bid tabulation sheet for the Hugo Elementary HVAC Project. Bids were opened on December 1, 2022. After reviewing the bids with our Project Engineer, Hallberg Engineering, it is recommended we award the bid to the low bidder, Ebert Construction, with a bid of \$633,300. The highest bid for the project was \$698,000.

**RECOMMENDED ACTION:**

Accept the overall bid for the Hugo Elementary HVAC Project as presented to Ebert Construction in the amount of \$633,300.



December 6, 2022

Mr. Dan Roeser  
Independent School District #624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

Re: 2023 HVAC System Replacement Project at Hugo Elementary School  
White Bear Lake Public Schools  
Project No. R22-4462.000

Dear Mr. Roeser,

Attached are the bid results for the Hugo Elementary School 2023 HVAC System Replacement Project.

After reviewing the bid results, we have contacted Ebert Construction. regarding the project. Ebert Construction indicated that they understand the project scope, will hold to their bid and are confident they can meet the specified project schedule and completion date.

It is our understanding that the District wishes to award the Base Bid for this project. There were no Alternates Bids identified in the project scope or included for this project.

As a result, we recommend ISD 624 accept the Base Bid as submitted and enter into a contract with Ebert Construction for complete construction as follows:

Base Bid:	\$633,300.00
Total	\$633,300.00

Sincerely,  
HALLBERG ENGINEERING, INC.

Bernie Barrie  
Project Manager

Copy: File

Attachments: Bid Tab



# BID TABULATION

Hugo Elementary School  
2023 HVAC System Replacement Project  
Project No. R22-4462.000  
Date: December 1, 2022  
Time: 2:00 p.m.

Company	Bid Bond Submitted	Responsible Contractor	Acknowledged Addendum #1	Total/Base Bid
Ebert Construction	X	X	N/A	\$633,300.00
AVM Construction	X	X	N/A	\$643,300.00
Morcon Construction	X	X	N/A	\$656,601.00
Thelen Heating & Roofing	X	X	N/A	\$698,000.00

*Mechanical/Electrical/Commissioning/Energy*

1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370

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AGENDA ITEM: **Action on Acceptance of Brosious Grants**  
MEETING DATE: **December 12, 2022**  
SUGGESTED DISPOSITION: **Operational Items**  
CONTACT PERSON(S): **Dr. Wayne Kazmiercak, Superintendent**

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**BACKGROUND:**

The White Bear Lake Area Educational Foundation has forwarded 12 Brosious Teaching Grants to the Superintendent, with a request that these grants be formally accepted by the School Board.

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

**RECOMMENDATION:**

Accept the 12 Brosious Teaching Grants from the White Bear Lake Area Educational Foundation as shown in the attached materials in the total amount of \$22,224.99.

**2022 BROSIOUS GRANT RECIPIENTS**  
**WBLAEF**  
**TOTAL: \$22, 224.99**

**Grant #1**

Project Title: Communication in Pllay  
Applicant's Name: Paige Pinnow  
School Name: Normandy Park

*Summary:*

The installation of a communication board, a visual grid that contains symbols paired with words, so that students with verbal communication difficulties can communicate on the playground.

**Grant #2**

Project Title: North Star Conscious Discipline- Phase 1  
Applicant's Name: Trevor Putnam  
School Name: North Star Elementary

*Summary:*

Purchasing self-regulation materials, tools, and visuals (e.g., conflict resolution time machine, active calming center, feeling buddies basic toolkit, calming pillow set, feeling buddies self-regulation toolkit) to enhance social-emotional learning by expanding sensory and calming spaces in each studio by December.

**Grant #3**

Project Title: Emmett Till and America's History of Racial Terror  
Applicants Names: Michele Norcross, John Forestell, Catherine Olson  
School Name: White Bear Lake Area Learning Center

*Summary:*

An interdisciplinary (math, language arts, and art) unit focused on violent racial incidents leading to systemic inequities that plague our country by focusing on the story of Emmett Till and how his death and his mother's courageous actions afterward led to the civil rights movement. After students complete specific assignments in math, language arts, and math, they will go on a field trip to Marcus Oakdale Cinema to see the film Till.

**Grant #4**

Project Title: Upgrading Automation and Robotics Equipment from current Cortex to V5 System  
Applicant's Name: Philip Sundblad  
School Name: Sunrise Park Middle School

*Summary:*

Upgrade the current Cortex Automation and Robotics equipment to a V5 system. The new system would allow students to code robots.

**Grant #5**

Project Title: Sensory Spaces for North Star

Applicant's Name: Amy Van Akkeren

School Name: North Star Elementary

*Summary:*

Project will entail creating 7 separate sensory rooms for all students attending North Star. Sensory rooms provide a safe space for students to regulate, receive social emotional interventions and grant student's an opportunity to return to academics with a brain ready for retention.

**Grant #6**

Project Title: Seeing ourselves in the early childhood classroom

Applicant's Name: Ann Zettel

School Name: Normandy Park

*Summary:*

Create materials (books with pictures of all the children in each class, a classroom wide alphabet book, a special Grandparents count book for my Grandparent and me ECFE class, memory games for each class, and a puzzle) featuring children who will be using the materials. Students seeing themselves and others they are familiar with makes school a place they are comfortable in and are ready to take on the new challenges of interacting with other young learners.

**Grant #7**

Project Title: PLTW Automation and Robotics Equipment Upgrade

Applicant's Name: Joseph DiMeglio

School Name: Central Middle School

*Summary:*

Upgrade the current Cortex Automation and Robotics equipment to a V5 system. The new system would allow students to code robots.

**Grant # 8**

Project Title: Identifying Genres Through Picture Books

Applicant's Name: Elizabeth Ulmer

School Name: Oneka Elementary

*Summary:*

Genres are a difficult topic for many learners, therefore having picture books with different examples of genres students can connect to the story and identify the genre that is represented.

**Grant #9**

Project Title: STEM Lego Project

Applicant's Name: Katie Harding

School Name: Lakeaires

*Summary:*

By using individual Lego kits, students will develop STEM skills that involve learning about architecture, coding, the engineering design process, and math language. They will also be challenged to use perspectives skills, deepen their concentration span, and work on collaboration.

**Grant #10**

Project Title: STEM Stations

Applicant's Name: Molly Lee

School Name: North Star Elementary

*Summary:*

Purchase equipment for 5 STEM coding stations (Dash and Dot, Sphero, Make Block, Bloxels, and Bee Bot) that consist of five different style robots allowing students the opportunity to be makers of technology and create robotic movements.

**Grant #11**

Project Title: iPad Director Tool

Applicants Names: Wendy Suoja, Brandon Berger

School Name: WBLAHS (North and South Campus)

*Summary:*

Purchase equipment to store and mark music electronically so we can use it year to year. This also enables us to access all of our sheet music at any time for rehearsals or performances.

**Grant #12**

Project Title: Accessible Audiobooks for Bears

Applicants Names: Abby Willemssen, Melisa Dahl, Tamara Dobbins, Megan Perry

School Name: Central Middle School and Sunrise Park Middle School

*Summary:*

Purchasing audiobooks that reflect our student populations to eliminate a set of barriers that can hinder reading success.

AGENDA ITEM: **Strategic Plan Update**

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

In June, a group of approximately 30 community members and school district representatives gathered to examine the District's Strategic Plan. The planning team affirmed the Strategic Plans' beliefs, objectives, mission, and parameters. The group also considered the concept of strategic emergence as it developed new strategies that will be the District's focus moving forward.

At the August 8, 2022 School Board meeting the four strategies that were developed and agreed upon by the planning team were presented and are listed below:

1. We will create and sustain a safe, equitable and nurturing environment.
2. We will promote, encourage and support students' personal learning experiences and aspirations.
3. We will ensure our organization continuously transforms to fulfill our mission.
4. We will establish healthy and vital engagement with our entire community.

Throughout the months of September and October Strategic Plan Action Teams met to develop action plan specific results for the strategies. On November 2, 2022 the planning team reconvened to confirm the action plan specific results.

At the November 28, 2022 School Board Work Session, the action plan specific results were presented for discussion.

**RECOMMENDED ACTION:**

Approve the four strategies and action plan specific results developed for the Strategic Plan.



# STRATEGIC PLAN



## FOUR STRATEGIES AND ACTION PLAN SPECIFIC RESULTS

**We will...**

- create and sustain a safe, equitable and nurturing environment.
- promote and encourage students' personal learning experiences and aspirations.
- ensure our organization continuously transforms to fulfill our mission.
- establish healthy and vital engagement with our entire community.

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

MEETING DATE: **December 12, 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 402, Disability Nondiscrimination Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes 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:**

Approve Policy 402, Disability Nondiscrimination Policy as recommended by the School Board Policy Committee and Cabinet.

*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: **December 12, 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 528, Student Parental, Family and Marital Status Nondiscrimination, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes 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:**

Approve Policy 528, Student Parental, Family and Marital Status Nondiscrimination as recommended by the School Board Policy Committee and Cabinet.

*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: **December 12, 2022**

SUGGESTED DISPOSITION: **Operational 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, had a first reading in November and is being recommended for a second 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:**

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



*Adopted: September 8, 1997*  
*Revised: August 27, 2001*  
*Revised: January 10, 2005*  
*Revised: April 12, 2010*  
*Revised: 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%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: **December 12, 2022**

SUGGESTED DISPOSITION: **Operational 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, had a first reading in November 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:**

Adopt Policy 722, Public Data and Data Subject Requests as recommended by the School Board Policy Committee and Cabinet.

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: **December 12, 2022**

SUGGESTED DISPOSITION: **Operational 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, had a first reading in November and is being recommended for a second 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:**

Approve Policy 806, Crisis Management Policy as recommended by the School Board Policy Committee and Cabinet.

*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>

AGENDA ITEM: **Action on Property Purchase Agreement\***

MEETING DATE: **December 12, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

The School Board has approved the acquisition of property near the high school site if it is beneficial to the plan and as properties become available. A property owner near the high school site has approached the district with a proposal to purchase their property.

*\*If needed, the purchase agreement will be discussed in closed session pursuant to Minn. Stat. 13D.05, subd. 3(c) to consider an offer to purchase property identified as PID #113022430016, located in the City of White Bear Lake, Ramsey County, State of Minnesota prior to tonight's vote.*

**RECOMMENDED ACTION:**

Approve the purchase agreement for the property described as PID #113022430016 located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent and the Assistant Superintendent for Finance and Operations to sign all documents as necessary to acquire said property.

School Board Chair \_\_\_\_\_

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

School Board Clerk \_\_\_\_\_

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