

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

April 10, 2023

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: April 5, 2023

A meeting of the White Bear Lake Area School Board will be held on **Monday, April 10, 2023** 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
 - g) Quarterly Investment Report

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, 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. Central Middle School Design Update
2. First Reading of School Board Policies:
 - a. 201, Legal Status of the School Board
 - b. 202, School Board Officers
 - c. 203, Operation of the School Board - Governing Rules
 - d. 203.2, Order of the Regular School Board Meeting
 - e. 203.5, School Board Meeting Agenda
 - f. 203.6, Consent Agenda
 - g. 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - h. 415, Mandated Reporting of Maltreatment of Vulnerable Adults
 - i. 605, Alternative ProgramsThe policies listed above will be on the May 8, 2023 agenda or subsequent agenda for a second reading.

E. OPERATIONAL ITEMS

1. Action on Bids for Central Middle School Renovation and Gymnasium Addition

2. Action on FY 2021-22 Federal Single Audit
3. Action on Foundation of Success
4. Action on Resolution Proposing Placement of Continuing Contract Teachers on Unrequested Leaves of Absence
5. Action on School Board Policies:
 - a. 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student
 - b. 212, School Board Member Development
 - c. 214, Out-of-State Travel by School Board Members
 - d. 215, School Board Member Code of Conduct
 - e. 410, Family and Medical Leave Policy
 - f. 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources
 - g. 802, Disposition of Obsolete Equipment and Material

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **April 10, 2023**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

Consent Agenda

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

RECOMMENDED ACTION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **April 10, 2023**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Angela Thompson, School Board Clerk**

BACKGROUND:

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

RECOMMENDED ACTION:

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, March 13, 2023** 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. Acting Chair Arcand called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Newmaster, Streiff Oji, Thompson, Arcand, Daniels. Absent: Beloyed, Ellison.
Ex-Officio: Dr. Wayne Kazmierczak.
3. Pledge of Allegiance.
4. Newmaster moved and Daniels seconded to approve the agenda as presented.
Voice vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Daniels. Nays, none. Motion carried.
5. Daniels moved and Streiff-Oji seconded to approve the consent agenda consisting of:
 - a) Minutes for regular Board meeting on February 13, 2023, and February 27, 2023;
 - 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**

SAMANTHA CISNEROS – Paraeducator - North Star Elementary
Employed by District 624 since 12/07/2020
Effective Date: 03/03/2023

NATHAN JOHNSON – Paraeducator - WBLAHS - South Campus
Employed by District 624 since 09/06/2022
Effective Date: 02/06/2023

KYLEE KWAPIS – Bus Aide - Bus Garage
Employed by District 624 since 09/20/2022
Effective Date: 02/24/2023

HEATHER SIEDSCHLAG – Health Assistant - North Star Elementary
Employed by District 624 since 04/26/2022
Effective Date: 03/03/2023

MELISSA STEUSSY – Paraeducator - Oneka Elementary
Employed by District 624 since 09/02/2019
Effective Date: 03/03/2023

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

MARA BORGES – ELL Teacher - Central Middle School & Willow Lane Elementary

Employed by District 624 since 11/01/2021

Effective Date: 02/21/2023

HEATHER SCHMIDT – Instructional Coach - Central Middle School

Employed by District 624 since 08/23/2001

Effective Date: 06/12/2023

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

RACHEL DOUGLAS – Controller - District Center

Employed by District 624 since 05/04/2022

Effective Date: 03/03/2023

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

JILEEN TESSMAN – Assistant Director of Student Support Services - District Center

Employed by District 624 since 08/01/2019

Effective Date: 03/10/2023

➤ **RETIREMENT – CLASSIFIED STAFF**

GERALD MUNDELL – Custodian - Otter Lake and Vadnais Heights Elementary

Employed by District 624 since 08/19/2002

Effective Date: 03/24/2023

PATTI PRICE – Administrative Assistant Operations - District Center

Employed by District 624 since 09/24/2012

Effective Date: 06/09/2023

YEE KONG – Custodian - Otter Lake Elementary

Employed by District 624 since 09/19/2011

Effective Date: 06/09/2023

➤ **RETIREMENT – CERTIFIED STAFF**

LAURA KRUGER – Physical Therapist - Normandy Park

Employed by District 624 since 08/22/1990

Effective Date: 06/12/2023

➤ **EXTRA ASSIGNMENT – CERTIFIED STAFF**

HANNAH HENSLEY – .2 FTE Social Studies Teacher - WBLAHS - North Campus

BA, Step 3, \$4,806.51

Effective Date: 1/30/2023 through 06/12/2023

JASON KEHRER – .2 FTE Art Teacher - WBLAHS - North Campus

MA, Step 9, \$6,543.80

Effective Date: 1/30/2023 through 06/12/2023

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

MAGGIE CAPPELEN - Paraeducator - Sunrise Park Middle School

Increase in hours, From 6.5 hours to 6.75 hours per day

Effective Date: 02/14/2023

DEANA GALLAGHER - From Billing Clerk - Normandy Park

To Administrative Assistant EC - Normandy Park

From \$21.70 To \$25.32

Effective Date: 03/20/2023

MEGAN HODGIN - From Administrative Assistant EC - Normandy Park

To Administrative Assistant ECSE - Normandy Park

Effective Date: 03/20/2023

- TARA WILCOX - From OST Activity Leader - Lincoln Elementary
To OST Program Assistant and Lunchroom Supervisor - Otter Lake Elementary
Effective Date: 03/13/2023
- **FULL TIME LEAVE OF ABSENCE – CERTIFIED STAFF**
ROBERT ANDERSON – ELL Teacher - WBLAHS - South Campus & ALC
Employed by the District 624 since 08/22/2010
Effective Date: 03/04/2023 through 06/12/2023
- **NEW PERSONNEL - CLASSIFIED STAFF**
TANSY BONG – Paraeducator - Normandy Park
\$20.61 per hr., 24 hrs. per wk.
Effective Date: 03/01/2023
BOBBIE BOUTTE – NS Assistant - Willow Lane Elementary
\$17.50 per hr., 18.75 hrs. per wk.
Effective Date: 02/13/2023
JEFFREY FRETWELL – Paraeducator - WBLAHS - South Campus
\$20.61 per hr., 32.5 hrs. per wk.
Effective Date: 02/13/2023
MEGAN HARRINGTON – OST Program Assistant - Otter Lake Elementary
\$18.50 per hr., 22.49 hrs. per wk.
Effective Date: 03/03/2023
JON JOVANOVICH – Custodian - Normandy Park & Sunrise Park Middle School
\$21.00 per hr., 40 hrs. per wk.
Effective Date: 02/27/2023
ALEXIS MADISON – OST Program Assistant - Birch Lake Elementary
\$18.50 per hr., 17.49 hrs. per wk.
Effective Date: 03/03/2023
YEN KHE NGUYEN – OST Program Assistant - Lakeaires Elementary
\$18.50 per hr., 19.99 hrs. per wk.
Effective Date: 02/21/2023
JOANN ORLIKOWSKI – Paraeducator - Oneka Elementary
\$20.61 per hr., 32.5 hrs. per wk.
Effective Date: 02/27/2023
EMILY SCHWEIGER – NS Assistant - Sunrise Park Middle School
\$17.50 per hr., 18.75 hrs. per wk.
Effective Date: 02/13/2023
LUCY ROSS – OST Program Assistant - Lincoln Elementary
\$18.50 per hr., 14.99 hrs. per wk.
Effective Date: 03/01/2023
STEPHANIE THURY – Instructional Assistant - Matoska International
\$20.12 per hr., 27.5 hrs. per wk.
Effective Date: 02/21/2023
- **NEW PERSONNEL – NON-AFFILIATED STAFF**
VINCENT PATTON – American Indian Education Program Coordinator - District Center
\$73,274.31 (pro-rated \$23,955.06)
Effective Date: 03/06/2023
- **NEW PERSONNEL - CERTIFIED STAFF**
ALYCIA MEIER – ELL Teacher - Central Middle School

1.0 FTE BA +30, Step 2, \$20,129.91

Effective Date: 02/21/2023

➤ **LONG TERM SUBSTITUTE - CLASSIFIED STAFF**

AMANDA FISCHER – Paraeducator - TEC

\$20.61 per hr., 32.5 hrs. per wk., \$6,564.28

Effective Date: 02/13/2023 through 05/01/2023

➤ **LONG TERM SUBSTITUTE - CERTIFIED STAFF**

SARA GOOS – 5th Grade Teacher - Willow Lane Elementary

1.0 FTE MA, Step 1, \$22,495.93

Effective Date: 02/23/2023 through 06/12/2023

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

B. PUBLIC FORUM - Gretchen Mattson

C. INFORMATION ITEMS

1. Student Recognition - Students were recognized and congratulated by Dr. Kazmierczak for earning state recognition in Scholastic Arts, Boy's Alpine Ski, Girl's Gymnastics, Wrestling, Boy's Swim and Dive, and the Knowledge Bowl.
2. Superintendent's Report - Lauren Collier, student liaison spoke about the Black Student Union hosting a 3 vs 3 Basketball Tournament, and the White Bear Lake Environmental Club selling tree saplings. Dr. Kazmierczak welcomed everyone back from spring break. He gave information about Kindergarten enrollment, and free indoor walking in the new Field House at WBLAHS - North Campus. He finished with information about the March 22 late start for secondary students in grades 6-12+.

D. DISCUSSION ITEMS

1. First Reading of School Board Policies: a) 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student; b) 212, School Board Member Development; c) 214, Out-of-State Travel by School Board Members; d) 215, School Board Member Code of Conduct; e) 410, Family and Medical Leave Policy; f) 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources; and g) 802, Disposition of Obsolete Equipment and Material. The policies listed above will be on the April 10, 2023 or subsequent agenda for a second reading.

E. OPERATIONAL ITEMS

1. Streiff Oji moved and Daniels seconded to approve the action on FY24-26 Achievement and Integration Plan. ***Voice vote: Ayes, Newmaster, Streiff Oji, Arcand, Daniels. Nays, Thompson. Motion carried.***
2. Thompson moved and Streiff Oji seconded to approve the action on Acceptance of Glasrud Grants. ***Roll call vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Daniels. Nays, none. Motion carried.***
3. Streiff Oji moved and Daniels seconded to approve the action on Bids for Security Upgrade Package #4 at Oneka Elementary, Otter Lake Elementary, and the District Grounds and Maintenance Building in the amount of \$767,679. ***Roll call vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Daniels. Nays, none. Motion carried.***

4. Thompson moved and Newmaster seconded to approve the action on School Board Policies: a) 101, Legal Status of the School District; b) 101.1, Name of the School District; c) 102, Equal Educational Opportunity; d) 103, Complaints - Students, Employees, Parents, Other Persons; e) 511, Student Fundraising; f) 532, Use of Peace Officers and Crisis Teams to Remove Students from School Grounds; g) 616, School District System Accountability; h) 713, Student Activity Accounting; and i) 809, Naming School Buildings or Facilities. ***Voice vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Daniels. Nays, none. Motion carried.***

F. BOARD FORUM

- G. ADJOURNMENT** - Arcand moved and Newmaster seconded to adjourn the meeting at 6:09p.m. ***Voice vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Daniels. 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, March 27, 2023** 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: Streiff Oji, Thompson, Arcand, Daniels, Ellison, Newmaster.
Absent: Beloyed.

B. DISCUSSION ITEMS

1. Foundation of Success - Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning and Jen Babiash, Director of Teaching and Learning discussed the strategic plan and action plan specific results that lead to creating the "Foundation of Success."
2. FY 2023-24 Budget Adjustments - Tim Wald, Assistant Superintendent for Finance and Operations and Andi Johnson, Director of Finance presented the proposed FY 2023-24 budget adjustments.
3. Update of 2023-24 and Overview of 2024-25 School Year Calendars - Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning presented an update to the 2023-24 school year calendar and introduced the 2024-25 school year calendar.

C. OPERATIONAL ITEMS

1. Arcand motioned and Streiff Oji seconded to approve the Action on Official Depositories for School District Funds and Authorized Bank Accounts and Signatures. **Roll call vote: Ayes, Streiff Oji, Thompson, Arcand, Daniels, Ellison, Newmaster. Nays, none. Motion carried.**
2. Streiff Oji motioned and Newmaster seconded to approve the Action on FY 2023-24 Budget Adjustments. **Roll call vote: Ayes, Streiff Oji, Thompson, Arcand, Daniels, Ellison, Newmaster. Nays, none. Motion carried.**
3. Daniels motioned and Thompson seconded to approve the Action on 2023-24 and 2024-25 School Year Calendars. **Voice vote: Ayes, Streiff Oji, Thompson, Arcand, Daniels, Ellison, Newmaster. Nays, none. Motion carried.**

- D. ADJOURNMENT** - Arcand moved and Daniels seconded to adjourn the meeting at 6:45 p.m. **Voice vote: Ayes, Streiff Oji, Thompson, Arcand, Daniels, Ellison, Newmaster. Nays, none. Motion carried.**

Submitted by: Angela Thompson, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDED ACTION:

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

White Bear Lake Area Schools
Electronic Transfers - March 2023

		<u>3/15/2023</u>	<u>3/31/2023</u>
Direct Deposit	900669064 - 900670552	2,259,377.44	
Direct Deposit	900670553 - 900672033		2,335,425.21

Check Number	Vendor	Amount	Check Date	Check Type
130157	BINNS, GARY L.	(\$82.00)	3/2/2023	V
130297	MN ULTIMATE	(\$800.00)	3/2/2023	V
130650	MN INSURANCE SCHOLASTIC TRUST	(\$1,869.15)	3/15/2023	V
130856	A-1 HYDRAULIC SALES & SERVICE INC	\$1,346.36	3/1/2023	R
130857	ACADEMIC THERAPY PUBLICATIONS	\$99.00	3/1/2023	R
130858	ALLIED OIL & SUPPLY, INC.	\$637.10	3/1/2023	R
130859	ALLSTREAM	\$11,052.13	3/1/2023	R
130860	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130861	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130862	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130863	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130864	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130865	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130866	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130867	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130868	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130869	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130870	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130871	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130872	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130873	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130874	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130875	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130876	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130877	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130878	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130879	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130880	AMAZON CAPITAL SERVICES	\$0.00	3/1/2023	C
130881	AMAZON CAPITAL SERVICES	\$22,075.74	3/1/2023	R
130882	AMPLIFY EDUCATION INC	\$17,728.62	3/1/2023	R
130883	ANIMAL HUMANE SOCIETY	\$25.00	3/1/2023	R
130884	APPLE INC.	\$898.00	3/1/2023	R
130885	ARAMARK UNIFORM SERVICES	\$251.01	3/1/2023	R
130886	ASHENAFI, YOHANES	\$93.00	3/1/2023	R
130887	ASL INTERPRETING SERVICES INC	\$264.00	3/1/2023	R
130888	ASTLEFORD INTL MINNEAPOLIS	\$645.52	3/1/2023	R
130889	ATC GROUP SERVICES LLC	\$6,014.44	3/1/2023	R
130890	AXEL H OHMAN INC	\$53,200.00	3/1/2023	R
130891	BARTHOLD	\$2,232.72	3/1/2023	R
130892	BATTERIES PLUS BULBS	\$601.94	3/1/2023	R
130893	BELLOVICH, NATALIA	\$104.15	3/1/2023	R
130894	BLICK ART MATERIALS	\$68.23	3/1/2023	R
130895	BLUE CROSS / BLUE SHIELD OF MN	\$9,906.00	3/1/2023	R
130896	BOND TRUST SERVICES CORP	\$2,850.00	3/1/2023	R
130897	BRETH-ZENZEN FIRE PROTECTION LLC	\$9,674.56	3/1/2023	R

130898 BRONNER, CHRISTIAN	\$118.00	3/1/2023 R
130899 BROSS, JACOB	\$122.00	3/1/2023 R
130900 BROTHERS FIRE PROTECTION	\$7,054.70	3/1/2023 R
130901 BROUWER, BENJAMIN W.	\$180.00	3/1/2023 R
130902 BROWN, BRUCE	\$64.00	3/1/2023 R
130903 BSN SPORTS, LLC	\$7,099.90	3/1/2023 R
130904 BSN ELECTRIC	\$30,381.75	3/1/2023 R
130905 CAPITAL ONE TRADE CREDIT	\$0.00	3/1/2023 C
130906 CAPITAL ONE TRADE CREDIT	\$0.00	3/1/2023 C
130907 CAPITAL ONE TRADE CREDIT	\$409.81	3/1/2023 R
130908 CARLSON, JEREMY	\$101.00	3/1/2023 R
130909 CARROT-TOP INDUSTRIES INC	\$242.48	3/1/2023 R
130910 CENTURY CONSTRUCTION COMPANY	\$49,678.39	3/1/2023 R
130911 CHAPPELL CENTRAL INC	\$15,338.42	3/1/2023 R
130912 CINTAS CORP	\$0.00	3/1/2023 C
130913 CINTAS CORP	\$0.00	3/1/2023 C
130914 CINTAS CORP	\$1,156.95	3/1/2023 R
130915 CITY OF WHITE BEAR LAKE	\$0.00	3/1/2023 C
130916 CITY OF WHITE BEAR LAKE	\$11,912.32	3/1/2023 R
130917 COLESTOCK, ERIN R.	\$46.60	3/1/2023 R
130918 COMCAST	\$1,875.05	3/1/2023 R
130919 CONSTRUCTION SYSTEMS, INC	\$5,584.59	3/1/2023 R
130920 CONTINENTAL CLAY CO	\$312.41	3/1/2023 R
130921 CONTINENTAL RESEARCH CORP	\$648.60	3/1/2023 R
130922 COURTNEY, MARK	\$93.00	3/1/2023 R
130923 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	3/1/2023 C
130924 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	3/1/2023 C
130925 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	3/1/2023 C
130926 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	3/1/2023 C
130927 CUB FOODS OF WHITE BEAR TWSHP	\$1,299.94	3/1/2023 R
130928 CUSTOM DRYWALL INC	\$7,204.80	3/1/2023 R
130929 DALCO CORPORATION	\$0.00	3/1/2023 C
130930 DALCO CORPORATION	\$0.00	3/1/2023 C
130931 DALCO CORPORATION	\$0.00	3/1/2023 C
130932 DALCO CORPORATION	\$0.00	3/1/2023 C
130933 DALCO CORPORATION	\$0.00	3/1/2023 C
130934 DALCO CORPORATION	\$39,388.19	3/1/2023 R
130935 DECKER EQUIP/SCHOOL FIX	\$241.06	3/1/2023 R
130936 DEISTING, RANDY	\$82.00	3/1/2023 R
130937 DEPT OF PUBLIC SAFETY- ACCOUNTS PAYABLE	\$100.00	3/1/2023 R
130938 DISCOUNT SCHOOL SUPPLY	\$101.25	3/1/2023 R
130939 DOMINOS PIZZA	\$203.90	3/1/2023 R
130940 DONATELLI'S	\$396.00	3/1/2023 R
130941 DEFINITIVE TECHNOLOGY SOLUTIONS	\$19,370.00	3/1/2023 R
130942 EAGAN PARKS & RECREATION - CB GROUPS	\$250.00	3/1/2023 R
130943 EAGLE BROOK CHURCH	\$9,454.84	3/1/2023 R
130944 EAST RIDGE HIGH SCHOOL	\$429.00	3/1/2023 R

130945 EAST RIDGE PSO - SPEECH BOOSTERS	\$49.00	3/1/2023 R
130946 ECKROTH MUSIC	\$138.00	3/1/2023 R
130947 EDUCERE LLC	\$1,496.00	3/1/2023 R
130948 EDUPOINT EDUCATIONAL SYSTEMS	\$15,312.00	3/1/2023 R
130949 ENGSTROM, MARK	\$95.00	3/1/2023 R
130950 ENVISION GLASS INC	\$46,536.10	3/1/2023 R
130951 EVANS, DANIEL M.	\$64.00	3/1/2023 R
130952 EYE MED	\$5,448.26	3/1/2023 R
130953 FLAGSHIP RECREATION	\$1,405.80	3/1/2023 R
130954 FLINN SCIENTIFIC INC	\$2,403.98	3/1/2023 R
130955 FOLLETT SCHOOL SOLUTIONS, LLC	\$303.39	3/1/2023 R
130956 FROGGY HOPS LLC	\$1,692.50	3/1/2023 R
130957 FRONTRUNNER SCREEN PRINTING	\$406.00	3/1/2023 R
130958 GATEWAY MUSIC FESTIVALS & TOURS	\$2,432.00	3/1/2023 R
130959 GOLDCOM INC	\$111.80	3/1/2023 R
130960 GOPHER STAGE LIGHTING	\$146.25	3/1/2023 R
130961 GRAINGER	\$0.00	3/1/2023 C
130962 GRAINGER	\$1,036.61	3/1/2023 R
130963 HALLBERG ENGINEERING INC	\$2,290.00	3/1/2023 R
130964 HANDLIN, BEATRICE R.	\$170.00	3/1/2023 R
130965 HOENIGSCHMIDT, KAYLEA	\$1,025.00	3/1/2023 R
130966 HOFFMAN, JOAN K.	\$30.00	3/1/2023 R
130967 HOULE, THOMAS A.	\$82.00	3/1/2023 R
130968 HOUSE OF NOTE	\$4,763.00	3/1/2023 R
130969 HUBERT, SHAWN	\$64.00	3/1/2023 R
130970 IFD	\$0.00	3/1/2023 C
130971 IFD	\$0.00	3/1/2023 C
130972 IFD	\$0.00	3/1/2023 C
130973 IFD	\$0.00	3/1/2023 C
130974 IFD	\$170,670.47	3/1/2023 R
130975 INGRAM, BRIAN	\$78.00	3/1/2023 R
130976 INNOVATIVE OFFICE SOLUTIONS	\$617.02	3/1/2023 R
130977 ITEEA	\$529.00	3/1/2023 R
130978 JACON LLC	\$32,926.81	3/1/2023 R
130979 JW PEPPER & SON INC	\$301.98	3/1/2023 R
130980 KARLSBURGER FOODS INC	\$898.56	3/1/2023 R
130981 KATH FUEL OIL SERVICE CO	\$25,944.41	3/1/2023 R
130982 KELLINGTON CONSTRUCTION INC	\$5,812.04	3/1/2023 R
130983 KEYSTONE INTERPRETING SOLUTIONS	\$6,248.00	3/1/2023 R
130984 KILLMER ELECTRIC CO	\$5,652.50	3/1/2023 R
130985 KIM TONG TRANSLATION SERV INC	\$225.00	3/1/2023 R
130986 KRAFT MECHANICAL LLC	\$0.00	3/1/2023 C
130987 KRAFT MECHANICAL LLC	\$43,513.07	3/1/2023 R
130988 LAKESHORE LEARNING MATERIALS	\$477.66	3/1/2023 R
130989 LANGUAGE LINE SERVICES	\$573.61	3/1/2023 R
130990 LINDE GAS & EQUIPMENT INC	\$71.35	3/1/2023 R
130991 LITERACY RESOURCES LLC	\$264.76	3/1/2023 R

130992 LORENZ BUS SERVICE INC	\$10,634.55	3/1/2023 R
130993 MACKIN EDUCATIONAL RESOURCES	\$1,247.48	3/1/2023 R
130994 MACSWAIN, JIM	\$182.00	3/1/2023 R
130995 MADDEN, KATHERINE A.	\$77.00	3/1/2023 R
130996 MAGNUSON, JEFFREY D.	\$182.00	3/1/2023 R
130997 MAHTOMEDI COMMUNITY EDUCATION	\$1,408.00	3/1/2023 R
130998 MAIJALA, GRACE K.	\$85.00	3/1/2023 R
130999 MALLOY/MONTAGUE/KARNOWSKI & CO	\$15,500.00	3/1/2023 R
131000 MARCO TECHNOLOGIES LLC	\$3,297.69	3/1/2023 R
131001 MASA/MASE	\$379.00	3/1/2023 R
131002 MASE	\$470.00	3/1/2023 R
131003 MATH MASTERS OF MINNESOTA	\$230.00	3/1/2023 R
131004 MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$568.63	3/1/2023 R
131005 MEADOWOOD TOOL CO	\$59.59	3/1/2023 R
131006 METROPOLITAN TRANSPORTATION NETWORK	\$121,558.96	3/1/2023 R
131007 MIDWEST BUS PARTS INC	\$924.52	3/1/2023 R
131008 MINVALCO INC	\$2,019.73	3/1/2023 R
131009 MN CHILDRENS MUSEUM	\$710.00	3/1/2023 R
131010 MN SAFETY COUNCIL INC	\$184.00	3/1/2023 R
131011 MN ULTIMATE	\$800.00	3/1/2023 R
131012 MOBILE RADIO ENGINEERING INC	\$143.30	3/1/2023 R
131013 MRI SOFTWARE LLC	\$1,093.00	3/1/2023 R
131014 MURPHY, KEVIN L.	\$76.50	3/1/2023 R
131015 NAC MECHANICAL & ELECTRICAL SERV	\$4,592.30	3/1/2023 R
131016 NARDINI FIRE EQUIPMENT CO INC	\$415.88	3/1/2023 R
131017 NASP INC	\$959.00	3/1/2023 R
131018 NATIONAL SPEECH & DEBATE ASSOC	\$220.00	3/1/2023 R
131019 NEW DOMINION SCHOOL	\$813.78	3/1/2023 R
131020 NORTH CENTRAL TRUCK EQUIPMENT	\$0.00	3/1/2023 C
131021 NORTH CENTRAL TRUCK EQUIPMENT	\$2,061.24	3/1/2023 R
131022 NORTH CENTRAL INTERNATIONAL, LLC	\$0.00	3/1/2023 C
131023 NORTH CENTRAL INTERNATIONAL, LLC	\$0.00	3/1/2023 C
131024 NORTH CENTRAL INTERNATIONAL, LLC	\$707.68	3/1/2023 R
131025 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$0.00	3/1/2023 C
131026 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$140,076.57	3/1/2023 R
131027 NORTHERN TOOL + EQUIPMENT	\$716.96	3/1/2023 R
131028 NOVAK, JANICE S.	\$60.00	3/1/2023 R
131029 O'REILLY AUTOMOTIVE INC	\$0.00	3/1/2023 C
131030 O'REILLY AUTOMOTIVE INC	\$0.00	3/1/2023 C
131031 O'REILLY AUTOMOTIVE INC	\$299.11	3/1/2023 R
131032 OLSON'S SEWER SERVICE, INC	\$695.00	3/1/2023 R
131033 ORI LEARNING	\$102.72	3/1/2023 R
131034 OXYGEN SERVICE COMPANY INC	\$21.50	3/1/2023 R
131035 PAI	\$775.00	3/1/2023 R
131036 PARTS TOWN, LLC	\$109.62	3/1/2023 R
131037 PEDIATRIC HOME SERVICE	\$1,781.25	3/1/2023 R
131038 PELLETIER, DANIEL T.	\$82.00	3/1/2023 R

131039 PETERSON BROS ROOFING & CONST	\$882.55	3/1/2023 R
131040 PHASOR ELECTRIC COMPANY	\$22,610.00	3/1/2023 R
131041 PIONEER MIDWEST	\$172.56	3/1/2023 R
131042 PODS COMPLETE CAR CARE	\$613.35	3/1/2023 R
131043 PRESS PUBLICATIONS	\$394.20	3/1/2023 R
131044 PROJECT LEAD THE WAY	\$4,341.00	3/1/2023 R
131045 RAMSEY COUNTY PARKS/REC DEPT	\$0.00	3/1/2023 C
131046 RAMSEY COUNTY PARKS/REC DEPT	\$50,781.85	3/1/2023 R
131046 RAMSEY COUNTY PARKS/REC DEPT	(\$50,781.85)	3/2/2023 V
131047 RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	\$75.00	3/1/2023 R
131047 RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	(\$75.00)	3/22/2023 V
131048 RED CEDAR STEEL ERECTORS INC	\$33,049.07	3/1/2023 R
131049 REDWOOD TOXICOLOGY LABORATORY	\$212.60	3/1/2023 R
131050 REGION 4AA	\$325.00	3/1/2023 R
131051 REPUBLIC SERVICES #899	\$12,465.66	3/1/2023 R
131052 REVOLUTION SPORTING GOODS	\$520.00	3/1/2023 R
131053 RICHERT, JODI	\$165.00	3/1/2023 R
131054 ROOF SPEC INC	\$8,000.00	3/1/2023 R
131055 RUPP ANDERSON SQUIRES	\$1,044.00	3/1/2023 R
131056 RYAN, DENIS M.	\$77.00	3/1/2023 R
131057 SA JORDAN CONSTRUCTION	\$16,234.07	3/1/2023 R
131058 SAFETYFIRST PLAYGROUND MAINTENANCE	\$19,830.50	3/1/2023 R
131059 SCHMITT MUSIC COMPANY	\$426.39	3/1/2023 R
131060 SCHOLASTIC	\$62.59	3/1/2023 R
131061 SCHOOL HEALTH CORPORATION	\$100.06	3/1/2023 R
131062 SCHWANDT, JORDAN	\$156.00	3/1/2023 R
131063 SCIENCE MUSEUM OF MINNESOTA	\$1,260.00	3/1/2023 R
131064 SCOVILL, JANET R.	\$175.00	3/1/2023 R
131065 SEEVER, GRAY	\$160.00	3/1/2023 R
131066 SIGNATION SIGN GROUP	\$85.00	3/1/2023 R
131067 SKOW, KAREN L.	\$297.00	3/1/2023 R
131068 SOCIAL THINKING PUBLISHING	\$142.78	3/1/2023 R
131069 SOLIANT HEALTH, LLC	\$4,398.75	3/1/2023 R
131070 SPORTS FACILITIES GROUP, INC.	\$199.96	3/1/2023 R
131071 ST CROIX PREPARATORY ACADEMY	\$390.00	3/1/2023 R
131072 STAPLES	\$63.51	3/1/2023 R
131073 STARFALL EDUC FOUNDATION	\$355.00	3/1/2023 R
131074 STATE SUPPLY CO	\$1,051.48	3/1/2023 R
131075 STEMWEDEL, MICHELE	\$31.15	3/1/2023 R
131076 STERICYCLE, INC.	\$365.90	3/1/2023 R
131077 STEVE WEISS MUSIC	\$117.94	3/1/2023 R
131078 STRAUSS SKATES AND BICYCLES	\$9,640.00	3/1/2023 R
131079 STUMPF, DANIEL	\$173.00	3/1/2023 R
131080 SUMMIT FIRE PROTECTION	\$7,176.99	3/1/2023 R
131081 SUNDLAND, KOLTON	\$118.00	3/1/2023 R
131082 TEACHER SYNERGY LLC	\$10.08	3/1/2023 R
131083 TEACHERS DISCOVERY	\$2,280.00	3/1/2023 R

131084 TEAMWORKS INTERNATIONAL INC	\$1,822.05	3/1/2023 R
131085 THE BULK BOOKSTORE	\$510.10	3/1/2023 R
131086 THELEN HEATING & ROOFING INC	\$3,488.40	3/1/2023 R
131087 TIMESAVERS, LLC	\$28,650.00	3/1/2023 R
131088 TMI SYSTEMS CORPORATION	\$19,957.60	3/1/2023 R
131089 TRADE PRESS INC	\$153.00	3/1/2023 R
131090 TRANSLANGUAGES, LLC	\$0.00	3/1/2023 C
131091 TRANSLANGUAGES, LLC	\$4,374.91	3/1/2023 R
131092 TUPY, JENNIFER	\$58.95	3/1/2023 R
131093 TURNER, JEFFREY	\$64.00	3/1/2023 R
131094 TWIN CITY JANITOR SUPPLY CO	\$680.00	3/1/2023 R
131095 TWIN CITIES TRANSPORT & RECOVERY INC	\$435.00	3/1/2023 R
131096 TWIN CITIES DOTS AND POP, LLC	\$753.60	3/1/2023 R
131097 TWIN PINES IMPRINTING	\$58.41	3/1/2023 R
131098 UHL COMPANY INC	\$1,246.18	3/1/2023 R
131099 VAL PRO WINDOWS, LLC	\$13,738.90	3/1/2023 R
131100 VIKING ELECTRIC SUPPLY	\$0.00	3/1/2023 C
131101 VIKING ELECTRIC SUPPLY	\$656.45	3/1/2023 R
131102 WASCHE COMMERCIAL FINISHES INC	\$560.50	3/1/2023 R
131103 WASHINGTON COUNTY	\$1,448.81	3/1/2023 R
131103 WASHINGTON COUNTY	(\$1,448.81)	3/15/2023 V
131104 WHITE BEAR LAKE SPORTS CENTER	\$9,623.00	3/1/2023 R
131105 WEST MUSIC COMPANY	\$475.92	3/1/2023 R
131106 WOLDEN, DEREK	\$118.00	3/1/2023 R
131107 WORDWARE	\$834.90	3/1/2023 R
131108 XCEL ENERGY	\$0.00	3/1/2023 C
131109 XCEL ENERGY	\$0.00	3/1/2023 C
131110 XCEL ENERGY	\$340,035.85	3/1/2023 R
131111 BINNS, GARY L.	\$82.00	3/2/2023 R
131112 CITY OF WHITE BEAR LAKE	\$39,175.87	3/2/2023 R
131113 RAMSEY COUNTY PARKS/REC DEPT	\$0.00	3/2/2023 C
131114 RAMSEY COUNTY PARKS/REC DEPT	\$50,450.00	3/2/2023 R
131114 RAMSEY COUNTY PARKS/REC DEPT	(\$50,450.00)	3/15/2023 V
131115 VIKING AUTOMATIC SPRINKLER CO	\$0.00	3/2/2023 C
131116 VIKING AUTOMATIC SPRINKLER CO	\$18,100.00	3/2/2023 R
131117 GREATER TWIN CITIES UNITED WAY	\$54.80	3/7/2023 R
131118 GURSTEL CHARGO ATTORNEYS AT LAW	\$350.18	3/7/2023 R
131119 IUOE LOCAL 70	\$1,913.87	3/7/2023 R
131120 MESSERLI & KRAMER PA	\$509.23	3/7/2023 R
131121 SCHOOL SERVICE EMPLOYEES	\$0.00	3/7/2023 C
131122 SCHOOL SERVICE EMPLOYEES	\$7,533.90	3/7/2023 R
131123 WBLA EDUCATIONAL FOUNDATION	\$687.00	3/7/2023 R
131124 ABBOTT PAINT & CARPET INC	\$154.35	3/13/2023 R
131125 ADVANCE TERRAZZO & TILE CO INC	\$48,317.00	3/13/2023 R
131126 ADVANCED SYSTEMS INTEGRATION, LLC	\$95,211.64	3/13/2023 R
131127 AMAZON CAPITAL SERVICES	\$55.09	3/13/2023 R
131128 ANCHOR SOLAR INVESTMENTS LLC	\$0.00	3/13/2023 C

131129 ANCHOR SOLAR INVESTMENTS LLC	\$2,263.22	3/13/2023 R
131130 ARAMARK UNIFORM SERVICES	\$0.00	3/13/2023 C
131131 ARAMARK UNIFORM SERVICES	\$533.10	3/13/2023 R
131132 ATC GROUP SERVICES LLC	\$21,703.83	3/13/2023 R
131133 BERWALD ROOFING COMPANY INC	\$47,500.00	3/13/2023 R
131134 THE BOELTER COMPANIES INC	\$107,532.67	3/13/2023 R
131135 BRAUN INTERTEC CORPORATION	\$11,878.00	3/13/2023 R
131136 BSN SPORTS, LLC	\$22,095.96	3/13/2023 R
131137 C-D PRODUCTS, INC	\$264.00	3/13/2023 R
131138 CAPITAL ONE TRADE CREDIT	\$290.44	3/13/2023 R
131139 CAPITAL ONE TRADE CREDIT	\$0.00	3/13/2023 C
131140 CAPITAL ONE TRADE CREDIT	\$424.97	3/13/2023 R
131141 CDW GOVERNMENT INC	\$137.98	3/13/2023 R
131142 CHARGEPOINT, INC	\$2,834.70	3/13/2023 R
131143 CINTAS CORP	\$57.27	3/13/2023 R
131144 CL BENSEN CO INC	\$1,768.52	3/13/2023 R
131145 COMMERCIAL DRYWALL INC	\$8,843.19	3/13/2023 R
131146 CONTINENTAL RESEARCH CORP	\$1,962.96	3/13/2023 R
131147 CUMMINS SALES AND SERVICE	\$732.34	3/13/2023 R
131148 DALCO CORPORATION	\$0.00	3/13/2023 C
131149 DALCO CORPORATION	\$0.00	3/13/2023 C
131150 DALCO CORPORATION	\$0.00	3/13/2023 C
131151 DALCO CORPORATION	\$0.00	3/13/2023 C
131152 DALCO CORPORATION	\$0.00	3/13/2023 C
131153 DALCO CORPORATION	\$0.00	3/13/2023 C
131154 DALCO CORPORATION	\$0.00	3/13/2023 C
131155 DALCO CORPORATION	\$0.00	3/13/2023 C
131156 DALCO CORPORATION	\$34,736.91	3/13/2023 R
131157 DOOR SERVICE COMPANY	\$16,635.00	3/13/2023 R
131158 EAGLE BROOK CHURCH	\$9,886.98	3/13/2023 R
131159 ECCO MIDWEST INC	\$9,210.00	3/13/2023 R
131160 FIRELINE SPRINKLER LLC	\$10,182.66	3/13/2023 R
131161 FLINN SCIENTIFIC INC	\$561.19	3/13/2023 R
131162 FLOORS BY BECKERS LLC	\$40,219.20	3/13/2023 R
131163 FOURTH DIMENSION SIGNS	\$68,187.94	3/13/2023 R
131164 FRANSEN DECORATING INC	\$37,738.84	3/13/2023 R
131165 GAMETIME PLAYCORE CO	\$5,478.94	3/13/2023 R
131166 GENERAL SPRINKLER CORPORATION	\$3,102.48	3/13/2023 R
131167 GRAINGER	\$0.00	3/13/2023 C
131168 GRAINGER	\$0.00	3/13/2023 C
131169 GRAINGER	\$0.00	3/13/2023 C
131170 GRAINGER	\$3,033.43	3/13/2023 R
131171 HILLER'S FLOORING AMERICA	\$2,313.75	3/13/2023 R
131172 HILLYARD INC MINNEAPOLIS	\$0.00	3/13/2023 C
131173 HILLYARD INC MINNEAPOLIS	\$70,531.02	3/13/2023 R
131174 HOME DEPOT CREDIT SERVICES	\$0.00	3/13/2023 C
131175 HOME DEPOT CREDIT SERVICES	\$0.00	3/13/2023 C

131176 HOME DEPOT CREDIT SERVICES	\$115.67	3/13/2023 R
131177 IDEAL ENERGIES SOLAR LEASING LLC	\$7,394.96	3/13/2023 R
131178 IRWIN SEATING COMPANY	\$286.54	3/13/2023 R
131179 JACON LLC	\$5,234.53	3/13/2023 R
131180 JAMAR COMPANY	\$7,270.00	3/13/2023 R
131181 JAYTECH INC	\$1,924.51	3/13/2023 R
131182 JOHN FOLEY MASONRY INC	\$22,355.80	3/13/2023 R
131183 JWOOD SPORTS FLOORING LLC	\$48,602.00	3/13/2023 R
131184 KFI ENGINEERS	\$16,445.96	3/13/2023 R
131185 KIEFER USA	\$78,571.93	3/13/2023 R
131186 KRAFT MECHANICAL LLC	\$0.00	3/13/2023 C
131187 KRAFT MECHANICAL LLC	\$5,899.03	3/13/2023 R
131188 L T G POWER EQUIPMENT	\$81.45	3/13/2023 R
131189 MANSFIELD OIL CO	\$12,089.92	3/13/2023 R
131190 MARCO TECHNOLOGIES LLC	\$2,134.07	3/13/2023 R
131191 MAVO SYSTEMS INC	\$7,518.00	3/13/2023 R
131192 MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$636.09	3/13/2023 R
131193 MINNESOTA ACOUSTICS INC	\$72,736.75	3/13/2023 R
131194 MN DEPT OF LABOR & INDUSTRY	\$100.00	3/13/2023 R
131195 MURPHY WINDOW AND DOOR COMMERCIAL INC	\$343,486.37	3/13/2023 R
131196 MUSKA ELECTRIC COMPANIES	\$170,065.83	3/13/2023 R
131197 NAC MECHANICAL & ELECTRICAL SERV	\$79,833.44	3/13/2023 R
131198 NARDINI FIRE EQUIPMENT CO INC	\$1,384.25	3/13/2023 R
131199 NASSEFF MECHANICAL CONTRACTORS INC	\$46,927.60	3/13/2023 R
131200 NORTHERN GLASS & GLAZING INC	\$62,030.00	3/13/2023 R
131201 O'NEILL ELECTRIC INC	\$10,234.18	3/13/2023 R
131202 PETERSON BROS ROOFING & CONST	\$907.12	3/13/2023 R
131203 PRESS PUBLICATIONS	\$525.60	3/13/2023 R
131204 RACHEL CONTRACTING LLC	\$16,938.69	3/13/2023 R
131205 RAMSEY COUNTY RECORDER	\$46.00	3/13/2023 R
131206 THE RETROFIT COMPANIES INC	\$291.22	3/13/2023 R
131207 RIVER CITY ERECTORS INC	\$18,762.11	3/13/2023 R
131208 RTL CONSTRUCTION INC	\$37,989.96	3/13/2023 R
131209 SAAFE LLC	\$22,232.25	3/13/2023 R
131210 SCENARIO LEARNING LLC	\$8,372.00	3/13/2023 R
131211 SCHREIBER MULLANEY CONSTRUCTION CO	\$2,476.40	3/13/2023 R
131212 SCOTT ELECTRIC	\$354.00	3/13/2023 R
131213 STATE SUPPLY CO	\$145.43	3/13/2023 R
131214 STERICYCLE, INC.	\$750.71	3/13/2023 R
131215 SUMMIT FIRE PROTECTION	\$405.00	3/13/2023 R
131216 SUNDE LAND SURVEYING LLC	\$4,020.76	3/13/2023 R
131217 SUPERSET TILE & STONE	\$11,780.00	3/13/2023 R
131218 TARACON PRECAST LLC	\$50,913.05	3/13/2023 R
131219 TEKTON CONSTRUCTION COMPANY	\$110,309.27	3/13/2023 R
131220 TMI SYSTEMS CORPORATION	\$750.00	3/13/2023 R
131221 TR ENVIRONMENTAL CONSULTING LLC	\$0.00	3/13/2023 C
131222 TR ENVIRONMENTAL CONSULTING LLC	\$18,259.00	3/13/2023 R

131223	TRANE US INC	\$9,255.00	3/13/2023	R
131224	TWIN CITY HARDWARE COMPANY INC	\$4,554.23	3/13/2023	R
131225	TWIN PINES IMPRINTING	\$102.69	3/13/2023	R
131226	UHL COMPANY INC	\$4,662.50	3/13/2023	R
131227	VIKING ELECTRIC SUPPLY	\$2,340.63	3/13/2023	R
131228	WARNERS' STELLIAN	\$6,404.94	3/13/2023	R
131229	WEIDNER PLUMBING & HEATING CO	\$2,046,062.50	3/13/2023	R
131230	WELLS CONCRETE PRODUCTS CO	\$550,724.20	3/13/2023	R
131231	WENGER CORP	\$78,477.69	3/13/2023	R
131232	WL HALL COMPANY	\$27,726.63	3/13/2023	R
131233	WOLD ARCHITECTS AND ENGINEERS	\$0.00	3/13/2023	C
131234	WOLD ARCHITECTS AND ENGINEERS	\$0.00	3/13/2023	C
131235	WOLD ARCHITECTS AND ENGINEERS	\$344,381.74	3/13/2023	R
131236	XCEL ENERGY	\$19,992.57	3/13/2023	R
131237	ZONEONE LOCATING	\$184.00	3/13/2023	R
131238	ACCLAIM SERVICES INC	\$1,016.00	3/15/2023	R
131239	AGNESS, KATHERINE L.	\$11.26	3/15/2023	R
131240	AI TECHNOLOGIES LLC	\$5,602.50	3/15/2023	R
131241	ALL STRINGS ATTACHED	\$0.00	3/15/2023	C
131242	ALL STRINGS ATTACHED	\$1,290.00	3/15/2023	R
131243	ALLSTREAM	\$5,570.62	3/15/2023	R
131244	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131245	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131246	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131247	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131248	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131249	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131250	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131251	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131252	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131253	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131254	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131255	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131256	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131257	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131258	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131259	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131260	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131261	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131262	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131263	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131264	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131265	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131266	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131267	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131268	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C
131269	AMAZON CAPITAL SERVICES	\$0.00	3/15/2023	C

131270 AMAZON CAPITAL SERVICES	\$0.00	3/15/2023 C
131271 AMAZON CAPITAL SERVICES	\$0.00	3/15/2023 C
131272 AMAZON CAPITAL SERVICES	\$18,668.78	3/15/2023 R
131273 AMERICAN REGISTRY FOR INTERNET NUMBERS LTD	\$150.00	3/15/2023 R
131274 AMERICAN SCHOOL FOR THE DEAF	\$925.00	3/15/2023 R
131275 AMPLIFY EDUCATION INC	\$9,472.64	3/15/2023 R
131276 ANDERSON, ANTHONY J.	\$87.00	3/15/2023 R
131277 ANDREWS, GUY	\$118.00	3/15/2023 R
131278 ARISE OUTDOOR SERVICES LLC	\$2,515.00	3/15/2023 R
131278 ARISE OUTDOOR SERVICES LLC	(\$2,515.00)	3/15/2023 V
131279 ASL INTERPRETING SERVICES INC	\$132.00	3/15/2023 R
131280 ASTLEFORD INTL MINNEAPOLIS	\$270.44	3/15/2023 R
131281 BETMAR LANGUAGES	\$570.00	3/15/2023 R
131282 BIO-RAD LABORATORIES	\$647.77	3/15/2023 R
131283 BLADE, JULIE M.	\$466.07	3/15/2023 R
131284 BLICK ART MATERIALS	\$100.12	3/15/2023 R
131285 BLUE CROSS / BLUE SHIELD OF MN	\$10,160.00	3/15/2023 R
131286 BOWMAN, DON	\$82.00	3/15/2023 R
131287 BREWSTER, GEORGE M.	\$64.00	3/15/2023 R
131288 BROWN, BRUCE	\$93.00	3/15/2023 R
131289 BSN SPORTS, LLC	\$3,240.92	3/15/2023 R
131290 CAPITAL ONE TRADE CREDIT	\$113.99	3/15/2023 R
131291 CAPITAL ONE TRADE CREDIT	\$86.24	3/15/2023 R
131292 CAROLINA BIOLOGICAL SUPPLY	\$584.30	3/15/2023 R
131293 CDW GOVERNMENT INC	\$646.46	3/15/2023 R
131294 CENTENNIAL HIGH SCHOOL	\$180.00	3/15/2023 R
131295 CHAPMAN, RONALD J. JR	\$93.00	3/15/2023 R
131296 CHAVEZ, TYLER	\$64.00	3/15/2023 R
131297 CHILDREN'S DEFENSE FUND	\$14,250.00	3/15/2023 R
131298 CINTAS CORP	\$0.00	3/15/2023 C
131299 CINTAS CORP	\$0.00	3/15/2023 C
131300 CINTAS CORP	\$0.00	3/15/2023 C
131301 CINTAS CORP	\$0.00	3/15/2023 C
131302 CINTAS CORP	\$0.00	3/15/2023 C
131303 CINTAS CORP	\$0.00	3/15/2023 C
131304 CINTAS CORP	\$2,185.82	3/15/2023 R
131305 COMCAST	\$1,875.05	3/15/2023 R
131306 COMMERCIAL KITCHEN SERVICES	\$7,233.84	3/15/2023 R
131307 COMPASS MINERALS	\$1,987.55	3/15/2023 R
131308 CRYSTEEL TRUCK EQUIPMENT	\$533.57	3/15/2023 R
131309 CUB FOODS OF WHITE BEAR TWSHP	\$220.64	3/15/2023 R
131310 DEGARDNER, RICHARD D.	\$64.00	3/15/2023 R
131311 DI BETTA, ERIN	\$387.00	3/15/2023 R
131312 DILLON, ROBERT	\$2,100.00	3/15/2023 R
131313 DOMINOS PIZZA	\$1,697.25	3/15/2023 R
131314 DOUGLAS, SANDRA L.	\$350.00	3/15/2023 R
131315 DEFINITIVE TECHNOLOGY SOLUTIONS	\$0.00	3/15/2023 C

131316	DEFINITIVE TECHNOLOGY SOLUTIONS	\$0.00	3/15/2023	C
131317	DEFINITIVE TECHNOLOGY SOLUTIONS	\$29,914.22	3/15/2023	R
131318	DEFINITIVE TECHNOLOGY SOLUTIONS	\$10,323.00	3/15/2023	R
131319	DUSTIN, JAMI L.	\$6.99	3/15/2023	R
131320	EARL F ANDERSEN INC	\$424.60	3/15/2023	R
131321	ECKROTH MUSIC	\$140.00	3/15/2023	R
131322	EDUCATION YOUTH DEVELOPMENT OUTREACH	\$14,300.00	3/15/2023	R
131323	EDUCERE LLC	\$3,400.00	3/15/2023	R
131324	EHLERS	\$4,900.00	3/15/2023	R
131325	EVANS, DANIEL M.	\$64.00	3/15/2023	R
131326	EYE MED	\$5,607.71	3/15/2023	R
131327	FESTIVAL FOODS-KNOWLAN'S	\$1,090.03	3/15/2023	R
131328	FLINN SCIENTIFIC INC	\$108.20	3/15/2023	R
131329	FLOWERS, CHRIS	\$64.00	3/15/2023	R
131330	FOLLETT CONTENT SOLUTIONS LLC	\$2,966.99	3/15/2023	R
131331	FORBES SOLUTIONS PLLC	\$37,600.00	3/15/2023	R
131332	FRONTRUNNER SCREEN PRINTING	\$372.69	3/15/2023	R
131333	GALLOWAY, NATHANIEL	\$101.00	3/15/2023	R
131334	GEPHART TRUCKING	\$19,288.75	3/15/2023	R
131335	GLASS, CHRISTEN J.	\$64.00	3/15/2023	R
131336	GOPHER	\$0.00	3/15/2023	C
131337	GOPHER	\$4,515.00	3/15/2023	R
131338	GRAEN, KATHLEEN M.	\$180.00	3/15/2023	R
131339	GREAT RIVER OFFICE PRODUCTS	\$1,296.14	3/15/2023	R
131340	GREATAMERICA FINANCIAL SERVICES	\$314.86	3/15/2023	R
131341	GRESCZYK, RANDY	\$750.00	3/15/2023	R
131342	GRIMALUSKUS, STEVEN	\$344.00	3/15/2023	R
131343	GROTH MUSIC CO	\$71.09	3/15/2023	R
131344	GROUP MEDICAREBLUE RX	\$12,974.50	3/15/2023	R
131345	HAAS MUSICAL INSTRUMENT REPAIR	\$286.06	3/15/2023	R
131346	HALO TRANSPORTATION	\$41,090.75	3/15/2023	R
131347	HANSON, GENO	\$236.00	3/15/2023	R
131348	HEALTHPARTNERS	\$84,415.02	3/15/2023	R
131349	HISDAHL INC	\$10.00	3/15/2023	R
131350	HOEFER, SHANE S.	\$90.00	3/15/2023	R
131351	HOENIGSCHMIDT, KAYLEA	\$4,500.00	3/15/2023	R
131352	HUGO FEED MILL & HARDWARE	\$13.08	3/15/2023	R
131353	IMAGE BUILDERS	\$2,164.20	3/15/2023	R
131354	INNOVATIVE OFFICE SOLUTIONS	\$127.37	3/15/2023	R
131355	INSTITUTE FOR MULTI SENSORY EDUCATION	\$241.92	3/15/2023	R
131356	J GRAMMOND PHOTOGRAPHY	\$30.00	3/15/2023	R
131357	JOHNSON, KEITH	\$64.00	3/15/2023	R
131358	JOHNSON, ZACHARY	\$118.00	3/15/2023	R
131359	JW PEPPER & SON INC	\$0.00	3/15/2023	C
131360	JW PEPPER & SON INC	\$741.96	3/15/2023	R
131361	KEEFER, ELIZABETH K.	\$2,672.00	3/15/2023	R
131362	KEYSTONE INTERPRETING SOLUTIONS	\$1,008.00	3/15/2023	R

131363 KIM TONG TRANSLATION SERV INC	\$75.00	3/15/2023 R
131364 KIMBALL MIDWEST	\$987.66	3/15/2023 R
131365 KITTEL, MAX	\$118.00	3/15/2023 R
131366 KULZER, ERIC	\$118.00	3/15/2023 R
131367 LA POBLANITA	\$301.00	3/15/2023 R
131368 LAKESHORE LEARNING STORE	\$57.48	3/15/2023 R
131369 LANCASTER ARCHERY SUPPLY, INC	\$598.70	3/15/2023 R
131370 LANDGRAFF, MARCIA J.	\$557.80	3/15/2023 R
131371 LANGEVIN, JOE	\$82.00	3/15/2023 R
131372 LARA, SUMMER	\$900.00	3/15/2023 R
131373 LDA MINNESOTA	\$409.20	3/15/2023 R
131374 LIBERTY OXYGEN AND HOME CARE, INC	\$225.00	3/15/2023 R
131375 MACKIN EDUCATIONAL RESOURCES	\$159.69	3/15/2023 R
131376 MACPHAIL CENTER FOR MUSIC	\$9,505.00	3/15/2023 R
131377 MATH LEARNING CENTER	\$658.80	3/15/2023 R
131378 MCBRIDE, STACIE R.	\$243.93	3/15/2023 R
131379 MENTH, MICHAEL	\$82.00	3/15/2023 R
131380 METRO MEALS ON WHEELS INC	\$76.25	3/15/2023 R
131381 MEYER, JACOB A.	\$150.00	3/15/2023 R
131382 MILLER, NICOLE A.	\$189.00	3/15/2023 R
131383 MN INSURANCE SCHOLASTIC TRUST	\$1,795.00	3/15/2023 R
131384 MN CHILDRENS MUSEUM	\$260.00	3/15/2023 R
131385 MN HISTORICAL SOCIETY	\$318.00	3/15/2023 R
131386 MN SAFETY COUNCIL INC	\$667.00	3/15/2023 R
131387 MN SOCIETY OF CPAS	\$355.00	3/15/2023 R
131388 MONKEY WRENCH PRODUCTION REPAIR LLC	\$447.80	3/15/2023 R
131389 MOORE, MICHAEL J.	\$64.00	3/15/2023 R
131390 MN SCHOOL BOARDS ASSN	\$200.00	3/15/2023 R
131391 MN SUPERINTENDENTS OFC PERSONNEL	\$475.00	3/15/2023 R
131392 MUSEUM OF SCIENCE	\$78.99	3/15/2023 R
131393 MUSIC COMPOSITION ONLINE MENTORING PROGRAM	\$750.00	3/15/2023 R
131394 NASCO EDUCATION	\$666.38	3/15/2023 R
131395 NCPERS GROUP LIFE INS	\$96.00	3/15/2023 R
131396 NEW DOMINION SCHOOL	\$90.42	3/15/2023 R
131397 NORCENTRONIX DISTRIBUTING	\$62.00	3/15/2023 R
131398 NORTH CENTRAL TRUCK EQUIPMENT	\$242.40	3/15/2023 R
131399 NORTH CENTRAL INTERNATIONAL, LLC	\$161.74	3/15/2023 R
131400 NORTH HOMES, INC	\$35,000.00	3/15/2023 R
131401 NORTHBOUND CREATIVE	\$180.00	3/15/2023 R
131402 NOVAK, JANICE S.	\$20.00	3/15/2023 R
131403 O'REILLY AUTOMOTIVE INC	\$131.94	3/15/2023 R
131404 OLIVE, MATT	\$118.00	3/15/2023 R
131405 OLSON, PETER G.	\$78.00	3/15/2023 R
131406 ORI LEARNING	\$30.34	3/15/2023 R
131407 OSMAN, BADASO	\$82.00	3/15/2023 R
131408 PAIN IN THE GLASS	\$150.00	3/15/2023 R
131409 PATTERSON, JAMES	\$87.00	3/15/2023 R

131410 PEDIATRIC HOME SERVICE	\$3,262.50	3/15/2023 R
131411 PETERSON-SCHURKE, CHERYL E.	\$500.00	3/15/2023 R
131412 PITNEY BOWES PURCHASE POWER	\$100.00	3/15/2023 R
131413 PODS COMPLETE CAR CARE	\$3,494.33	3/15/2023 R
131414 PRESS PUBLICATIONS	\$514.65	3/15/2023 R
131415 PRO-ED INC	\$266.20	3/15/2023 R
131416 PROFESSIONAL BINDING PROD INC	\$511.44	3/15/2023 R
131417 R & R SPECIALTIES INC	\$187.50	3/15/2023 R
131418 RADAR CONSULTING LLC	\$4,600.00	3/15/2023 R
131419 READ NATURALLY INC	\$16.76	3/15/2023 R
131420 RED BRICK RESOURCES	\$291.64	3/15/2023 R
131421 RIFTON EQUIPMENT	\$401.25	3/15/2023 R
131422 RIVERSIDE INSIGHTS	\$297.66	3/15/2023 R
131423 SAARION, CARL A.	\$64.00	3/15/2023 R
131424 SCHMITT MUSIC COMPANY	\$10.39	3/15/2023 R
131425 SCHOLASTIC BOOK FAIRS	\$4,273.75	3/15/2023 R
131426 SCHOOL HEALTH CORPORATION	\$412.95	3/15/2023 R
131427 SCHROEHER, JANE E.	\$330.00	3/15/2023 R
131428 SCIENCE MUSEUM OF MINNESOTA	\$998.00	3/15/2023 R
131429 SCOTT, RYAN	\$82.00	3/15/2023 R
131430 SHERBARTH-LYNCH, SANDRA	\$1,188.00	3/15/2023 R
131431 SKOW, KAREN L.	\$990.00	3/15/2023 R
131432 SMITH, JAMIE	\$75.00	3/15/2023 R
131433 SOLIANT HEALTH, LLC	\$1,625.00	3/15/2023 R
131434 ST CLOUD STATE UNIVERSITY	\$720.00	3/15/2023 R
131435 STANDARD INSURANCE COMPANY	\$40,247.90	3/15/2023 R
131436 STAPLES	\$127.65	3/15/2023 R
131437 STAY TUNED PIANO SERVICES	\$270.00	3/15/2023 R
131438 STREAMLINE DESIGN INC	\$380.00	3/15/2023 R
131439 SURPLUS SERVICES	\$36.00	3/15/2023 R
131440 TAMARACK NATURE CENTER	\$804.10	3/15/2023 R
131441 TEAMWORKS INTERNATIONAL INC	\$350.00	3/15/2023 R
131442 THE BAKER'S HORSE, LLC	\$125.00	3/15/2023 R
131443 THE HANOVER RESEARCH COUNCIL LLC	\$52,514.00	3/15/2023 R
131444 THE POSITIVITY PROJECT, LLC	\$3,995.00	3/15/2023 R
131445 TRADE PRESS INC	\$0.00	3/15/2023 C
131446 TRADE PRESS INC	\$1,989.64	3/15/2023 R
131447 TRI-STATE BOBCAT	\$269.09	3/15/2023 R
131448 TWIN CITY JANITOR SUPPLY CO	\$72.00	3/15/2023 R
131449 TWIN CITIES TRANSPORT & RECOVERY INC	\$250.00	3/15/2023 R
131450 TWIN CITY TRANSPORTATION INC	\$60,138.42	3/15/2023 R
131451 UNIVERSITY OF MINNESOTA	\$6,960.00	3/15/2023 R
131452 US OMNI & TSACG COMPLIANCE SERVICES, INC	\$932.94	3/15/2023 R
131453 VANG, STEPHANIE	\$1,160.00	3/15/2023 R
131454 VERIZON WIRELESS	\$1,097.23	3/15/2023 R
131455 VOYAGER SOPRIS LEARNING	\$948.75	3/15/2023 R
131456 WAGNER, JEFFREY P.	\$64.00	3/15/2023 R

131457 WALTER, BRIAN M.	\$93.00	3/15/2023 R
131458 WHITE BEAR LAWN & SNOW	\$30,425.00	3/15/2023 R
131459 WEINKAUF, AMANDA L.	\$500.00	3/15/2023 R
131460 WEST MUSIC COMPANY	\$37.38	3/15/2023 R
131461 WILLOW LANE	\$134.95	3/15/2023 R
131462 WOODBURY HIGH SCHOOL	\$200.00	3/15/2023 R
131463 WPS	\$792.00	3/15/2023 R
131464 ZABADAL, GEORGE J.	\$93.00	3/15/2023 R
131465 ZAHL PETROLEUM MAINTENANCE CO	\$341.50	3/15/2023 R
131466 ZECH, GINA	\$93.00	3/15/2023 R
131467 ARISE OUTDOOR SERVICES LLC	\$2,645.00	3/15/2023 R
131468 AMAZON CAPITAL SERVICES	\$244.98	3/16/2023 R
131469 GREATER TWIN CITIES UNITED WAY	\$54.80	3/17/2023 R
131470 IUOE LOCAL 70	\$1,956.54	3/17/2023 R
131471 SCHOOL SERVICE EMPLOYEES	\$0.00	3/17/2023 C
131472 SCHOOL SERVICE EMPLOYEES	\$7,873.35	3/17/2023 R
131473 WBLA EDUCATIONAL FOUNDATION	\$687.00	3/17/2023 R
131474 GURSTEL CHARGO ATTORNEYS AT LAW	\$349.75	3/17/2023 R
131475 MEYER NJUS TANICK, P.A.	\$344.54	3/17/2023 R
131476 ABLE FENCE INC	\$320.00	3/28/2023 R
131477 ACCLAIM SERVICES INC	\$713.00	3/28/2023 R
131478 ALLIED OIL & SUPPLY, INC.	\$2,930.90	3/28/2023 R
131479 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131480 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131481 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131482 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131483 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131484 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131485 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131486 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131487 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131488 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131489 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131490 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131491 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131492 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131493 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131494 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131495 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131496 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131497 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131498 AMAZON CAPITAL SERVICES	\$0.00	3/28/2023 C
131499 AMAZON CAPITAL SERVICES	\$12,010.21	3/28/2023 R
131500 AMERICAN SCHOOL FOR THE DEAF	\$1,150.00	3/28/2023 R
131501 AMPLIFIED IT LLC	\$1,625.00	3/28/2023 R
131502 ANDERSON, KEVVAN	\$87.00	3/28/2023 R
131503 ARISE FOUNDATION, INC	\$83.64	3/28/2023 R

131504	ARISE OUTDOOR SERVICES LLC	\$1,580.00	3/28/2023	R
131505	BARDAL, PRIYA	\$301.12	3/28/2023	R
131506	BECKER ARENA PRODUCTS INC	\$8,770.00	3/28/2023	R
131507	BERG, JASON	\$87.00	3/28/2023	R
131508	BEVSO	\$0.00	3/28/2023	C
131509	BEVSO	\$0.00	3/28/2023	C
131510	BEVSO	\$14,218.91	3/28/2023	R
131511	BLICK ART MATERIALS	\$9.30	3/28/2023	R
131512	BSN SPORTS, LLC	\$8,338.00	3/28/2023	R
131513	BUFFALO, KARI D.	\$104.00	3/28/2023	R
131514	CALVERT, JACEYON S.	\$13.00	3/28/2023	R
131515	CAPITAL ONE TRADE CREDIT	\$21.62	3/28/2023	R
131516	CARBONES PIZZERIA	\$546.51	3/28/2023	R
131517	CAROLINA BIOLOGICAL SUPPLY	\$531.88	3/28/2023	R
131518	CDW GOVERNMENT INC	\$0.00	3/28/2023	C
131519	CDW GOVERNMENT INC	\$967.31	3/28/2023	R
131520	CEL PUBLIC RELATIONS, INC	\$18,505.00	3/28/2023	R
131521	CENTURY COLLEGE	\$80.00	3/28/2023	R
131522	CINTAS CORP #470	\$94.65	3/28/2023	R
131523	CINTAS CORP	\$0.00	3/28/2023	C
131524	CINTAS CORP	\$0.00	3/28/2023	C
131525	CINTAS CORP	\$0.00	3/28/2023	C
131526	CINTAS CORP	\$0.00	3/28/2023	C
131527	CINTAS CORP	\$2,636.35	3/28/2023	R
131528	COMMERCIAL KITCHEN SERVICES	\$786.87	3/28/2023	R
131529	CONSCIOUS DISCIPLINE	\$990.00	3/28/2023	R
131530	CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$52.00	3/28/2023	R
131531	CUB FOODS OF WHITE BEAR TWSHP	\$521.07	3/28/2023	R
131532	CULINEX	\$32,250.14	3/28/2023	R
131533	CUMMINS SALES AND SERVICE	\$2,015.64	3/28/2023	R
131534	DEGARDNER, RICHARD D.	\$69.00	3/28/2023	R
131535	DELEGARD TOOL COMPANY	\$3,633.08	3/28/2023	R
131536	DEMCO INC	\$1,040.88	3/28/2023	R
131537	DISCOUNT SCHOOL SUPPLY	\$625.11	3/28/2023	R
131538	DOMINOS PIZZA	\$252.98	3/28/2023	R
131539	DONATELLI'S	\$2,445.00	3/28/2023	R
131540	DEFINITIVE TECHNOLOGY SOLUTIONS	\$411.00	3/28/2023	R
131541	DEFINITIVE TECHNOLOGY SOLUTIONS	\$11,380.62	3/28/2023	R
131542	ECKROTH MUSIC	\$200.54	3/28/2023	R
131543	EDGE MOBILE SHARPENING	\$925.00	3/28/2023	R
131544	EHLERS	\$4,250.00	3/28/2023	R
131545	FAISON, JOHN	\$87.00	3/28/2023	R
131546	FASTENAL COMPANY	\$191.18	3/28/2023	R
131547	FIRST STUDENT INC	\$0.00	3/28/2023	C
131548	FIRST STUDENT INC	\$665,403.37	3/28/2023	R
131549	FOLLETT SCHOOL SOLUTIONS, LLC	\$209.79	3/28/2023	R
131550	FOREST LAKE HIGH SCHOOL SPEECH	\$91.00	3/28/2023	R

131551 GARDNER, TRAVIS	\$87.00	3/28/2023 R
131552 GOPHER	\$240.74	3/28/2023 R
131553 GROUP MEDICAREBLUE RX	\$13,648.50	3/28/2023 R
131554 HANSON, GENO	\$87.00	3/28/2023 R
131555 HASTINGS CREAMERY LLC	\$766.88	3/28/2023 R
131556 HENNEPIN THEATRE TRUST	\$125.00	3/28/2023 R
131557 HOEFER, MELINDA S.	\$216.98	3/28/2023 R
131558 HOGLUND BODY & EQUIPMENT INC	\$3,347.50	3/28/2023 R
131559 HOMESCHOOL BOSS	\$370.00	3/28/2023 R
131560 HOULE, THOMAS A.	\$87.00	3/28/2023 R
131561 HUGO EQUIPMENT CO	\$53.57	3/28/2023 R
131562 HUSNIK, ANDREA M.	\$35.00	3/28/2023 R
131563 IFD	\$0.00	3/28/2023 C
131564 IFD	\$0.00	3/28/2023 C
131565 IFD	\$0.00	3/28/2023 C
131566 IFD	\$0.00	3/28/2023 C
131567 IFD	\$0.00	3/28/2023 C
131568 IFD	\$185,099.09	3/28/2023 R
131568 IFD	(\$185,099.09)	3/29/2023 V
131569 INNOVATIVE OFFICE SOLUTIONS	\$32.62	3/28/2023 R
131570 INSTRUMENTALIST AWARDS	\$449.00	3/28/2023 R
131571 JUNIOR ACHIEVEMENT	\$644.00	3/28/2023 R
131572 JW PEPPER & SON INC	\$0.00	3/28/2023 C
131573 JW PEPPER & SON INC	\$386.91	3/28/2023 R
131574 KAEHLER, MATTHEW P.	\$95.00	3/28/2023 R
131575 KETTUNEN, MEGAN E.	\$104.00	3/28/2023 R
131576 KEYSTONE INTERPRETING SOLUTIONS	\$773.20	3/28/2023 R
131577 KIDCREATE STUDIO	\$2,838.00	3/28/2023 R
131578 KLAAS, SARAH	\$12.99	3/28/2023 R
131579 KRUSEMARK, LEEANNE	\$150.00	3/28/2023 R
131580 LA POBLANITA	\$542.00	3/28/2023 R
131581 LAKESHORE LEARNING MATERIALS	\$176.94	3/28/2023 R
131582 LANGEVIN, JOE	\$87.00	3/28/2023 R
131583 LANGUAGE LINE SERVICES	\$290.04	3/28/2023 R
131584 LDA MINNESOTA	\$3,165.80	3/28/2023 R
131585 LIBERTY OXYGEN AND HOME CARE, INC	\$75.00	3/28/2023 R
131586 LISA'S PHOTOGRAPHY	\$350.00	3/28/2023 R
131587 LONG LAKE CONSERVATION CENTER	\$8,079.40	3/28/2023 R
131588 MN ASSOC FOR COLLEGE ADMISSION COUNSELING	\$435.00	3/28/2023 R
131589 MACKIN EDUCATIONAL RESOURCES	\$56.27	3/28/2023 R
131590 MAIJALA, GRACE K.	\$85.00	3/28/2023 R
131591 MARCO TECHNOLOGIES LLC	\$237.00	3/28/2023 R
131592 MCNAUGHTON, NATE	\$87.00	3/28/2023 R
131593 METRO MEALS ON WHEELS INC	\$6,175.40	3/28/2023 R
131594 MIDWEST BUS PARTS INC	\$236.78	3/28/2023 R
131595 MN DEBATE TEACHERS ASSOC (MDTA)	\$110.00	3/28/2023 R
131596 MN STATE UNIV MANKATO	\$250.00	3/28/2023 R

131597 MN SWORD PLAY	\$675.00	3/28/2023 R
131598 MN ULTIMATE	\$800.00	3/28/2023 R
131599 MOUNDS VIEW HIGH SCHOOL	\$150.00	3/28/2023 R
131600 MRI SOFTWARE LLC	\$695.00	3/28/2023 R
131601 MSP COMMUNICATIONS	\$1,375.00	3/28/2023 R
131602 NAPA GENUINE AUTO PARTS	\$59.99	3/28/2023 R
131603 NCPERS GROUP LIFE INS	\$96.00	3/28/2023 R
131604 NCS PEARSON INC	\$269.24	3/28/2023 R
131605 NEWTRAX	\$2,817.75	3/28/2023 R
131606 NORCENTRONIX DISTRIBUTING	\$2,083.00	3/28/2023 R
131607 NORTH CENTRAL TRUCK EQUIPMENT	\$0.00	3/28/2023 C
131608 NORTH CENTRAL TRUCK EQUIPMENT	\$0.00	3/28/2023 C
131609 NORTH CENTRAL TRUCK EQUIPMENT	\$4,489.48	3/28/2023 R
131610 NORTH CENTRAL INTERNATIONAL, LLC	\$114,928.46	3/28/2023 R
131610 NORTH CENTRAL INTERNATIONAL, LLC	(\$114,928.46)	3/29/2023 V
131611 NORTHBOUND CREATIVE	\$1,463.00	3/28/2023 R
131612 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$600.00	3/28/2023 R
131613 NOVAK, JANICE S.	\$60.00	3/28/2023 R
131614 O'REILLY AUTOMOTIVE INC	\$335.86	3/28/2023 R
131615 ODP BUSINESS SOLUTIONS, LLC	\$106.55	3/28/2023 R
131616 OXYGEN SERVICE COMPANY INC	\$45.28	3/28/2023 R
131617 PADDEN, MICHELLE E.	\$18.00	3/28/2023 R
131618 PAI	\$825.00	3/28/2023 R
131619 PAYDHEALTH	\$10,773.44	3/28/2023 R
131620 PEDIATRIC HOME SERVICE	\$2,006.25	3/28/2023 R
131621 PERFORMANCE TOURS	\$553.00	3/28/2023 R
131622 PERNSTEINER CREATIVE GROUP	\$3,850.00	3/28/2023 R
131623 PHOENIX SCHOOL COUNSELING LLC	\$4,470.75	3/28/2023 R
131624 PIONEER RIM & WHEEL CO	\$956.70	3/28/2023 R
131625 PROFESSIONAL WIRELESS COMM	\$625.80	3/28/2023 R
131626 PROFORMA	\$1,610.64	3/28/2023 R
131627 PROJECT LEAD THE WAY	\$682.00	3/28/2023 R
131628 PROMOTIONAL ALLIANCE, INC.	\$199.01	3/28/2023 R
131629 PROPIO LS, LLC	\$295.00	3/28/2023 R
131630 QUADIENT LEASING	\$474.42	3/28/2023 R
131631 R & R SPECIALTIES INC	\$37.50	3/28/2023 R
131632 RAMSEY COUNTY PARKS/REC DEPT	\$26,939.17	3/28/2023 R
131633 REDWOOD TOXICOLOGY LABORATORY	\$187.92	3/28/2023 R
131634 REGENTS OF THE UNIV OF MN	\$4,158.90	3/28/2023 R
131635 REGION 4AA	\$13,585.00	3/28/2023 R
131636 RODRIGUEZ, ANTHONY R.	\$87.00	3/28/2023 R
131637 RUPP ANDERSON SQUIRES	\$1,572.00	3/28/2023 R
131638 SAVE A LIFE MN	\$680.00	3/28/2023 R
131639 SAXON LANES AMF	\$653.43	3/28/2023 R
131640 SCENARIO LEARNING LLC	\$5,314.09	3/28/2023 R
131641 SCHMITT MUSIC COMPANY	\$0.00	3/28/2023 C
131642 SCHMITT MUSIC COMPANY	\$1,539.95	3/28/2023 R

131643 SCHOLASTIC	\$140.09	3/28/2023 R
131644 SCHOOL HEALTH CORPORATION	\$2,609.13	3/28/2023 R
131645 SEEVER, GRAY	\$160.00	3/28/2023 R
131646 SHERBARTH-LYNCH, SANDRA	\$2,178.00	3/28/2023 R
131647 SIMMER, KATHLEEN C.	\$189.00	3/28/2023 R
131648 SKOW, KAREN L.	\$891.00	3/28/2023 R
131649 SOLIANT HEALTH, LLC	\$2,340.00	3/28/2023 R
131650 ST ANTHONY VILLAGE HIGH SCHOOL	\$77.00	3/28/2023 R
131651 STAPLES	\$336.93	3/28/2023 R
131652 STAR TRIBUNE	\$62.27	3/28/2023 R
131653 STEPHAN THOMAS R,JR	\$69.00	3/28/2023 R
131654 STEVE WEISS MUSIC	\$355.00	3/28/2023 R
131655 STIMULUS ATHLETIC LLC	\$4,690.00	3/28/2023 R
131656 SUCCESS BEYOND THE CLASSROOM	\$80.00	3/28/2023 R
131657 SWWC SERVICE COOPERATIVE	\$4,992.40	3/28/2023 R
131658 TAYLOR PUBLISHING COMPANY	\$2,717.40	3/28/2023 R
131659 TEACHERS PAY TEACHERS	\$124.60	3/28/2023 R
131660 THE BAKER'S HORSE, LLC	\$750.00	3/28/2023 R
131661 THERAPRO INC	\$131.78	3/28/2023 R
131662 TITAN MACHINERY INC.	\$990.00	3/28/2023 R
131663 TOOLS 4 READING LLC	\$175.00	3/28/2023 R
131664 TRANSLANGUAGES, LLC	\$0.00	3/28/2023 C
131665 TRANSLANGUAGES, LLC	\$4,791.66	3/28/2023 R
131666 TREASURED TRANSPORTATION LLC	\$155,969.44	3/28/2023 R
131667 TRI-STATE BOBCAT	\$516.78	3/28/2023 R
131668 TRIO SUPPLY COMPANY	\$0.00	3/28/2023 C
131669 TRIO SUPPLY COMPANY	\$0.00	3/28/2023 C
131670 TRIO SUPPLY COMPANY	\$0.00	3/28/2023 C
131671 TRIO SUPPLY COMPANY	\$0.00	3/28/2023 C
131672 TRIO SUPPLY COMPANY	\$0.00	3/28/2023 C
131673 TRIO SUPPLY COMPANY	\$8,877.72	3/28/2023 R
131674 TWIN CITIES TRANSPORT & RECOVERY INC	\$250.00	3/28/2023 R
131675 TWIN CITIES DOTS AND POP, LLC	\$450.00	3/28/2023 R
131676 UNLTD TEAM	\$5,740.00	3/28/2023 R
131677 US OMNI & TSACG COMPLIANCE SERVICES, INC	\$943.16	3/28/2023 R
131678 VAN WYK CONFECTIONS, LLC	\$3,745.00	3/28/2023 R
131679 VEND-UCATION LLC	\$14,925.00	3/28/2023 R
131680 VERIZON WIRELESS	\$977.35	3/28/2023 R
131681 VIKING ELECTRIC SUPPLY	\$197.62	3/28/2023 R
131682 WALSWORTH PUBLISHING COMPANY INC	\$3,752.41	3/28/2023 R
131683 WANGEN, CHELSEA L.	\$45.36	3/28/2023 R
131684 WARNERS' STELLIAN	\$6,969.93	3/28/2023 R
131685 WHITE BEAR CENTER FOR THE ARTS	\$6,375.00	3/28/2023 R
131686 WHITE BEAR GLASS INC	\$640.00	3/28/2023 R
131687 WHITE BEAR LOCKSMITH INC	\$72.00	3/28/2023 R
131688 WEST MUSIC COMPANY	\$1,251.00	3/28/2023 R
131689 WINDSTREAM	\$1,953.18	3/28/2023 R

131690 YMCA OF THE GREATER TWIN CITIES	\$63,633.63	3/28/2023 R
131691 YOUNG AMERICANS SCHL OF SELF DEFENSE,INC	\$269.50	3/28/2023 R
131692 ACME TOOLS	\$7,299.99	3/29/2023 R
131693 ADVANCE TERRAZZO & TILE CO INC	\$55,697.71	3/29/2023 R
131694 ADVANCED SYSTEMS INTEGRATION, LLC	\$130,548.33	3/29/2023 R
131695 AJ MOORE ELECTRIC INC	\$143,037.06	3/29/2023 R
131696 ALL-AMERICAN, LLC	\$210.00	3/29/2023 R
131697 AMAZON CAPITAL SERVICES	\$562.40	3/29/2023 R
131698 AMERICAN MESSAGING SERVICES	\$8.32	3/29/2023 R
131699 ARAMARK UNIFORM SERVICES	\$0.00	3/29/2023 C
131700 ARAMARK UNIFORM SERVICES	\$0.00	3/29/2023 C
131701 ARAMARK UNIFORM SERVICES	\$587.51	3/29/2023 R
131702 ASSOCIATED HEARING OF ST PAUL	\$750.00	3/29/2023 R
131703 ATC GROUP SERVICES LLC	\$10,099.62	3/29/2023 R
131704 AXEL H OHMAN INC	\$46,819.92	3/29/2023 R
131705 B&D ASSOCIATES LLC	\$11,736.30	3/29/2023 R
131706 BARTHOLD	\$2,321.25	3/29/2023 R
131707 BATTERIES PLUS BULBS	\$73.73	3/29/2023 R
131708 BEN'S STRUCTURAL FABRICATION INC	\$24,244.68	3/29/2023 R
131709 BERWALD ROOFING COMPANY INC	\$283,100.00	3/29/2023 R
131710 BLUUM OF MINNESOTA, LLC	\$12,716.86	3/29/2023 R
131711 THE BOELTER COMPANIES INC	\$65,857.80	3/29/2023 R
131712 BRAUN INTERTEC CORPORATION	\$1,226.00	3/29/2023 R
131713 BSN SPORTS, LLC	\$42,019.92	3/29/2023 R
131714 CAPITAL CITY GLASS INC	\$7,098.81	3/29/2023 R
131715 CAPITAL ONE TRADE CREDIT	\$0.00	3/29/2023 C
131716 CAPITAL ONE TRADE CREDIT	\$0.00	3/29/2023 C
131717 CAPITAL ONE TRADE CREDIT	\$456.88	3/29/2023 R
131718 CE, LLC	\$4,650.00	3/29/2023 R
131719 CHAPPELL CENTRAL INC	\$32,614.92	3/29/2023 R
131720 CINTAS CORP	\$57.27	3/29/2023 R
131721 CITY OF WHITE BEAR LAKE	\$3,460.89	3/29/2023 R
131722 COMMERCIAL DRYWALL INC	\$10,569.56	3/29/2023 R
131723 CONSTRUCTION SYSTEMS, INC	\$5,705.58	3/29/2023 R
131724 CONTINENTAL RESEARCH CORP	\$1,966.84	3/29/2023 R
131725 COSNEY CORPORATION	\$2,951.28	3/29/2023 R
131726 CRESCENT ELECTRIC SUPPLY CO	\$98.84	3/29/2023 R
131727 DALCO CORPORATION	\$0.00	3/29/2023 C
131728 DALCO CORPORATION	\$0.00	3/29/2023 C
131729 DALCO CORPORATION	\$0.00	3/29/2023 C
131730 DALCO CORPORATION	\$0.00	3/29/2023 C
131731 DALCO CORPORATION	\$0.00	3/29/2023 C
131732 DALCO CORPORATION	\$15,908.97	3/29/2023 R
131733 DAVIS MECHANICAL SYSTEMS INC	\$25,197.20	3/29/2023 R
131734 DIVERSE CONSTRUCTION SERVICES LLC	\$3,443.48	3/29/2023 R
131735 EBERT INC	\$452,684.80	3/29/2023 R
131736 ECCO MIDWEST INC	\$5,560.00	3/29/2023 R

131737	ECSI SYSTEM INTEGRATORS	\$7,189.23	3/29/2023	R
131738	EVAC+CHAIR NORTH AMERICA	\$9,295.00	3/29/2023	R
131739	FOREST LAKE CONTRACTING INC	\$74,411.64	3/29/2023	R
131740	FRANSEN DECORATING INC	\$4,895.70	3/29/2023	R
131741	GENERAL SHEET METAL COMPANY LLC	\$45,072.65	3/29/2023	R
131742	GRAINGER	\$0.00	3/29/2023	C
131743	GRAINGER	\$0.00	3/29/2023	C
131744	GRAINGER	\$2,078.94	3/29/2023	R
131745	H2I GROUP INC	\$281,233.25	3/29/2023	R
131746	HALLBERG ENGINEERING INC	\$3,754.03	3/29/2023	R
131747	HILLYARD INC MINNEAPOLIS	\$21.83	3/29/2023	R
131748	HOLLENBACK & NELSON INC	\$10,935.81	3/29/2023	R
131749	IDEAL ENERGIES SOLAR LEASING LLC	\$7,394.96	3/29/2023	R
131750	INNOVATIVE OFFICE SOLUTIONS	\$0.00	3/29/2023	C
131751	INNOVATIVE OFFICE SOLUTIONS	\$56,385.80	3/29/2023	R
131752	JACON LLC	\$13,022.60	3/29/2023	R
131753	JOHN FOLEY MASONRY INC	\$153,068.15	3/29/2023	R
131754	KELLINGTON CONSTRUCTION INC	\$2,090.00	3/29/2023	R
131755	KFI ENGINEERS	\$7,840.94	3/29/2023	R
131756	KIEFER USA	\$39,936.10	3/29/2023	R
131757	KRAFT MECHANICAL LLC	\$0.00	3/29/2023	C
131758	KRAFT MECHANICAL LLC	\$9,084.77	3/29/2023	R
131759	KRAUS ANDERSON CONSTRUCTION CO	\$475,914.08	3/29/2023	R
131760	LIFE FITNESS, LLC	\$0.00	3/29/2023	C
131761	LIFE FITNESS, LLC	\$109,377.23	3/29/2023	R
131762	LINDE GAS & EQUIPMENT INC	\$71.35	3/29/2023	R
131763	L T G POWER EQUIPMENT	\$511.60	3/29/2023	R
131764	MAERTENS-BRENNY CONSTRUCTION	\$1,567.50	3/29/2023	R
131765	MULTIPLE CONCEPTS INTERIORS	\$3,775.03	3/29/2023	R
131766	MURPHY WINDOW AND DOOR COMMERCIAL INC	\$247,821.13	3/29/2023	R
131767	MUSKA ELECTRIC COMPANIES	\$172,051.35	3/29/2023	R
131768	NAC MECHANICAL & ELECTRICAL SERV	\$68,243.48	3/29/2023	R
131769	NARDINI FIRE EQUIPMENT CO INC	\$712.36	3/29/2023	R
131770	NASSEFF MECHANICAL CONTRACTORS INC	\$14,951.00	3/29/2023	R
131771	O'NEILL ELECTRIC INC	\$2,558.54	3/29/2023	R
131772	OLSON'S SEWER SERVICE, INC	\$695.00	3/29/2023	R
131773	PALMER WEST CONSTRUCTION	\$19,260.00	3/29/2023	R
131774	PELCO CONSTRUCTION LLC	\$950.00	3/29/2023	R
131775	PETERSON BROS ROOFING & CONST	\$1,717.83	3/29/2023	R
131776	PHASOR ELECTRIC COMPANY	\$25,650.00	3/29/2023	R
131777	RACHEL CONTRACTING LLC	\$70,459.12	3/29/2023	R
131778	RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	\$92.00	3/29/2023	R
131779	RAMSEY EXCAVATING COMPANY	\$2,527.00	3/29/2023	R
131780	RED CEDAR STEEL ERECTORS INC	\$30,431.02	3/29/2023	R
131781	REPUBLIC SERVICES #899	\$12,447.35	3/29/2023	R
131782	THE RETROFIT COMPANIES INC	\$466.79	3/29/2023	R
131783	RTL CONSTRUCTION INC	\$77,486.78	3/29/2023	R

131784 S&J GLASS INC	\$4,785.13	3/29/2023 R
131785 SAFETYFIRST PLAYGROUND MAINTENANCE	\$4,283.00	3/29/2023 R
131786 SCHADEGG MECHANICAL INC	\$47,191.25	3/29/2023 R
131787 SCHOLASTIC EQUIPMENT CO LLC	\$4,605.84	3/29/2023 R
131788 SCHREIBER MULLANEY CONSTRUCTION CO	\$3,710.30	3/29/2023 R
131789 SPECIALTY SYSTEMS INC	\$15,460.00	3/29/2023 R
131790 STATE SUPPLY CO	\$660.46	3/29/2023 R
131791 SUDDATH RELOCATION SYSTEMS OF MN LLC	\$4,783.00	3/29/2023 R
131792 SUMMIT FIRE PROTECTION	\$893.74	3/29/2023 R
131793 SUPERSET TILE & STONE	\$5,211.94	3/29/2023 R
131794 SVL SERVICE CORPORATION	\$370.92	3/29/2023 R
131795 TEKTON CONSTRUCTION COMPANY	\$121,475.82	3/29/2023 R
131796 TIM'S CONSTRUCTION GROUP LLC	\$2,616.57	3/29/2023 R
131797 TR ENVIRONMENTAL CONSULTING LLC	\$3,997.00	3/29/2023 R
131798 TRANE US INC	\$9,255.00	3/29/2023 R
131799 TWIN CITY JANITOR SUPPLY CO	\$18,508.00	3/29/2023 R
131800 TWIN CITY HARDWARE COMPANY INC	\$18,940.82	3/29/2023 R
131801 TWIN CITY ACOUSTICS INC	\$1,280.47	3/29/2023 R
131802 UHL COMPANY INC	\$4,648.52	3/29/2023 R
131803 ULINE	\$8,173.27	3/29/2023 R
131804 ULTRA CONCRETE LLC	\$50,506.20	3/29/2023 R
131805 VIKING ELECTRIC SUPPLY	\$0.00	3/29/2023 C
131806 VIKING ELECTRIC SUPPLY	\$2,369.84	3/29/2023 R
131807 WHITE BEAR LOCKSMITH INC	\$60.00	3/29/2023 R
131808 WEIDNER PLUMBING & HEATING CO	\$373,099.08	3/29/2023 R
131809 WELLS CONCRETE PRODUCTS CO	\$517,025.63	3/29/2023 R
131810 WL HALL COMPANY	\$1,308.70	3/29/2023 R
131811 XCEL ENERGY	\$0.00	3/29/2023 C
131812 XCEL ENERGY	\$0.00	3/29/2023 C
131813 XCEL ENERGY	\$267,382.83	3/29/2023 R
131814 IFD	\$0.00	3/29/2023 C
131815 IFD	\$0.00	3/29/2023 C
131816 IFD	\$0.00	3/29/2023 C
131817 IFD	\$0.00	3/29/2023 C
131818 IFD	\$0.00	3/29/2023 C
131819 IFD	\$185,099.09	3/29/2023 R
131819 IFD	(\$185,099.09)	3/29/2023 V
131820 NORTH CENTRAL INTERNATIONAL, LLC	\$114,928.46	3/29/2023 R
131820 NORTH CENTRAL INTERNATIONAL, LLC	(\$114,928.46)	3/29/2023 V
131821 IFD	\$0.00	3/29/2023 C
131822 IFD	\$0.00	3/29/2023 C
131823 IFD	\$0.00	3/29/2023 C
131824 IFD	\$0.00	3/29/2023 C
131825 IFD	\$179,976.97	3/29/2023 R
131826 NORTH CENTRAL INTERNATIONAL, LLC	\$114,928.46	3/29/2023 R
131827 PAN-O-GOLD	\$5,122.12	3/29/2023 R
131828 BEST BUY BUSINESS ADVANTAGE ACCT	\$63,938.44	3/30/2023 R

131829 CALVIN TERRELL	\$18,000.00	3/30/2023 R
131830 MARCO TECHNOLOGIES LLC	\$369.30	3/30/2023 R
131831 GURSTEL CHARGO ATTORNEYS AT LAW	\$272.11	3/31/2023 R
131832 MESSERLI & KRAMER PA	\$509.23	3/31/2023 R
131833 MEYER NJUS TANICK, P.A.	\$533.81	3/31/2023 R
131834 GREATER TWIN CITIES UNITED WAY	\$54.80	3/31/2023 R
131835 IUOE LOCAL 70	\$1,916.37	3/31/2023 R
131836 SCHOOL SERVICE EMPLOYEES	\$0.00	3/31/2023 C
131837 SCHOOL SERVICE EMPLOYEES	\$7,681.12	3/31/2023 R
131838 WBLA EDUCATIONAL FOUNDATION	\$687.00	3/31/2023 R
9994478 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994479 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994480 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994481 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994482 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994483 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994484 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994485 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994486 SAM'S CLUB/SYNCHRONY BANK	\$0.00	3/23/2023 C
9994487 SAM'S CLUB/SYNCHRONY BANK	\$6,566.36	3/23/2023 R
9994488 AIG	\$6,682.30	3/15/2023 R
9994489 AMERICAN FUNDS	\$77,295.70	3/15/2023 R
9994490 AMERIPRISE FINANCIAL SERVICES	\$21,194.56	3/15/2023 R
9994491 AXA EQUITABLE	\$0.00	3/15/2023 C
9994492 AXA EQUITABLE	\$31,260.51	3/15/2023 R
9994493 BENEFIT RESOURCE, INC	\$93,285.75	3/15/2023 R
9994494 EDUCATION MN ESI BILLING TRUST	\$33,357.29	3/15/2023 R
9994495 INTERNAL REVENUE SERVICE	\$0.00	3/15/2023 C
9994496 INTERNAL REVENUE SERVICE	\$0.00	3/15/2023 C
9994497 INTERNAL REVENUE SERVICE	\$0.00	3/15/2023 C
9994498 INTERNAL REVENUE SERVICE	\$0.00	3/15/2023 C
9994499 INTERNAL REVENUE SERVICE	\$0.00	3/15/2023 C
9994500 INTERNAL REVENUE SERVICE	\$0.00	3/15/2023 C
9994501 INTERNAL REVENUE SERVICE	\$776,865.06	3/15/2023 R
9994502 METROPOLITAN LIFE	\$1,054.60	3/15/2023 R
9994503 MN DEPT OF HUMAN SERVICES	\$2,532.40	3/15/2023 R
9994504 MN DEPT OF REVENUE	\$0.00	3/15/2023 C
9994505 MN DEPT OF REVENUE	\$129,169.56	3/15/2023 R
9994506 MN REVENUE	\$1,813.50	3/15/2023 R
9994507 MN STATE RETIREMENT	\$5,095.87	3/15/2023 R
9994508 PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$3,202.97	3/15/2023 R
9994509 PUBLIC EMP RETIREMENT ASSOC	\$0.00	3/15/2023 C
9994510 PUBLIC EMP RETIREMENT ASSOC	\$141,154.52	3/15/2023 R
9994511 TEACHERS RETIREMENT ASSOC	\$406,097.78	3/15/2023 R
9994512 VANGUARD SMALL BUSINESS SERVICES	\$39,928.14	3/15/2023 R
9994513 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$39,760.92	3/15/2023 R
9994549 BMO	\$0.00	3/31/2023 C

9994550 BMO	\$0.00	3/31/2023 C
9994551 BMO	\$0.00	3/31/2023 C
9994552 BMO	\$0.00	3/31/2023 C
9994553 BMO	\$0.00	3/31/2023 C
9994554 BMO	\$0.00	3/31/2023 C
9994555 BMO	\$0.00	3/31/2023 C
9994556 BMO	\$0.00	3/31/2023 C
9994557 BMO	\$0.00	3/31/2023 C
9994558 BMO	\$0.00	3/31/2023 C
9994559 BMO	\$0.00	3/31/2023 C
9994560 BMO	\$0.00	3/31/2023 C
9994561 BMO	\$0.00	3/31/2023 C
9994562 BMO	\$0.00	3/31/2023 C
9994563 BMO	\$0.00	3/31/2023 C
9994564 BMO	\$0.00	3/31/2023 C
9994565 BMO	\$0.00	3/31/2023 C
9994566 BMO	\$0.00	3/31/2023 C
9994567 BMO	\$0.00	3/31/2023 C
9994568 BMO	\$0.00	3/31/2023 C
9994569 BMO	\$0.00	3/31/2023 C
9994570 BMO	\$0.00	3/31/2023 C
9994571 BMO	\$42,243.83	3/31/2023 R
222300796 ALTHOF, KATHRYN A.	\$5.24	3/1/2023 A
222300797 ANDERSON, JON C.	\$30.00	3/1/2023 A
222300798 BASHORE, MEGAN L.	\$61.38	3/1/2023 A
222300799 BEACH, RODNEY W.	\$170.28	3/1/2023 A
222300800 BERGER, BRANDON J.	\$67.80	3/1/2023 A
222300801 BILSKEMPER, JOSHUA P.	\$181.32	3/1/2023 A
222300802 BORGES GATEWOOD, MARA F.	\$34.06	3/1/2023 A
222300803 BOSCH, DONALD	\$390.00	3/1/2023 A
222300804 BOWEN, SUSAN M.	\$4.19	3/1/2023 A
222300805 BREWER, ROBERT G.	\$299.28	3/1/2023 A
222300806 BRUEMMER, SARAH E.	\$141.22	3/1/2023 A
222300807 BURDICK, NATHAN I.	\$87.51	3/1/2023 A
222300808 BUSTOS, KELLY R.	\$26.20	3/1/2023 A
222300809 CARLEY, ANDREA J.	\$110.59	3/1/2023 A
222300810 CHIODI, ELIZABETH L.	\$302.68	3/1/2023 A
222300811 DANIELS, KATHLEEN S.	\$1,736.21	3/1/2023 A
222300812 DARR, SHELLY M.	\$36.00	3/1/2023 A
222300813 DOESCHER, DEREK S.	\$52.60	3/1/2023 A
222300814 DURAND, JENNIFER A.	\$52.54	3/1/2023 A
222300815 EDWARDS, LANNIE J.	\$93.67	3/1/2023 A
222300816 FIERRO WESTBERG, MELINDA A.	\$59.34	3/1/2023 A
222300817 GILLESPIE, ALISON C.	\$87.86	3/1/2023 A
222300818 GRAY, DONALD E.	\$100.00	3/1/2023 A
222300819 GUTHRIE, ASHLEY M.	\$89.23	3/1/2023 A
222300820 HAINEY, KATHLEEN M.	\$136.00	3/1/2023 A

222300821 HARRIMAN, DION D.	\$447.81	3/1/2023 A
222300822 HILDESTAD, JULIE A.	\$75.79	3/1/2023 A
222300823 JESMER, MICHAEL P.	\$195.42	3/1/2023 A
222300824 JORGENSEN, AMY L.	\$138.08	3/1/2023 A
222300825 LEHN, BRIDGET N.	\$72.05	3/1/2023 A
222300826 LIEF, JENNIFER E.	\$65.98	3/1/2023 A
222300827 LITTLEFIELD, TRAVIS D.	\$45.56	3/1/2023 A
222300828 LYDON, CASSANDRA K.	\$80.28	3/1/2023 A
222300829 NACHTSHEIM, JOHN J.	\$77.95	3/1/2023 A
222300830 O'LEARY, CHADRICK J.	\$713.42	3/1/2023 A
222300831 PELOQUIN, BREANNA K.	\$107.34	3/1/2023 A
222300832 PIERRE, CHRISTINA K.	\$265.79	3/1/2023 A
222300833 PIERSON, CATHERINE A.	\$33.59	3/1/2023 A
222300834 RAU, EMILY J.	\$105.77	3/1/2023 A
222300835 ROCKFORD, JEREMY W.	\$420.76	3/1/2023 A
222300836 SCHMID, NICOLE R.	\$53.56	3/1/2023 A
222300837 SHAVERS, BRENTON D.	\$195.00	3/1/2023 A
222300838 SOLER, LORI J.	\$370.25	3/1/2023 A
222300839 SON, ELIZABETH	\$19.89	3/1/2023 A
222300840 STREIFF OJI, CHRISTINA D.	\$2,256.05	3/1/2023 A
222300841 SYNAN, ERIN K.	\$138.63	3/1/2023 A
222300842 THOMAS, CHRISTINE L.	\$169.24	3/1/2023 A
222300843 TREMBLEY, HANNAH G.	\$489.80	3/1/2023 A
222300844 VOLLMER, JENNA D.	\$279.88	3/1/2023 A
222300845 VULGAMOTT, MEGAN M.	\$43.23	3/1/2023 A
222300846 WITT, JOHN M.	\$36.91	3/1/2023 A
222300847 ANDERSON, AMY M.	\$150.91	3/15/2023 A
222300848 ANDERSON, JON C.	\$30.00	3/15/2023 A
222300849 BAKKE, BRENT M.	\$32.42	3/15/2023 A
222300850 BASHORE, MEGAN L.	\$60.20	3/15/2023 A
222300851 BEACH, RODNEY W.	\$133.62	3/15/2023 A
222300852 BEGE, JEFFREY T.	\$165.64	3/15/2023 A
222300853 BERNIER, CARYN S.	\$98.90	3/15/2023 A
222300854 BILSKEMPER, JOSHUA P.	\$73.07	3/15/2023 A
222300855 BORGES GATEWOOD, MARA F.	\$31.44	3/15/2023 A
222300856 BRISTOW, JILL K.	\$55.00	3/15/2023 A
222300857 BRUESS, DAWN L.	\$116.41	3/15/2023 A
222300858 BUSTOS, KELLY R.	\$20.00	3/15/2023 A
222300859 CALLEN, DENISE A	\$22.52	3/15/2023 A
222300860 CARLSON-CASA DE CALVO, JANET L.	\$73.44	3/15/2023 A
222300861 DEEN, DENISE T.	\$58.30	3/15/2023 A
222300862 DENUCCI, KRISTINA E.	\$61.85	3/15/2023 A
222300863 DERBY, SARA A.	\$90.94	3/15/2023 A
222300864 ENGSTRAN, PAUL A.	\$120.94	3/15/2023 A
222300865 GALYON, AMY R.	\$64.85	3/15/2023 A
222300866 GREENE, JENNIFER W.	\$167.01	3/15/2023 A
222300867 GRONHOVD, KELSEY G.	\$817.07	3/15/2023 A

222300868 GUTHRIE, ASHLEY M.	\$20.96	3/15/2023 A
222300869 HARRIMAN, GRETCHEN E.	\$455.00	3/15/2023 A
222300870 HENNESSEY, ALEXANDER M.	\$40.35	3/15/2023 A
222300871 HOLMAN, KRISTIE S.	\$612.80	3/15/2023 A
222300872 HOPKINS, JULIE C.	\$36.51	3/15/2023 A
222300873 IMMEL, COLLEEN M.	\$279.70	3/15/2023 A
222300874 KILGO, GRACE C.	\$79.98	3/15/2023 A
222300875 KIRKHAM, BENJAMIN R.	\$42.86	3/15/2023 A
222300876 LARSON, NATALEE B.	\$174.98	3/15/2023 A
222300877 LEE, MOLLY E.	\$107.09	3/15/2023 A
222300878 LEHN, BRIDGET N.	\$491.57	3/15/2023 A
222300879 LEISTICO, VICTORIA M.	\$15.98	3/15/2023 A
222300880 LEMIEUX, TAMARA M.	\$136.24	3/15/2023 A
222300881 LITTLEFIELD, TRAVIS D.	\$39.98	3/15/2023 A
222300882 LUKA, JENNIFER M.	\$150.23	3/15/2023 A
222300883 MENIER, MATTHEW M.	\$478.81	3/15/2023 A
222300884 MILLER, MOLLY M.	\$88.09	3/15/2023 A
222300885 MOGREN, EMILY M.	\$120.02	3/15/2023 A
222300886 MOREAU, CALLI M.	\$95.00	3/15/2023 A
222300887 MUELLER, CYNTHIA J.	\$722.80	3/15/2023 A
222300888 MUNDELL, GERALD K.	\$213.82	3/15/2023 A
222300889 NACHTSHEIM, JOHN J.	\$340.71	3/15/2023 A
222300890 NELSON, LISA C.	\$98.58	3/15/2023 A
222300891 PINNOW, PAIGE E.	\$201.26	3/15/2023 A
222300892 QUARFOTH, LYNN M.	\$132.25	3/15/2023 A
222300893 RANCOUR, RACHEL	\$34.98	3/15/2023 A
222300894 SAMPOANG, DESSERAY R.	\$571.16	3/15/2023 A
222300895 SANTOSCOY, BRIANA J.	\$130.23	3/15/2023 A
222300896 SCHMITZ, KAREN M.	\$30.00	3/15/2023 A
222300897 SCHMIDT, LAURA M.	\$18.75	3/15/2023 A
222300898 ST AMANT, BERNADETTE	\$52.62	3/15/2023 A
222300899 STAFKI, MEGAN E.	\$68.68	3/15/2023 A
222300900 STOFFEL, JAMES E.	\$419.47	3/15/2023 A
222300901 STRATE, SARAH A.	\$22.81	3/15/2023 A
222300902 SULLIVAN, MAUREEN P.	\$68.04	3/15/2023 A
222300903 SUOJA, WENDY T.	\$285.00	3/15/2023 A
222300904 THEISSEN, ALLISON M.	\$15.00	3/15/2023 A
222300905 ULVIN, JOHN M.	\$163.76	3/15/2023 A
222300906 ALLEN, HANNAH M.	\$47.76	3/29/2023 A
222300907 ALTHOF, KATHRYN A.	\$5.90	3/29/2023 A
222300908 BEACH, RODNEY W.	\$167.66	3/29/2023 A
222300909 BERGER, BRANDON J.	\$358.69	3/29/2023 A
222300910 BERNIER, CARYN S.	\$41.92	3/29/2023 A
222300911 BREWER, ROBERT G.	\$42.31	3/29/2023 A
222300912 BURTON, SANDRA J.	\$135.22	3/29/2023 A
222300913 CARLEY, ANDREA J.	\$76.92	3/29/2023 A
222300914 CLYNE, KRISTINE L.	\$139.37	3/29/2023 A

222300915 DANIELS, TIMOTHY L. JR	\$281.88	3/29/2023 A
222300916 DENNIS, MICHAEL S.	\$230.38	3/29/2023 A
222300917 DERBY, SARA A.	\$31.99	3/29/2023 A
222300918 DRANGE, ANGELA M.	\$230.99	3/29/2023 A
222300919 ENGSTRAN, PAUL A.	\$50.97	3/29/2023 A
222300920 EVERT, ELIZABETH M.	\$71.06	3/29/2023 A
222300921 FEIRN, FREDERICK R.	\$824.45	3/29/2023 A
222300922 FERNANDEZ, KEVIN M.	\$370.00	3/29/2023 A
222300923 FERRELL, PATRICIA A.	\$51.02	3/29/2023 A
222300924 GILLESPIE, ALISON C.	\$195.00	3/29/2023 A
222300925 GRAY, DONALD E.	\$60.00	3/29/2023 A
222300926 HAYES, TERRY L.	\$5.24	3/29/2023 A
222300927 HENNESSEY, ALEXANDER M.	\$43.49	3/29/2023 A
222300928 HIGGINS, SHEILA J.	\$244.19	3/29/2023 A
222300929 HUBBARD, MICHELLE K.	\$222.35	3/29/2023 A
222300930 JUERGENS, KATIE M.	\$105.00	3/29/2023 A
222300931 KLECKER, KEVIN W.	\$120.00	3/29/2023 A
222300932 KRUSEMARK, CARY L.	\$326.80	3/29/2023 A
222300933 KUEMMEL, JANEEN E.	\$69.99	3/29/2023 A
222300934 LAMWERS, LINDSAY M.	\$148.48	3/29/2023 A
222300935 MARKUSON, RACHAEL J.	\$152.31	3/29/2023 A
222300936 MISGEN, MARK A.	\$440.00	3/29/2023 A
222300937 MOSENG, AMANDA R.	\$84.00	3/29/2023 A
222300938 MOSTAD, MICHAEL G.	\$23.16	3/29/2023 A
222300939 MUNDELL, GERALD K.	\$794.37	3/29/2023 A
222300940 NACHTSHEIM, JOHN J.	\$42.58	3/29/2023 A
222300941 NAKAGAKI, BENJAMIN P.	\$30.95	3/29/2023 A
222300942 O'LEARY, CHADRICK J.	\$567.46	3/29/2023 A
222300943 OLSON, MARK A.	\$123.03	3/29/2023 A
222300944 OTTAVIANI, AMY M.	\$25.55	3/29/2023 A
222300945 PERRON, PAULA H.	\$47.16	3/29/2023 A
222300946 PHETTEPLACE, WANDA M.	\$70.00	3/29/2023 A
222300947 RIVERS, KELLY M.	\$50.00	3/29/2023 A
222300948 RODRIGUEZ, DARCY A.	\$481.75	3/29/2023 A
222300949 ROLOFF, STEPHANIE H.	\$17.95	3/29/2023 A
222300950 SCHMID, NICOLE R.	\$157.02	3/29/2023 A
222300951 SCHROEDER, AMANDA S.	\$277.05	3/29/2023 A
222300952 STAFKI, RACHAEL N.	\$450.00	3/29/2023 A
222300953 TORKELSON, MITCHELL J.	\$121.85	3/29/2023 A
222300954 ULVIN, JOHN M.	\$89.08	3/29/2023 A
222300955 VAN ARRAGON, JANEL L.	\$33.00	3/29/2023 A
222300956 VANG, JULIE	\$65.57	3/29/2023 A
222300957 VULGAMOTT, MEGAN M.	\$43.23	3/29/2023 A
222300958 WANLESS, TAMELA K.	\$149.95	3/29/2023 A
222300959 XU, HUI	\$629.38	3/29/2023 A
	\$15,977,119.12	

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: **April 10, 2023**

SUGGESTED DISPOSITION: **Action Item**

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

Donation	Donor	Recipient
\$4.85	Charities Aid Foundation America c/o CyberGrants	Lincoln Elementary
\$300.00	White Bear Lake Lions Club	WBLAHS - South Campus Boys Lacrosse
\$250.00	Kowalskis	WBLAHS - South Campus Orchestra Program
\$826.00	Midwest USA Foundation	WBLAHS - South Campus Trap & Skeet Team
\$200.00	Christine Yerkes	WBLAHS - South Campus Nutrition Services Angel Fund
\$900.00	Parkview United Church of Christ	WBLAHS - South Campus Black Student Union
\$900.00	Redeemer Lutheran Church Trust Fund	WBLAHS - South Campus Black Student Union
\$500.00	Vanessa Schulte L.L.C.	WBLAS Week Without Walls
2 @ \$500.00 = \$1,000.00	White Bear Lake Rotary Foundation	WBLAS Week Without Walls
\$50.00	Sharon Schmidt, Triad	Senior Center, Triad Meeting
\$50.00	Janet Bowser	Senior Center
\$100.00	Community of Grace Lutheran Church	Senior Center, Meals on Wheels

RECOMMENDED ACTION:

Approve.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: April 10, 2023

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

Date and Destination	Requesting Staff Member	Grade/ Team	School Days Missed	Students Attending	Total Cost per Student	Total Cost of Trip and Source of Revenue	Trans- portation
4/11 - 4/14/2023 Osprey Wilds Environmental Learning Center Sandstone, MN	Laura Watters and Ann Myers	ALC Science and Language Arts Departments	4	30-35	\$1350	\$8328.74 Fundraisers and families	District bus

Purpose: Students will extend what they are learning in their PLTW Environmental Sustainability class to another application and integration with other living and nonliving things. They will use their engineering skills in several hands-on classes and experience the delicate balance between the impact of humans on our natural world and protecting our Earth in a new way. They will implement the writing skills they are learning to defend a position on a current environmental issue.

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
5/4 - 5/5/2023 MAAP STARS Spring Conference Mankato, MN	Ann Myers	ALC MAAP STARS	2	8-12	\$25	\$145/student Fundraisers and families and Perkins Grant	District bus or van
Purpose: Students will participate in the MAAP STARS Service, Learning, and Leadership Spring capstone event.							

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
5/12 - 5/14/2023 NIETOC Chanhassen, MN	Traci Bowermaster and Cat Olson	Speech Team	1/2	2	\$375	\$750 Speech budget and NIETOC grant	Families
Purpose: Two members of the speech team qualified for the National Individual Events Tournament of Champions (NIETOC). The event will help them further hone their skills of public speaking.							

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
6/10 - 6/17/2023 NSDA Tournament Phoenix, AZ	Traci Bowermaster and Cat Olson	Speech Team	0	3	\$1000	\$3000 Speech budget, fundraisers, grants and families	Airplane and shuttles
Purpose: One member of the speech team qualified for the National Speech and Debate Association (NSDA) Tournament and two others are allowed to compete in supplemental speech competitions designed to deepen and enhance public speaking skills.							

Date and Destination	Requesting Staff Member	Grade/ Team	School Days Missed	Students Attending	Total Cost per Student	Total Cost of Trip and Source of Revenue	Trans- portation
6/21 - 6/25/2023 HOSA International Leadership Conference Dallas, TX	Erica Largent	South Campus HOSA students	0	4	\$1440	\$1440/student Fundraisers and families	Airplane
Purpose: The HOSA International Leadership Conference allows students who are top 3 in MN in their competitive events to show their skills at an international level. There will also be a variety of educational sessions to better students' understanding of the healthcare field.							

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(f), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

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

RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF

TERESA ANDERSON – NS Assistant - Central Middle School

Employed by District 624 since 02/14/2022

Effective Date: 03/31/2023

ELIZABETH DEMARS – Paraeducator - WBLAHS - North Campus

Employed by District 624 since 10/24/2023

Effective Date: 03/02/2023

KRISTIN GARNER – Lunchroom Playground Supervisor - Oneka Elementary

Employed by District 624 since 08/29/2022

Effective Date: 03/31/2023

JOSEPH GUSTAFSON – PT Custodian - Central Middle School

Employed by District 624 since 08/22/2022

Effective Date: 03/31/2023

LUKAS GILBERT – Paraeducator - Sunrise Park Middle School

Employed by District 624 since 11/14/2022

Effective Date: 03/03/2023

PRESTON MUELLER – Nutrition Services Assistant - WBLAHS - North Campus

Employed by District 624 since 04/04/2022

Effective Date: 03/02/2023

BERNADETTE ST AMANT – Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/06/2022

Effective Date: 03/21/2023

MITCHELL TORKELSON – Tier 1 Field Tech - WBLAHS - District Wide

Employed by District 624 since 08/29/2022

Effective Date: 03/17/2023

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

EMILY BISKE – Science Teacher - Sunrise Park Middle School

Employed by District 624 since 08/20/2014

Effective Date: 06/12/2023

BRANDON BERGER – Music Teacher - WBLAHS - North Campus

Employed by District 624 since 08/29/2022

Effective Date: 06/12/2023

ELIZABETH MCBRIDE – Special Education Teacher - North Star Elementary
Employed by District 624 since 08/30/2021
Effective Date: 06/12/2023

NIKOLE REINECCIUS – 3rd Grade Teacher - Lincoln Elementary
Employed by District 624 since 08/21/2013
Effective Date: 06/12/2023

HEATHER SCHMIDT – Instructional Coach - Central Middle School
Employed by District 624 since 08/23/2001
Effective Date: 06/12/2023

GRACE SIMPSON – Music Teacher - Central Middle School
Employed by District 624 since 08/29/2022
Effective Date: 06/12/2023

RESIGNATION/TERMINATION/NON-RENEWAL - PROFESSIONAL STAFF

JONATHAN LUKNIC – Principal - Birch Lake Elementary
Employed by District 624 since 07/01/2017
Effective Date: 06/30/2023

RETIREMENT - CLASSIFIED STAFF

DONALD GRAY – Custodian - Lincoln Elementary & Sunrise Middle School
Employed by District 624 since 10/15/1991
Effective Date: 05/11/2023

PATTI PRICE – Administrative Assistant Operations - District Center
Employed by District 624 since 09/24/2012
Effective Date: 07/05/2023 (Revised)

RETIREMENT - CERTIFIED STAFF

JULIE NASVIK – Physical Education & Dape Teacher - Sunrise Park Middle School
Employed by District 624 since 08/25/2005
Effective Date: 06/12/2023

TERESA WALD – Special Education Teacher - Sunrise Park Middle School
Employed by District 624 since 08/21/2003
Effective Date: 06/12/2023

ANN ZETTEL – ECFE Teacher - Normandy Park
Employed by District 624 since 08/20/2014
Effective Date: 06/12/2023

RETIREMENT - NON-AFFILIATED

BETH SAMUELSON – Chemical Health Specialist - ALC

Employed by District 624 since 11/30/1999

Effective Date: 06/09/2023

EXTRA ASSIGNMENT - CERTIFIED STAFF

ABIGAIL ANDERSON – .2 FTE Special Education Teacher - Central Middle School

BA, Step 3, \$6,408.68

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

ESSIA GARFIELD – .05 FTE Spanish Teacher - Otter Lake Elementary

MA + 60, Step 10, \$1,102.89

Effective Date: 03/29/2023 through 06/12/2023

REBECCA HOLMAN – .2 FTE Special Education Teacher - Central Middle School

MA + 60, Step 10, \$9,946.14

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

KIM LACASSE – .2 FTE Special Education Teacher - Central Middle School

MA + 60, Step 13, \$13,165.20

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

CLAIRE LUGER – .2 FTE Special Education Teacher - Central Middle School

MA, Step 10, \$6,540.79

Effective Date: 02/02/2023 through 06/12/2023

KARLIE MYETTE – .2 FTE Math Teacher - Central Middle School

MA + 60, Step 13, \$6,764.99

Effective Date: 03/13/2023 through 06/12/2023

TIMOTHY LARSON – .2 FTE Math Teacher - Central Middle School

MA + 60, Step 13, \$6,502.53

Effective Date: 03/13/2023 through 06/12/2023

CHANGE IN ASSIGNMENT - CLASSIFIED STAFF

JENNA GLASOW - Paraeducator - Sunrise Park Middle School

Increase in hours, From 6.5 hours to 6.75 hours per day

Effective Date: 03/28/2023

TEMPORARY CHANGE IN ASSIGNMENT - CLASSIFIED STAFF
--

MAGGIE CAPPELEN – Paraeducator - Sunrise Park Middle School

6.75 hrs per week changed to 4 hrs per week

Effective Date: 3/20/2023 - 6/9/2023

FULL-TIME LEAVE OF ABSENCE - CLASSIFIED STAFF
--

RODNEY BEACH - Custodian - Lakeaires and Matoska Elementary

Employed by District 624 since 07/20/2015

Effective Date: 09/06/2022 through 12/16/2022

GREG BRONSON - Custodian - Otter Lake Elementary

Employed by District 624 since 07/20/2015

Effective Date: 09/06/2022 through 12/12/2022

COLLEEN CARLSON - Paraeducator - Willow Lane Elementary

Employed by District 624 since 09/03/2013

Effective Date: 09/06/2022 through 10/26/2022

PATRICIA FRAZER - Bus Aide - District Wide

Employed by District 624 since 10/01/2015

Effective Date: 09/01/2022 through 11/15/2022

EMILY MOUQSETE - OST Program Assistant - Lincoln Elementary

Employed by District 624 since 08/29/2016

Effective Date: 09/20/2022 through 06/30/2023

JESSICA REBEAU - Paraeducator - Otter Lake Elementary

Employed by District 624 since 03/29/2021

Effective Date: 09/20/2022 through 01/30/2023

DAVID SCWARTZ - Truck Driver - District Wide

Employed by District 624 since 03/19/2012

Effective Date: 09/15/2022 through 11/09/2022

BREENA SLIVIK - Paraeducator - TEC

Employed by District 624 since 09/04/2018

Effective Date: 09/20/2022 through 11/01/2022

JOANNE TOTO - Paraeducator - Birch Lake Elementary

Employed by District 624 since 09/03/2013

Effective Date: 09/26/2022 through 06/09/2023

FULL-TIME LEAVE OF ABSENCE - CERTIFIED STAFF

GRACE BROWN – Spanish Teacher - Lakeaires Elementary

Employed by the District 624 since 08/20/2018

Effective Date: 03/31/2023 through 06/12/2023

KATHRYN CAIN – Speech Language Pathologist - Lincoln & Willow Lane Elementary

Employed by the District 624 since 08/19/2019

Effective Date: 10/05/2022 through 03/24/2023

BRIDGET CWENGROS – Speech Language Pathologist - Lakeaires Elementary

Employed by the District 624 since 08/23/2021

Effective Date: 11/07/2022 through 02/03/2023

BIRTE FRETWELL – German Teacher - WBLAHS - South Campus

Employed by the District 624 since 08/30/2021

Effective Date: 02/23/2023 through 04/06/2023

EMILY GALLATIN – 3rd Grade Teacher - Otter Lake Elementary

Employed by the District 624 since 08/25/2005

Effective Date: 2023-24 School Year

KENDALL GONZALEZ – Kindergarten Teacher - Lakeaires Elementary

Employed by the District 624 since 08/24/2011

Effective Date: 08/29/2023 through 10/17/2022

SAMANTHA JORGENSEN – 1st Grade Teacher - Lakeaires Elementary

Employed by the District 624 since 03/24/2014

Effective Date: 08/29/2023 through 10/07/2022

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

Employed by the District 624 since 08/22/2016

Effective Date: 12/09/2022 through 06/12/2023

STEPHANIE PETERSON – 1st Grade Teacher - Lakeaires Elementary

Employed by the District 624 since 08/24/2015

Effective Date: 02/13/2023 through 06/09/2023

ANGELA SAUER – Preschool Teacher - Oneka Elementary

Employed by the District 624 since 09/13/2021

Effective Date: 11/13/2022 through 03/13/2023

JENNA SAURO – Special Education Teacher - Central Middle School

Employed by the District 624 since 08/24/2020

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

KARI SOLHEIM – 1st Grade Teacher - Otter Lake Elementary

Employed by the District 624 since 08/24/1998

Effective Date: 09/19/2022 through 11/28/2022

FULL-TIME LEAVE OF ABSENCE - NON-AFFILIATED STAFF
--

MOLLY KIEGER – OST Site Supervisor - Oneka Elementary

Employed by the District 624 since 01/03/2022

Effective Date: 08/17/2022 through 12/30/2022

RICHARD PALME – Assistant Groundskeeper - Bus Garage

Employed by the District 624 since 01/06/2020

Effective Date: 09/16/2022 through 10/28/2022

NEW PERSONNEL - CLASSIFIED STAFF

LYNETTE ANDERSON – Bus Driver - Bus Garage

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

Effective Date: 04/25/2023

FRANCISCA BELMARES – NS Assistant - Sunrise Park Middle School

\$17.50 per hr., 17.5 hrs. per wk.

Effective Date: 03/14/2023

CARRIE ESTEY-DIX – Health Assistant - North Star Elementary

\$20.51 per hr., 37.5 hrs. per wk.

Effective Date: 03/20/2023

KRISTIN GARNER – Behavior Assistant - North Star and Oneka Elementary

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

Effective Date: 04/03/2023

KURT HADLEY – Paraeducator - Birch Lake Elementary

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

Effective Date: 03/20/2023

COREY LARSON – Paraeducator - WBLAHS - North Campus

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

Effective Date: 03/14/2023

JODY MINKE – Paraeducator - North Star Elementary

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

Effective Date: 03/13/2023

RILEY MOSSER – Paraeducator - Central Middle School

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

Effective Date: 03/21/2023

SHANTI MUSUNURI – OST Program Assistant - Vadnais Heights Elementary

\$18.50 per hr., 14.999 hrs. per wk.

Effective Date: 03/16/2023

NATALIE NAULT – OST Program Assistant - Lincoln Elementary

\$18.50 per hr., 22.49 hrs. per wk.

Effective Date: 03/13/2023

DAVID SCHMIDT – Paraeducator - WBLAHS - South Campus

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

Effective Date: 03/13/2023

NEW PERSONNEL - PROFESSIONAL

RUSSELL REETZ – Unified High School Principal - WBLAHS

\$170,000

Effective Date: 07/01/2023

NEW PERSONNEL - NON-AFFILIATED

KATHLEEN OLSON – Career Pathways Coordinator - WBLAHS - South Campus

\$97,546 (prorated \$26,262.38)

Effective Date: 03/27/2023

ERICA MATTICE – Controller - District Center

\$100,000 (prorated \$27,692.30)

Effective Date: 03/23/2023

LONG-TERM SUBSTITUTE - CLASSIFIED STAFF
--

ALISON ARMSTRONG – Administrative Assistant Principal - Lakeaires

\$20 per hr., 40 hrs. per wk., \$11,520

Effective Date: 03/13/2023 through 04/21/2023

DKYZIAN CLARY – Paraeducator - TEC

\$20.61 per hr., 32.5 hrs. per wk., \$6,564.28

Effective Date: 02/13/2023 through 05/01/2023

LONG-TERM SUBSTITUTE - CERTIFIED STAFF

SUE FISH – Spanish Teacher - Lakeaires Elementary

.8 FTE MA, Step 6, \$10,260.75

Effective Date: 04/03/2023 through 06/12/2023

KARLA KELLER – Intervention Teacher - Birch Lake Elementary

1.0 FTE MA, Step 6, \$22,495.93

Effective Date: 04/03/2023 through 06/12/2023

AGENDA ITEM: **Quarterly Investment Update**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

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

Below you will find the information concerning our investments as of quarter-end. Money market spreads have narrowed but continue to offer excellent value and attractive absolute yields, in many cases fully compensating for one more additional potential interest rate hike by the Federal Reserve. The District’s total overall aggregate general operating funds follows the District’s investment policy statement and Minnesota state statutes (Minnesota Statute 118A.04) as all the investment holdings are of extremely high quality. The District’s Other Post Employment Benefits (“OPEB”) Trust fund is also in compliance with Minnesota Statute 356A.

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

government investment pools. Since the permitted investments as allowed by state statute are of the highest safety (and least risk), general operating fund investment earnings generated by governmental entities like the District tend to be low relative to portfolios managed with more latitude.

This quarterly memorandum is submitted in compliance with the Board Policy mandate. For the period ending March 31, 2023, the District's overall general operating funds had the following characteristics:

Operating and Debt Funds Portfolio Summary		
Portfolio Holdings	Closing Market Value	Current Yield
MSDLAF+ Liquid Class	\$16,608,154.30	4.68%
MSDLAF+ MAX Class	\$2,078,206.03	4.81%
<i>Total</i>	<i><u>\$18,686,360.33</u></i>	
Operating and Debt Funds Portfolio Summary		
Type of Funds	Market Value	% of Assets
Temporarily Restricted Funds	\$489,407.32	2.6%
Unrestricted Funds	\$18,196,953.01	97.4%
<i>Total</i>	<i><u>\$18,686,360.33</u></i>	<i><u>100.0%</u></i>

The markets are dealing with a new challenge: heightened volatility and a less certain outlook because of the announcement of two large bank failures and the takeover of a third. The unique characteristics of one bank – Silicon Valley Bank (“SVB”) – led to liquidity challenges, which resulted in it being shut down and taken over by the Federal Deposit Insurance Corporation (“FDIC”) in what became the second-largest bank failure in U.S. history. The closure of Signature Bank (based in New York) also happened over that same weekend in March.

To quell possible contagion, the U.S. Treasury, Federal Reserve (the “Fed”), and the FDIC jointly announced two key actions: (i) protecting all depositors at both banks, including uninsured deposits over the current FDIC’s \$250,000 insurance limit; and (ii) creation of a new “Bank Term Funding Program” designed to help ensure that all banks have the liquidity to meet the needs of all of their depositors.

As expected, the Fed raised rates by twenty-five basis points on February 1st. Then, they raised rates another twenty-five basis points on March 22nd, despite the market uncertainty. The short-term Fed Funds rate is now at a new target range of 4.75% to 5.00%. The Fed’s March updated Summary of Economic Projections were little changed from December. According to Fed projections, the Fed Funds rate is expected to end the year around 5.1%, while projections for gross domestic product (“GDP”) and the unemployment rate were lowered by 0.1% each to 0.4% and 4.5%, respectively.

The labor market remains strong, with continued wage gains and many job openings. Meanwhile, year-over-year inflation as measured by the Consumer Price Index (“CPI”) eased for the eighth straight month to 6.0%. For the latest reading, the price index for shelter was the largest contributor, accounting for over 70% of the overall increase, with the indices for food, recreation, and transportation also contributing.

After a strong jump to start the calendar year, retail sales fell by 0.4% in the most recent reading. Spending on general merchandise, health and personal care, and groceries rose, but were offset by declines in spending on autos, gasoline, and appliances. Economic activity in the manufacturing sector remained in contraction territory, while service sector activity continued to show moderate expansion.

On the housing front, home sales and housing starts both surprised to the upside. Lower mortgage rates resulting from the sharp decline in interest rates in March will lend some support to the sector, but banks are likely to tighten lending standards.

The 2-year U.S. Treasury yield broke through its 2022 high, reaching a peak of 5.07% in early March. However, in a classic “flight-to-quality,” yields plummeted falling by more than one hundred basis points in the biggest 3-day slide since 1987. The benchmark 3-month, 2-year, and 10-year U.S. Treasury yields ended March at 4.68%, 4.06%, and 3.48%, respectively. As shorter rates peaked, the 2 and 10-year spread reached -108 basis points, which is the largest inversion in over 40 years.

To summarize, the economic outlook has turned cloudier. The Fed remains committed to fighting inflation but has also acknowledged the negative shock from the issues in the banking sector and the recent steep retreat in yields.

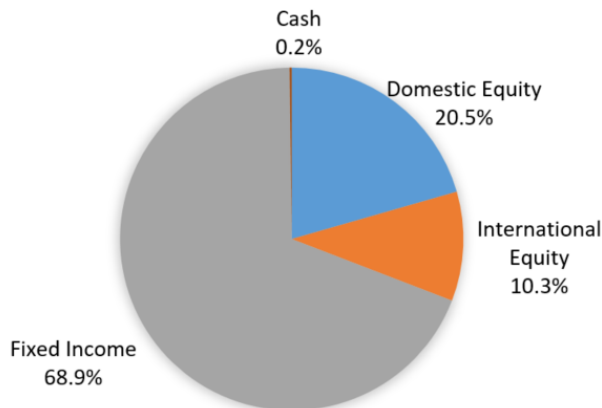
Lastly, stress indicators such as the TED spread, which represents the difference between the interest rate on three-month U.S. Treasury Bills and the three-month London Interbank Offering Rate (“LIBOR”), and others do not suggest that we are likely to experience anything of the magnitude of the fiscal crisis of 2008. Unlike in 2008, when banks faced a solvency issue, today the market is facing liquidity and confidence issues.

Nevertheless, the steps taken by the FDIC, Treasury, and Federal Reserve are sufficient to stabilize domestic banks and provide an attractive and accessible mechanism to provide liquidity if needed by the banking sector.

For the third quarter of fiscal year 2023, actual earned income in the MSDLAF+ accounts amounted to \$263,796.59. Short-term yields have followed the Federal Reserve’s rate increases higher, but the money market yield curve has flattened as expectations for future rate hikes have moderated. Due to this fact, the budget for interest income in FY 2023 is projected to be over \$700,000.

The OPEB Trust account managed by the District at the end of the quarter totaled: ~\$30,525,261.35. As of March 31, 2023, the OPEB investment portfolio was diversified and allocated as follows:

OPEB TRUST SECTOR ALLOCATION



The set of financial indicators that are traditionally associated with broad financial conditions have returned to their levels prior to the failure of Silicon Valley Bank and the ensuing turmoil, or better. Relative to the dire prospects in early March, for example, the S&P 500 finished the first quarter of calendar year 2023 higher (by almost 7%), the dollar finished more-or-less flat compared to early-January, the 2 and 10-year Treasury yields ended much lower (by ~45 basis points versus December 31st, alike), while corporate bond yields and mortgage rates also ended lower. Moreover, both investment-grade and high yield corporate spreads have retraced about half their 40-basis point and 130-basis point widening in early March, respectively, while the mortgage spread has narrowed back to pre-SVB levels. Investment grade and high yield spreads remain near their longer-term medians, indicating little anticipation of significant economic weakening.

Despite much volatility in March, stock returns were still muted for the Dow Jones Industrial Average, while the Nasdaq index was positive and up by over 3% for the month. Investors must feel good heading into the second quarter of calendar year 2023. The month of March saw the biggest banking failures since the 2008 fiscal crisis, and the S&P still closed up 3.5% for the month and over 6% for the quarter. However, investors can thank two companies for that: Microsoft and Apple. These tech giants accounted for about half of the S&P's gain in March.

Within the U.S., economic data has been mixed with a slowdown in manufacturing activity being contrasted by a strong labor market and continued services spending. Inflation has continued to moderate over the last several months and this trend is expected to continue. Corporate fundamentals still look healthy based on buyback activity, corporate spreads, and high profit margins. The consensus is that earnings for calendar year 2023 will remain flat versus the earnings per share seen in calendar year 2022, with some downward bias.

Currently, earnings expectations have held up better across domestic mid and small-cap equity stocks than that of large-caps. The international markets remain attractive from a valuation standpoint though some risk of a global recession remains. The economic reopening in China is expected to lead a resurgence, which will benefit

several emerging and developed markets. However, inflation in Europe and Japan continues to remain accelerated. Overall, market volatility is expected to remain somewhat elevated for the near future.

For the period ending March 31, 2023, the OPEB Trust account had the following preliminary returns:

Other Post-Employment Benefits ("OPEB") Trust Fund Returns		
Portfolio / Benchmark	Quarter-To-Date Return	Year-To-Date Return
OPEB Trust Account	3.06%	3.06%
Blended Benchmark	3.40%	3.40%
<i>Difference</i>	<i>-0.34%</i>	<i>-0.34%</i>

The following page summarizes our 2020A facilities referendum, 2021A facilities maintenance, and 2022A building bond proceeds, which are managed by Ehlers Investments.

Ehlers is actively monitoring the portfolio and investing in such a way as to have investment maturities and reinvestments align with the District's construction cashflow needs. We continue to work with the Ehlers Investment team and Kraus Anderson to ensure that we meet our projected cash liquidity as well as being fully invested. The investments purchased continue to maintain a high credit quality, with an average portfolio investment rating of AA+ by S&P, an overall increase during Q4, 2022. The invested portfolio is structured in a way for investments to mature on a regular basis to meet our payment obligations without needing to sell securities early. The portfolio's current annualized yield is 1.97% and overall book yield continues to increase due to reinvestments in a rising rate environment. The total portfolio value plus accrued interest as of Dec 31, 2022 was valued at \$173,669,012, of which 91% is invested in fixed income securities, but 36% consists of short term investments and cash maturing within 90 days to further reinvest in higher rates as opportunities arise. Our Net Income for the Bond Funds for the quarter ending Dec 31, 2022 totaled \$836,789.

Bond Proceed Investment Summary

01/01/2023 - 03/31/2023

White Bear Lake Area Schools

Dated: 04/04/2023

Portfolio Summary

	Portfolio
Client	White Bear Lake Area Schools ISD 624
Custodian	Pershing
Source Account	---
Beginning Book Value + Accrued	175,686,449.09
Ending Accrued Balance	596,099.36
Net Realized Gain/Loss	6,103.45
Ending Market Value + Accrued	174,810,291.06
Book Yield	2.75%
Duration	0.32
S&P Rating	AA+
Moody's Rating	Aa2

Footnote: 1

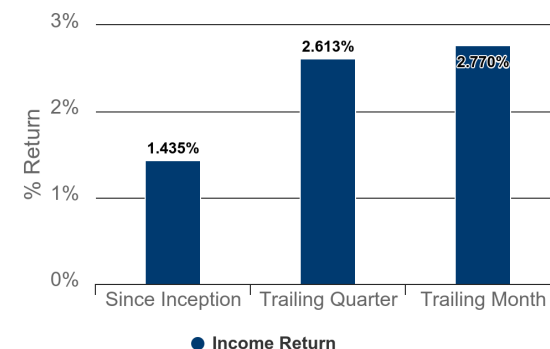
GAAP Income Detail

Account	Coupon Payment
White Bear Lk Area Schl- 2020A	776,274.56
White Bear Lk Area Schl- 2022A	228,419.78
White Bear Lk Area Schl- 2023A	148,609.24
White Bear Lk Area Schl- 2021A	147,271.79

Total 1,300,575.37

Footnotes: 2,3,4

Performance Summary



Portfolio Composition

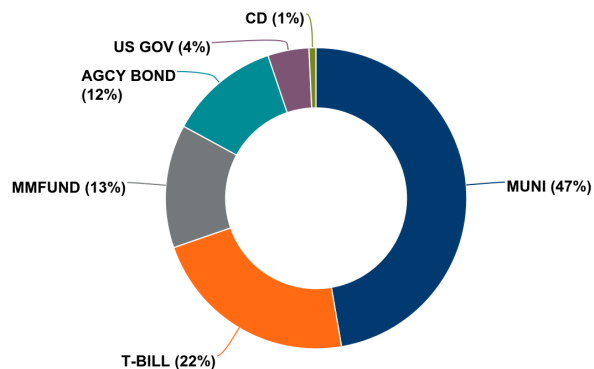
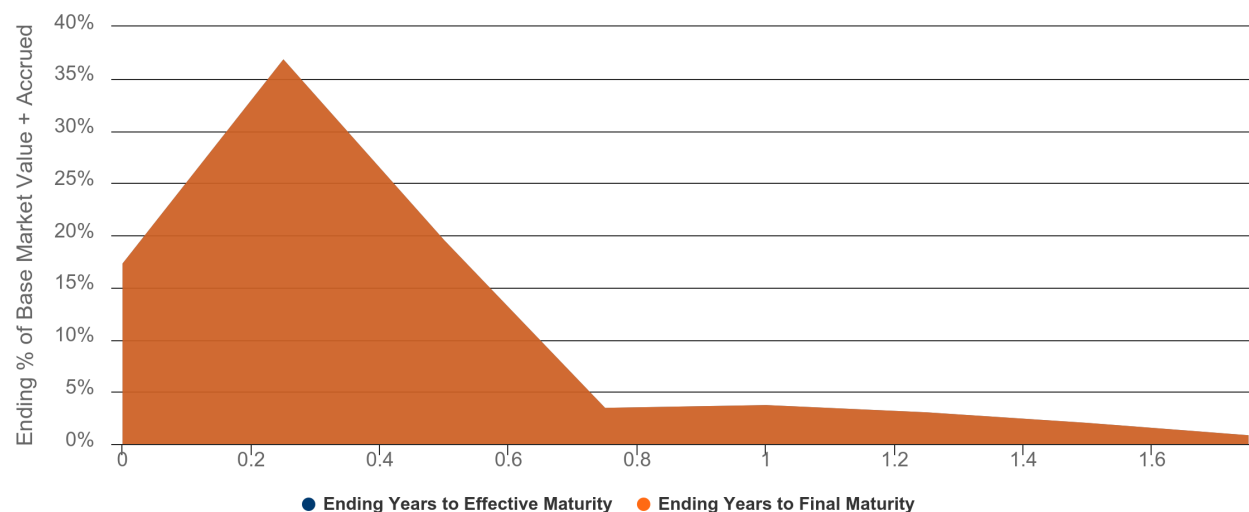


Chart calculated by: % of Market Value + Accrued

Investment Maturity Schedule



Ehlers is the joint marketing name of the following affiliated businesses (collectively, the "Affiliates"): Ehlers & Associates, Inc. ("EA"), a municipal advisor registered with the Municipal Securities Rulemaking Board ("MSRB") and the Securities and Exchange Commission ("SEC"); Ehlers Investment Partners, LLC ("EIP"), an investment adviser registered with the SEC; and Bond Trust Services Corporation ("BTS"), holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.

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, 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: **April 10, 2023**

SUGGESTED DISPOSITION: **Informational Item**

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

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
Parker Brom, 8th grade	Adapted Floor Hockey State Tournament Participant
Rowan Conway Engh, 12th grade	Adapted Floor Hockey State Tournament Participant
Nicolas Czaia, 10th grade	Adapted Floor Hockey State Tournament Participant
Arianna Haines, 12th grade	Adapted Floor Hockey State Tournament Participant
Andrew Harmon, 12th grade	Adapted Floor Hockey State Tournament Participant
David Merino Gomez, 12th grade	Adapted Floor Hockey State Tournament Participant
Malia Moeckly, 9th grade	Adapted Floor Hockey State Tournament Participant
Anne Murnane, 11th grade	Adapted Floor Hockey State Tournament Participant
Margaret Murnane, 11th grade	Adapted Floor Hockey State Tournament Participant

Devon Nitsche, 9th grade	Adapted Floor Hockey State Tournament Participant
Tristan Nunez, 8th grade	Adapted Floor Hockey State Tournament Participant
Katherine Shervheim, 12th grade	Adapted Floor Hockey State Tournament Participant
Emelia Shervheim, 12th grade	Adapted Floor Hockey State Tournament Participant
Mackenzie Sletten-Nitsche, 11th grade	Adapted Floor Hockey State Tournament Participant
Colton Smith, 9th grade	Adapted Floor Hockey State Tournament Participant
Liu Snyder, 11th grade	Adapted Floor Hockey State Tournament Participant
Cody Wagner, 12th grade	Adapted Floor Hockey State Tournament Participant
Erik Yates, 8th grade	Adapted Floor Hockey State Tournament Participant
Jadynn Yates, 11th grade	Adapted Floor Hockey State Tournament Participant
Mariam Elias-Danjuma, 11th grade	2023 National Individual Events Tournament of Champions Qualifier Section 4AA Prose Champion and MSHSL Speech State Tournament Qualifier
Sanyu Mwassa, 11th grade	2023 National Individual Events Tournament of Champions Qualifier 2023 Central MN National Speech & Debate Association Qualifier in Dramatic Interpretation Section 4AA Champion in Dramatic Interpretation and MSHSL Speech State Tournament Qualifier
Jinet Demanou, 9th grade	MSHSL Speech State Tournament Qualifier
Sawyer Collins, 11th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Joshua Doghor, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Brandon Ehlers, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Austin Gibson, 11th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Wyatt Hawks, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place

Latrell Jackson, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Jack Janicki, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Jeremy Kolb, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Ashton Marsh, 11th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Colin McMonigal, 11th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Jack Misgen, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Zachary Nelson, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Colin Piper, 9th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Korey Raheem, 10th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Jack Setterlund, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Anthony Turner, 11th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Nickalus Watson, 11th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place
Kaleb Williams, 12th grade	Boys' Basketball State Tournament 4AAAA Consolation Champions - 5th Place

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **April 10, 2023**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Central Middle School Design Update**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Discussion Items**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations;
Cathryn Peterson, Central Middle School
Principal**

BACKGROUND:

The Central Middle School facilities improvements funded by the 2019 Building Our Future Bond Referendum will include expansion of the kitchen and cafeteria, general renovation of select current spaces, renovation of the current district offices to become middle school space, improvements to mechanical systems, and the addition of a single station gymnasium which will meet storm shelter building codes.

Tim Wald, Assistant Superintendent for Finance and Operations, Central Middle School Principal Cathryn Peterson, and Paul Aplikowski and representatives from Wold Architects and Engineers will provide an update on the Central Middle School Design.



WHITE BEAR LAKE AREA SCHOOLS



SCHOOL BOARD UPDATE

School Board Meeting

April 10th, 2023



White Bear Lake
Area Schools



White Bear Lake
Area Schools

SCHOOL BOARD UPDATE PRESENTATION AGENDA

- Central Design Update
- Construction Updates
- Questions / Discussion



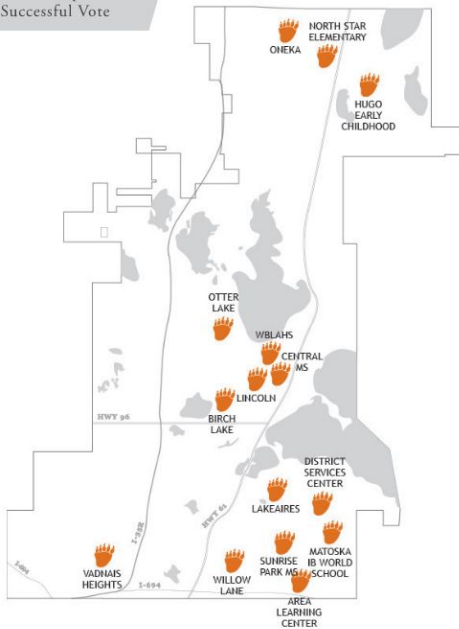
Overview of Referendum Projects Scope

Referendum Projects Scope



WHITE BEAR LAKE AREA SCHOOLS

District Map After
Successful Vote



BIRCH LAKE ELEMENTARY

- Add extended day office, conference room, one new classroom
- Updated classrooms and media center, safety/security upgrades

LAKEAIRES ELEMENTARY

- Add orchestra room and freezer
- Updated classrooms and media center, safety/security upgrades

LINCOLN ELEMENTARY

- Add full size gymnasium, conference room, extended day office and cooler
- Updated classrooms and media center, safety/security upgrades

MATOSKA ELEMENTARY

- Add freezer, specialist room, extended day office, EL room
- Updated classrooms and media center, safety/security upgrades

ONEKA ELEMENTARY

- Add 5 classrooms for capacity of 720 students
- Updated classrooms and media center, safety/security upgrades

OTTER LAKE ELEMENTARY

- Add 5 classrooms for capacity of 720 students
- Updated classrooms and media center, safety/security upgrades

VADNAIS HEIGHTS ELEMENTARY

- Add freezer, extended day office, orchestra room
- Updated classrooms and media center, safety/security upgrades

WILLOW LAKE ELEMENTARY

- Add orchestra room and freezer
- Updated classrooms and media center, safety/security upgrades

NORTH STAR ELEMENTARY

- New elementary school for 720 students (new site)

CENTRAL MIDDLE SCHOOL

- Renovate District Office to create additional classroom space
- Updated classrooms and media center, safety/security upgrades

SUNRISE PARK MIDDLE SCHOOL (FORMER SOUTH CAMPUS)

- Addition/renovation to become a grades 6-8 MS, including additional gymnasium
- Updated classrooms and media center, safety/security upgrades

WBLAHS NORTH CAMPUS

- Addition / renovation to become single site grades 9-12 HS
- Updated classrooms and media center, safety/security upgrades

AREA LEARNING CENTER

- Kitchen improvements and renovations to create secure vestibule
- Updated classrooms and media center, safety/security upgrades

HUGO EARLY CHILDHOOD CENTER

- Convert for use as North Early Childhood Center

DISTRICT SERVICES CENTER (FORMER SUNRISE PARK)

- Renovation to convert for use as South Early Childhood Center, District Office, Senior Center, and Transition Education Center

TRANSPORTATION / MAINTENANCE FACILITY

- New transportation / maintenance facility (Location TBD)

- District-wide additions and renovations to accommodate projected enrollment growth
- Safety and security improvements
- Deferred maintenance projects
- Classroom and building updates to create flexible learning spaces

Referendum Projects Completed:

- ALC Security Renovation
- Lincoln Elementary School
- Matoska Elementary School
- Vadnais Heights Elementary School
- Willow Lane Elementary School
- New Transportation / Maintenance Facility
- South Campus Phase I Addition (Gym)
- New Elementary School
- South Campus Phase II Addition (Classrooms / Office)
- Phase I - New Classroom Flexible Furniture
- Birch Lake Elementary School
- Lakeaires Elementary School
- Phase II - New Classroom Furniture

REFERENDUM PROJECTS UPDATE STATUS OF REFERENDUM PROJECTS

Referendum Projects Completed (Cont.):

- Otter Lake Elementary School

Referendum Projects Bid / in Construction:

- White Bear Lake Area High School
- Oneka Elementary School
- ALC LTFM

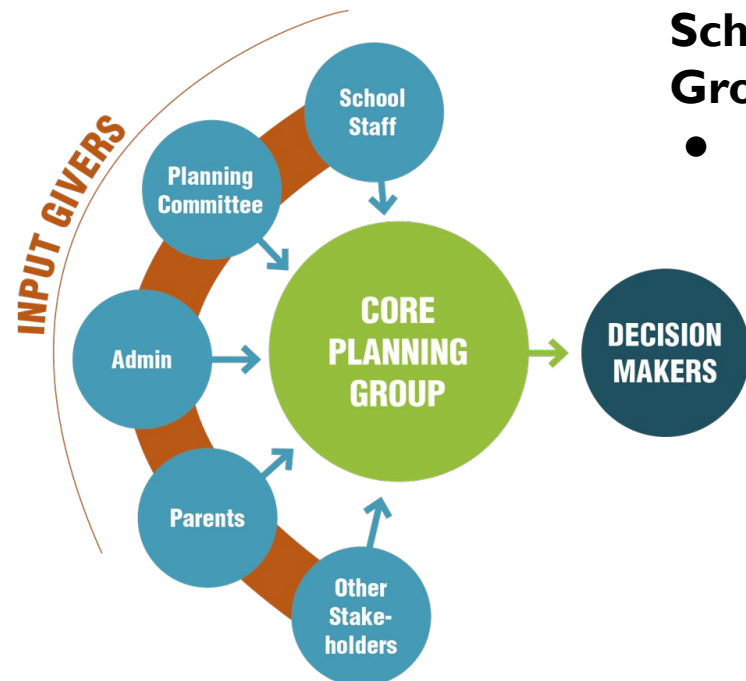
Referendum Projects in Design:

- Central Middle School
- Sunrise Park (future District Services Center / TEC / Early Childhood)

Referendum Projects Remaining:

- Hugo Elementary (Future Early Childhood site)

Design Process - Core Planning Group

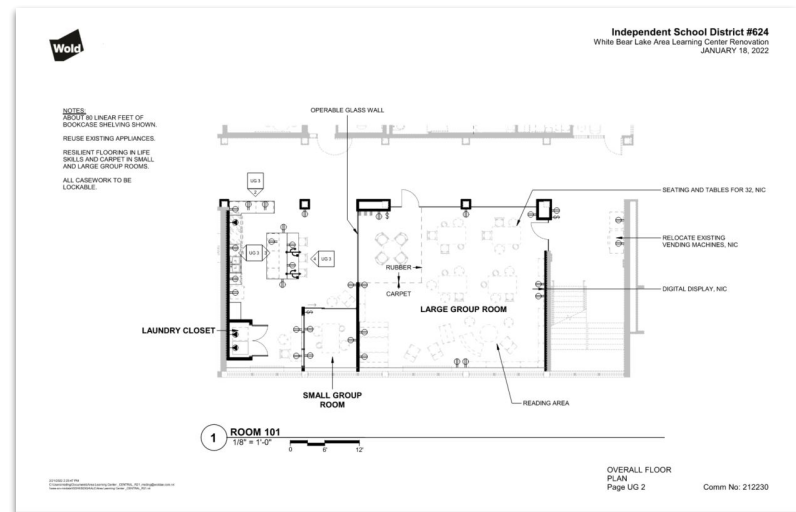


Schematic Design: Core Planning Groups

- Develop Core Planning Group for each individual building
 - Tours (Common Language)
 - Consensus on Criteria and Guiding Principles
 - Building a Common Diagram
 - Renderings / Visuals
 - Final Schematic Design

Design Development: User Group Process

- Involve Building Staff & Users in Details
- Every room impacted
- Builds ownership in the project
- No limit to number of meetings
- Detailed information for coordination



Design Update:

Central MS

Project Scope:

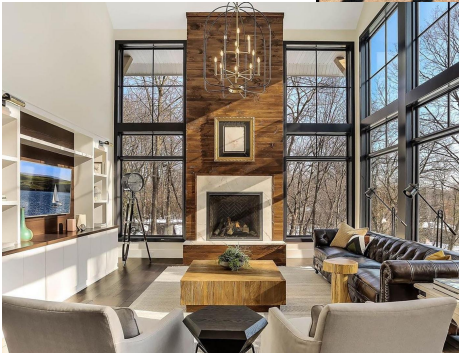
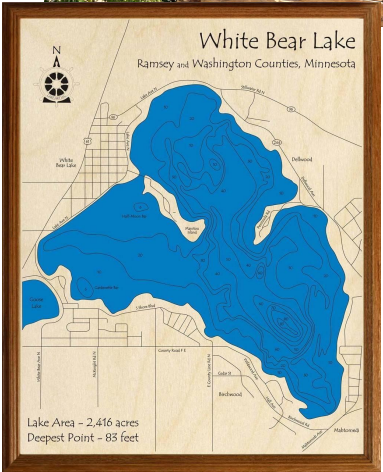
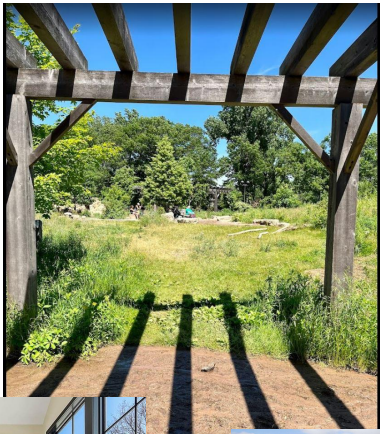
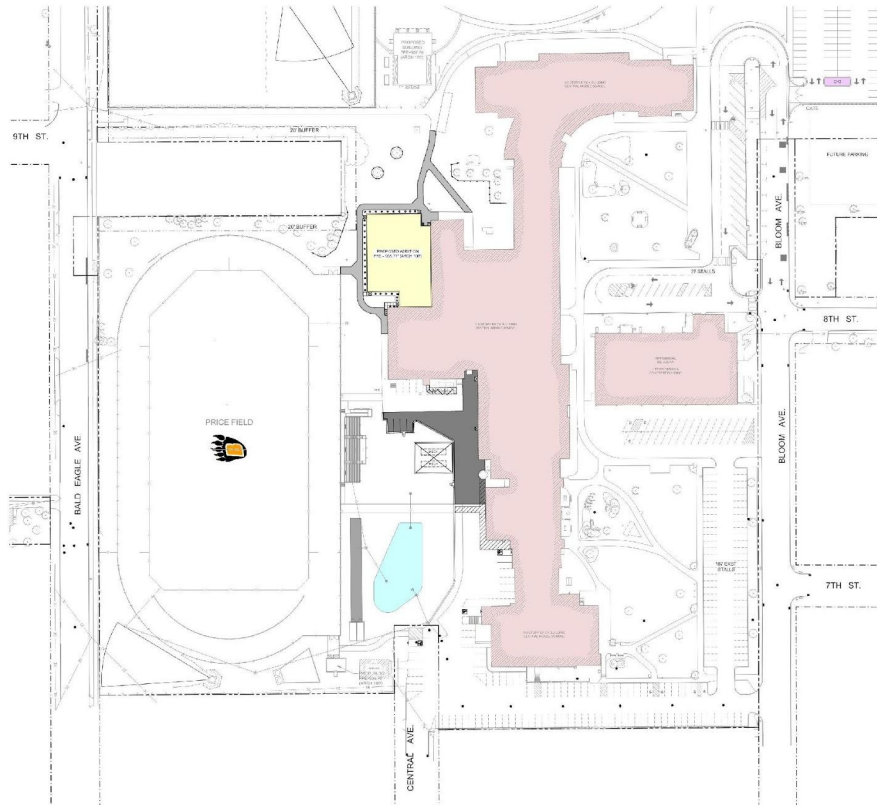
- Renovate District Office to create additional classroom space
- Gym Addition
- Kitchen and Cafeteria Renovation/Expansion
- Updated classrooms, Media Center, and flex areas
- Safety/security upgrades
- LTFM upgrades
- \$33,126,415 total project cost

Schedule:

- Schematic Design (Core Planning Group): August 2022
- Design Development (User Groups): September 2022
- Construction Documents: January 2022
- Bidding: March 2023
- Construction starts: Summer 2023
- Projected Completion: Fall 2025

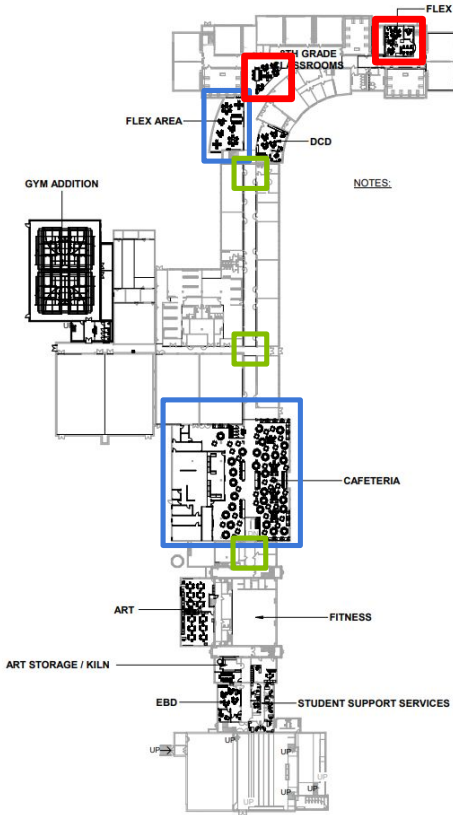
Design Criteria:

- The building should support community use while creating the ability to secure areas of the building. (Gym, cafeteria, restrooms, auditorium, some classrooms)
- Increase the utilization of the existing Commons.
- The commons should be utilized as a flexible student space including furniture to support this.
- The design should include infrastructure to support current and future technologies.
- A space for larger groups within the Learning Commons should be included as well as small group spaces for break out groups or individual work.
- Utilize the existing Board Room for additional fitness space.
- Display opportunities for student work should be incorporated into the design.
- Restrooms should be located near the cafeteria.
- A centralized staff lounge should be large enough to accommodate up to 25 staff, and have close proximity to the cafeteria.
- Learning Commons should support a 21,000 book collection
- Consider custodial and maintenance needs with the new designs.



Central MS

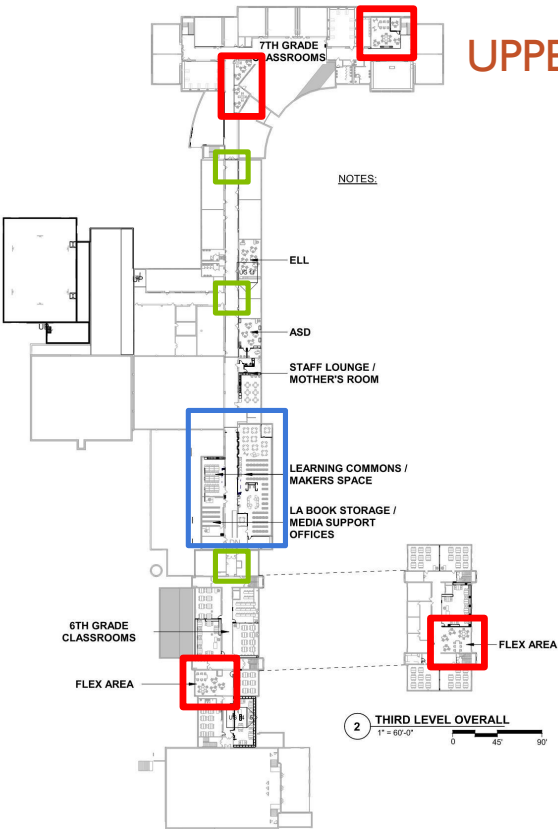
MAIN LEVEL FLOOR PLAN



- HOME
- LAKE
- TRAIL

Central MS

UPPER LEVEL FLOOR PLAN



- HOME
- LAKE
- TRAIL



Commons (Lake)



Cafeteria (Lake)



White Bear Lake
Area Schools

Central MS
RENDERINGS



White Bear Lake
Area Schools

Central MS
RENDERINGS





Flex Area (Home)



Flex Area (Home)



White Bear Lake
Area Schools

Central MS
RENDERINGS



Fitness (Bear Pride)



White Bear Lake
Area Schools

Central MS
RENDERINGS



Fitness (Bear Pride)



White Bear Lake
Area Schools

Central MS RENDERINGS



Gym (Bear Pride)



White Bear Lake
Area Schools

Central MS RENDERINGS



Gym (Bear Pride)

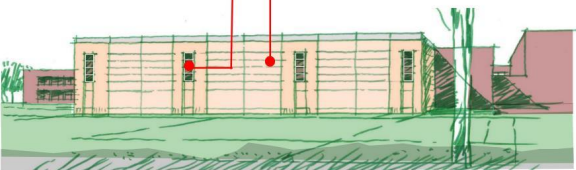
Lightness and Horizontality

*Brick Type: Beige Tones

*Brick Detailing-Horizontal
Brick Quoining and Light
Gray Base with Soldier
Coursing

*Precast Panels- Beige Tones
+ Matching Horizontal Joints

*Glazing- Vertical Windows
with Horizontal Mullions
matching existing



Gym Addition



WHITE BEAR LAKE
AREA SCHOOLS



SCHOOL BOARD UPDATE

THANK YOU!

AGENDA ITEM: **Policy 201, Legal Status of the School Board**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 201, Legal Status of the School Board, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in section V, and the legal and cross references.

The purpose of this policy is to define the authority, duties and powers of the School Board in carrying out its mission.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: November 13, 1995
Revised: September 13, 1999
Revised: September 10, 2001
Revised: November 8, 2010
Revised: July 13, 2020

*White Bear Lake Area
School District #624 Policy 201*

Revised: November 13, 2017
Revised: _____

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the School Board. The School Board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the School Board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The School Board is the governing body of the school district. As such, the School Board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the School Board have binding authority only when acting as a School Board legally in session, except where specific authority is provided to School Board members or officers individually. Generally, the School Board is not bound by an action or statement on the part of an individual School Board member unless the action is specifically directed or authorized by the School Board.

III. DEFINITION

“School Board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the School Board consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the School Board as provided by law. The Superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the School Board.

V. POWERS AND DUTIES

- A. The School Board has powers and duties specified by statute. The School Board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The School Board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The School Board shall superintend and ~~manage~~ govern the schools of the school district; adopt rules for their organization, government, and instruction; ~~prescribe textbooks and~~ approve courses of study; and make and authorize contracts.
- D. The School Board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The School Board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. approve contracts with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its ~~pupils~~ students;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, lease and exchange school district property and equipment as deemed necessary by the School Board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of ~~pupils~~ students to and from school, as governed by statute; and

10. procure insurance against liability of the school district, its officers and employees.
- F. The School Board, at its discretion, may perform the following:
1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
 2. furnish school meals for ~~pupils~~ students and teachers on such terms as the School Board determines;
 3. enter into agreements with one or more other school districts to provide for agreed upon educational services;
 4. lease rooms or buildings for school purposes;
 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 6. authorize co-curricular and extracurricular activities;
 7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
 8. perform other acts as the School Board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (~~School Board Powers~~ Boards of Independent School Districts)
Minn. Stat. § 123B.14 (~~School District~~ Officers of Independent School districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (~~Co-curricular and~~ Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings ~~Access for Noncurricular Purposes~~)
Minn. Stat. § 123B.85 (~~d~~ Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 202 (School Board Officers)

WBLASB Policy 203 (Operation of the School Board-Governing Rules)

WBLASB Policy 205 (Open Meetings and Closed Meetings)

~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

AGENDA ITEM: **Policy 202, School Board Officers**
MEETING DATE: **April 10, 2023**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 202, School Board Officers, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in section IV, and the legal and cross references.

The purpose of this policy is to delineate the responsibilities for the care, management, and control of the public schools of the school district.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: November 13, 1995
Revised: November 8, 2007
Revised: November 8, 2010
Revised: October 8, 2012
Revised: July 13, 2020

*White Bear Lake Area
School District #624 Policy 202*

Revised: July 10, 2017
Revised: _____

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School Board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The School Board shall meet annually and organize by selecting a Chair, a Clerk, a Treasurer, and such other officers as determined by the School Board. At its option, the School Board may appoint a Vice-Chair to serve in the temporary absence of the Chair.
- B. The School Board shall appoint a Superintendent who shall be an ex officio, nonvoting member of the School Board.

III. ORGANIZATION

The School Board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a Chair, Vice-Chair, Clerk, Treasurer, and such other officers as determined by the School Board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of Clerk and Treasurer need not be members of the School Board.
- B. The School Board by resolution may combine the duties of the offices of Clerk and Treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The Chair when present shall preside at all meetings of the School Board, countersign all orders upon the Treasurer for claims allowed by the School Board, represent the school district in all actions and perform all duties a Chair usually performs.

2. In case of absence, inability, or refusal of the Clerk to draw orders for the payment of money authorized by a vote of the majority of the School Board to be paid, the Chair may draw the orders, or the office of the Clerk may be declared vacant by the Chair and Treasurer and filled by appointment.

B. Treasurer

1. The Treasurer or designee shall deposit the funds of the school district in the official depository.
2. The Treasurer or designee shall make all reports which may be called for by the School Board and perform all duties a Treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the Treasurer or designee, the Treasurer or designee shall receive, endorse, and process the orders in accordance with Minnesota Statutes, ~~section~~ § 124.06 123B.12.

C. Clerk

1. The Clerk shall keep a record of all meetings in the books provided.
2. On or before September 15 of each year, the Clerk or designee shall:
 - a. file with the School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
3. The Clerk or designee shall ensure that all records required are maintained as required by statute including the proceedings of

any meeting, and an itemized account of all expenses of the school district.

4. The Clerk or designee shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the Clerk's record, showing the amount of proposed property tax voted by the school district or the School Board for school purposes.
5. The Clerk or designee shall draw and sign all orders upon the Treasurer for the payment of money for bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the Chair.
6. The Clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
7. The Clerk shall perform the duties of the Chair in the event of the Chair's and Vice-Chair's temporary absences.

D. Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the event of the Chair's temporary absence.

E. Superintendent

1. The Superintendent shall be an ex officio, nonvoting member of the School Board.
2. The Superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the School Board;
 - b. recommend to the School Board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the School Board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders~~Finance~~)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 201 (Legal Status of the School Board)
WBLASB Policy 203 (Operation of the School Board-Governing Rules)
~~MSBA/MASA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

AGENDA ITEM: **Policy 203, Operation of the School Board - Governing Rules**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 203, Operation of the School Board - Governing Rules, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in section III, and the legal references.

The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: November 13, 1995
Revised: November 8, 2010
Revised: November 13, 2017
Revised: July 13, 2020

White Bear Lake Area
School District #624 Policy 203

Revised: _____

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board.

II. GENERAL STATEMENT OF POLICY

An orderly School Board meeting allows School Board members to participate in discussion and decision of school district issues. Rules of order allow School Board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for School Board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the School Board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order*, Revised (latest edition) where not inconsistent with A and B above.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7 and 10 (**Boards of Independent School Districts** ~~School Board Matters~~)
Minn. Stat. § 123B.14 (Officers **of Independent School Districts**)

Cross References:

AGENDA ITEM: **Policy 203.2, Order of the Regular School Board Meeting**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 203.2, Order of the Regular School Board Meeting, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in section III, and the legal references.

The purpose of this policy is to ensure consistency in the order of business at regular School Board meetings.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: January 24, 2000
Revised: November 8, 2007
Revised: February 13, 2017
Revised: July 13, 2020

White Bear Lake Area
School Board District #624 Policy 203.2

Revised: _____

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular School Board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the School Board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The School Board shall conduct an orderly School Board meeting. The School Board will, at all regular School Board meetings, follow an agenda order similar to:

1. Call to order
2. Approval of agenda
3. Consent agenda
 - a) Approval of minutes
 - b) Payment of invoices
 - ~~c) Correspondence~~
 - d) Acceptance of gifts
 - e) Field trip requests
 - f) Personnel items
4. Public Forum
5. Information Items
6. Discussion Items
7. Operational Items
8. Board Forum
9. Adjournment

- B. The School Board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (**Boards of Independent School Districts**~~School Board Powers~~)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.5 (School Board Meeting Agenda)
WBLASB Policy 203.6 (Consent Agenda For Regular School Board Meetings)

AGENDA ITEM: **Policy 203.5, School Board Meeting Agenda**
MEETING DATE: **April 10, 2023**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

School Board Policy 203.5, School Board Meeting Agenda, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in section III, and the legal references.

The purpose of this policy is to provide procedures for the preparation of the School Board meeting agenda to ensure that the School Board can accomplish its business as efficiently and expeditiously as possible.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: January 24, 2000
Revised: November 8, 2004
Revised: March 9, 2009
Revised: November 8, 2010
Revised: July 13, 2020

White Bear Lake Area
School District #624 Policy 203.5

Revised: November 11, 2013
Revised: _____

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the School Board meeting agenda to ensure that the School Board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the School Board is that School Board meetings shall be conducted in a manner that allows the School Board to accomplish its business while allowing reasoned debate and discussion of agenda items.

III. PROCEDURES

- A. While all School Board members may provide input, it shall be the responsibility of the School Board Chair and Superintendent to develop, prepare, and arrange the order of **the** tentative School Board meeting agenda for each School Board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the School Board Chair or Superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The Chair and Superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the School Board members at least 3 days prior to the scheduled School Board meeting.
- D. Except for added agenda items addressed in III.B. above, items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the School Board meeting shall include a description of the item.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the School Board or district employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or

(iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the School Board considers the subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. 123B.09, Subd. 7 (Boards of Independent School Districts~~School Board Powers~~)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.2 (Order of the Regular School Board Meeting)
WBLASB Policy 203.6 (Consent Agenda)
WBLASB Policy 204 (School Board Meeting Minutes)
WBLASB Policy 207 (Public Hearings)

AGENDA ITEM: **Policy 203.6, Consent Agenda**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 203.6, Consent Agenda, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections II, III, and the legal references.

The purpose of this policy is to allow the use of a consent agenda.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: May 18, 1996

Revised: July 15, 2002

Revised: May 12, 2008

Revised: February 13, 2017

Revised: _____

*White Bear Lake Area
School District #624 Policy 203.6*

Revised: July 13, 2020

203.6 CONSENT AGENDA

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of School Board meetings, the School Board may elect to use a consent agenda for the passage of ~~noncontroversial~~ routine items of a similar nature.

III. PROCEDURES

- A. The Superintendent, in consultation with the School Board Chair, may place items on the consent agenda. By using a consent agenda, the School Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to School Board action, are ~~noncontroversial~~ routine and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda upon timely request by an individual School Board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the School Board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

- D. Consent agenda items are approved in mass by one vote of the School Board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. 123B.09, Subd. 7 (**Boards of Independent School Districts**~~School Board Powers~~)

Cross Reference: WBLASB Policy 203.2 (Order of the Regular School Board Meeting)
WBLASB Policy 203.5 (School Board Meeting Agenda)
WBLASB Policy 204 (School Board Meeting Minutes)

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

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections II, III, IV, and V, and the Legal References.

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

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: April 29, 1996
Revised: September 9, 2002
Revised: January 10, 2005
Revised: May 12, 2008
Revised: January 11, 2010
Annual Review: September 10, 2012
Annual Review: December 9, 2013
Annual Review: December 8, 2014
Annual Review: March 1, 2021
Annual Review: _____

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

Revised: October 11, 2010
Revised: November 14, 2011
Annual Review: July 11, 2016
Annual Review: January 8, 2018
Annual Review: March 4, 2019
Annual Review: May 9, 2022

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

~~for Treatment~~), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

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

birth, ~~or~~ medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;

6. medical neglect as defined by Minnesota Statutes section ~~Stat. §~~ 260C.007, subdivision ~~6~~, ~~C~~ clause (5);
7. chronic and severe use of alcohol or a controlled substance by a ~~parent or~~ person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior ~~that which~~ contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect ~~does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care. does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

- G. "Non-maltreatment mistake" ~~occurs when means~~: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota. Rules ~~Part~~ 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at last seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota. Rules ~~chapter Ch.~~ 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or

other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

- I. “Physical abuse” means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child’s care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section. ~~Stat §~~ 125A.0942 or ~~§~~ 245.825.

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

Actions that ~~which~~ are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that ~~which~~ result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section. ~~Stat §~~ 609.02, ~~Subdivision~~ 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that ~~which~~ were not prescribed for the child by a practitioner, in order to control or punish the child, or ~~giving the child~~ other substances that substantially affect the child’s behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section. ~~Stat §~~ 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minnesota Statutes section. ~~Stat §~~ 121A.58.

Neither physical abuse or neglect includes a non maltreatment mistake.

- J. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment ~~neglect or physical or sexual abuse~~ of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment ~~neglect or abuse~~, if known.

- K. “School personnel” means professional employee or a professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- L. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section ~~Stat §~~ 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes section ~~Stat §~~ 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor ~~that which~~ constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse, ~~that which~~ includes the status of a parent or household member who has committed a violation which requires registration under Minnesota Statutes section ~~Stat §~~ 243.166, Subd. 1b(a) or (b). ~~(Registration of Predatory Offenders.)~~
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has (1) subjected the child to, or failed to protect a child from, ~~an overt act or condition that constitutes~~ egregious harm; ~~or a person whose parental rights were involuntarily terminated;~~ (2) been found ~~to be~~ palpably unfit; (3) ~~committed an act that resulted in an involuntary termination of parental rights;~~ (4) or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative. ~~or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the ~~information neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years,~~ to the building principal or appropriate administrator and the local welfare agency, ~~agency responsible for assessing or investigating the report,~~ police department, ~~or~~ county sheriff, tribal social services, or tribal police department. The reporter will include ~~their his or her~~ name and address in the report.

- B. ~~If the immediate report has been made orally,~~ An oral report shall be made immediately by telephone or otherwise, ~~the~~ The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local welfare agency, or agency responsible for assessing ~~assisting~~ or investigating ~~the report~~ maltreatment. ~~The written~~ Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment ~~abuse or neglect~~ of the child, the nature and extent of the maltreatment ~~abuse or neglect~~ and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report. ~~Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.~~
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus

costs and reasonable attorney fees. ~~The~~ Knowingly or ~~recklessly~~ making ~~of~~ a false report also may also result in employee discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment ~~neglect or physical or sexual abuse~~ rests with the appropriate state, county, ~~state,~~ or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~ maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender ~~perpetrator~~, and any other person with knowledge of the maltreatment ~~abuse or neglect~~ for the purpose of gathering ~~the~~ facts, assessing safety and risk to the child, and formulating a plan. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or ~~a~~ school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must ~~will~~ be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender ~~perpetrator~~ is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, and/or school employees when an interview is conducted on school premises.
- D. Where the alleged offender ~~perpetrator~~ is believed to be a school official or employee, the school district shall conduct its own investigation independent of any other governmental agency including

the Minnesota Department of Education (MDE) and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school district, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter: Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 United States Code section S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

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

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

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

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 415, Mandated Reporting Maltreatment of Vulnerable Adults, 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, and VI, and the legal and cross references.

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

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: April 29, 1996
Revised: August 25, 2003
Revised: January 11, 2010
Annual Review: August 8, 2011
Annual Review: December 9, 2013
Annual Review: November 9, 2015
Annual Review: March 4, 2019
Annual Review: March 1, 2021
Annual Review: _____

White Bear Lake Area
School District #624 Policy 415

Annual Review: September 10, 2012
Annual Review: October 13, 2014
Annual Review: January 8, 2018
Annual Review: June 8, 2020
Annual Review: May 9, 2022

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Abuse" means:
 - 1. ~~(a)~~ An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in **Minnesota Statutes** sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in **Minnesota Statutes** section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in **Minnesota Statutes** section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in **Minnesota Statutes** sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
 - 2. ~~(b)~~ Conduct which is not an accident or therapeutic conduct as defined in ~~this~~ **Minnesota Statutes** section **626.5572**, which

produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. ~~(c)~~ Any sexual contact or penetration as defined in Minnesota Statutes section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. ~~(d)~~ The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section ~~Stat. §~~ 626.5572, Subd. 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

D. ~~C.~~ "Financial ~~E~~xploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a

vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

- E.D.** "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F.E.** "Mandated **R**eporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- G.F.** "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H.G.** "Neglect" means failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also **means includes** the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn**esota Statutes section. Stat.** § 626.5572, Subd. 17.
- I.H.** "School **P**ersonnel" means professional employees or their delegates engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.
- J.I.** "Vulnerable **A**adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn**esota Statutes chapter. Stat. Ch.** 245A, except as excluded under Minn**esota Statutes section. Stat. §** 626.5572, Subd. 21(a)(2) ; (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or **whether any** type of service **is** received, possesses a physical or mental infirmity or other physical, mental or emotional dysfunction that impairs the individual's ability to **adequately** provide **adequately for** the **person's individual's** own care without assistance or supervision and because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individuals self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point ~~(as defined under Minn. Stat. § 626.5572)~~ responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter~~er~~, shall, to the extent possible, identify the vulnerable adult; the caretaker; the nature and extent of the suspected maltreatment; any evidence of previous maltreatment; the name and address of the reporter; the time, date, and location of the incident; and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minnesota Statutes section ~~Stat. §~~ 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident is guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report, is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation procedures; Licensed Facilities and Services)
Minn. Stat. § 609.221-609.224 (Assault)
Minn. Stat. § 609.2324 (Crimes Against Vulnerable Adults; Definitions ~~the Person~~)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: WBLASB Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
WBLASB Policy 403 (Discipline Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)

AGENDA ITEM: **Policy 605, Alternative Programs**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 605, Alternative Programs, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections I, II, and III, and the legal references.

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8, 2023 or a subsequent School Board meeting agenda for action.

Adopted: September 8, 1997
Revised: November 8, 2010
Revised: May 10, 2021
Revised: _____

*White Bear Lake Area
School District #624 Policy 605*

605 ALTERNATIVE EDUCATIONAL SERVICES PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services ~~programs~~ for some school district students.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes the importance of alternative educational services ~~program options~~ for some students. Circumstances may be such that some students are put at risk of being unable to continue or to complete their education programs. It is the policy of the school district ~~School Board~~ that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.

~~B.A.~~ It shall be the responsibility of the Superintendent to identify alternative educational ~~program~~ opportunities to be made available to students who may be at risk, to recommend such alternative services ~~programs~~ to the School Board for approval, and to familiarize students and parents with the availability of such alternative educational services ~~programs~~. The Superintendent shall, through cooperative efforts with other schools, agencies and organizations, periodically recommend additional or modified alternative educational services ~~programs~~ to the School Board.

~~C.B.~~ The Superintendent shall have discretionary authority to develop guidelines and directives to implement School Board policy relating to alternative educational services ~~programs~~.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions—~~Alternative Educational Services~~)

Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Bids for Central Middle School
Renovation and Gymnasium Addition**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find the recommendation letter and bid tabulation sheet for the Central Middle School Renovation and Gymnasium Addition. Bids were opened on March 21, 2023. After reviewing the bids with our Construction Manager; Kraus Anderson, it is recommended we award the bid to the low bidders as listed, with a total project bid of \$23,997,186.

RECOMMENDED ACTION:

Accept the overall bid for the Central Middle School Renovation and Gymnasium Addition as presented for a total amount of \$23,997,186.



April 3rd, 2023

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

RE: **White Bear Lake Central Middle School Addition and Renovations**

Dear Mr. Wald

This letter is concerning the contract awards for the White Bear Lake Central Middle School project that was bid on March 21th, 2023. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

<i>Work Scope</i>		<i>Contractor, City, State</i>	<i>Bid Amount</i>	
WS 03-A	Concrete	Ebert, Inc. dba Ebert Construction Loretto, MN	Base Bid: Alt 01: Alt 02:	\$1,127,000.00 0.00 0.00
WS 03-B	Structural Precast	Taracon Precast, LLC Hawley, MN	Base Bid: Alt 01: Alt 02:	\$1,194,286.00 0.00 0.00
WS 05-A	Structural Steel – Material Only	Ben’s Structural Fabrication, Inc. Waite Park, MN	Base Bid: Alt 01: Alt 02:	\$305,571.00 0.00 0.00
WS 05-B	Structural Steel - Erection	Red Cedar Steel Erectors, Inc. Menomonie, WI	Base Bid: Alt 01: Alt 02:	\$259,930.00 \$1,800.00 \$3,500.00
WS 06-A	Carpentry	Meisinger Construction Company, Inc. South St. Paul, MN	Base Bid: Alt 01: Alt 02:	\$1,138,000.00 0.00 0.00
WS 06-D	Architectural Millwork	Stevens Industries, Inc. Teutopolos, IL	Base Bid: Alt 01: Alt 02:	\$259,214.00 0.00 0.00
WS 07-H	Roofing	Berwald Roofing Company, Inc. North St. Paul, MN	Base Bid: Alt 01: Alt 02:	\$589,030.00 \$9,230.00 \$18,460.00

WS 08-A	Doors, Frames & Hardware	Bredemus Hardware Co. Inc. St. Paul, MN	Base Bid: Alt 01: Alt 02:	\$337,967.00 0.00 0.00
WS 08-D	Accordion Fire Doors	DoorCo, Inc. Duluth, MN	Base Bid: Alt 01: Alt 02:	\$68,716.00 0.00 0.00
WS 08-F	Exterior Glass & Glazing	United Glass Inc. Brooklyn Park, MN	Base Bid: Alt 01: Alt 02:	\$587,991.00 0.00 0.00
WS 09-A	Drywall	Commercial Drywall, Inc. Blaine, MN	Base Bid: Alt 01: Alt 02:	\$904,900.00 0.00 0.00
WS 09-B	Tile	Tim's Construction Group Zimmerman, MN	Base Bid: Alt 01: Alt 02:	\$511,639.00 0.00 0.00
WS 09-C	Ceilings & Acoustical Treatments	Sonus Interiors, Inc. Golden Valley, MN	Base Bid: Alt 01: Alt 02:	\$434,000.00 0.00 0.00
WS 09-D	Flooring – Resilient and Carpet	Floors By Beckers LLC St. Cloud, MN	Base Bid: Alt 01: Alt 02:	\$619,205.00 0.00 0.00
WS 09-F	Wood Flooring	H2I Group, Inc. Minneapolis, MN	Base Bid: Alt 01: Alt 02:	\$128,445.00 0.00 0.00
WS 09-K	Painting & Wall Covering	Mulcahy Nickolaus, LLC Oakdale, MN	Base Bid: Alt 01: Alt 02:	\$286,520.00 \$1,980.00 \$6,152.00
WS 11-F	Food Service	Boelter Premier Minneapolis, MN	Base Bid: Alt 01: Alt 02:	\$1,188,000.00 0.00 0.00
WS 11-K	Gymnasium Equipment	H&B Specialized Products, Inc. Eden Prairie, MN	Base Bid: Alt 01: Alt 02:	\$89,450.00 0.00 0.00
WS 21-A	Fire Suppression	Summit Fire Protection Co. St. Paul, MN	Base Bid: Alt 01: Alt 02:	\$429,000.00 0.00 0.00
WS 23-B	Combined Mechanical	Weidner Plumbing & Heating Co. St. Cloud, MN	Base Bid: Alt 01: Alt 02:	\$10,062,000.00 \$185,700.00 \$318,700.00
WS 26-A	Electrical	O'Neill Electric Inc. Stillwater, MN	Base Bid: Alt 01: Alt 02:	\$2,395,000.00 \$2,000.00 \$2,000.00

WS 31-A	Site Clearing & Earthwork	Rachel Contracting, LLC St. Michael, MN	Base Bid: Alt 01: Alt 02:	\$531,800.00 0.00 0.00
---------	---------------------------	---	--	------------------------------

Total : \$23,997,186.00

The total amount of the base bids is twenty-three million nine hundred ninety seven thousand one hundred eighty six.

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 612-719-1026.

Very truly yours,
KRAUS-ANDERSON® CONSTRUCTION COMPANY



Kent Henry
Project Manager

Cc: Dan Roeser, White Bear Lake Area Schools
Kevin Fernandez, White Bear Lake Area Schools
AJ Lillesve, Kraus Anderson Construction Company
Tyler Ertl, Wold Architects & Engineers
Jessica Nkhata, Wold Architects & Engineers



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL
ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 03-A Concrete

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Ebert, Inc. dba Ebert Construction	Axel H Ohman	Northland Concrete & Masonry Company, LLC	B&D Associates, LLC	Maertens-Brenny Construction Company	Hollenback & Nelson, Inc.,
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	\$1,127,000.00	\$1,135,099.00	\$1,238,670.00	\$1,403,700.00	\$1,531,700.00	\$1,588,400.00
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



BID TABULATIONS

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 03-B Structural Precast

[illegible]



BID TABULATIONS

OWNER: White Bear Lake Area Schools

Work Scope 05-A Structural Steel - Material Only

[illegible]



BID TABULATIONS

March 21st at 2:00 PM

Work Scope 05-B Structural Steel - Erection Only

ARCHITECT: Wold Architects & Engineers

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Red Cedar Steel Erectors, Inc.	Sowles Company				
BID SECURITY	Bond	Bond				
ADDENDA REC'D.	1,2,3	1,2,3				
BASE BID	\$259,930.00	\$277,000.00				
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$1,800.00	\$750.00				
ALT # 02 Science Room RTU Replacement	\$3,500.00	\$1,500.00				



BID TABULATIONS

ARCHITECT: Wold Architects & Engineers

Work Scope 06-A Carpentry

[illegible]



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL
ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 06-D Architectural Millwork

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Stevens Insustries, Inc.	Cosney Corporation	TMI Systems Corporation	H2I Group, Inc.		
BID SECURITY	Bond	Bond	Bond	Bond		
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3		
BASE BID	\$259,214.00	\$308,193.00	\$327,092.00	\$357,242.00		
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00		
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00		



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL

ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 07-H Roofing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Berwald Roofing Company, Inc.	BL Dalsin Roofing	Central Roofing Company	Palmer West Construction Company, Inc.		
BID SECURITY	Bond	Bond	Bond	Bond		
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3		
BASE BID	\$589,030.00	\$762,642.00	\$806,495.00	\$1,041,000.00		
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$9,230.00	\$16,602.00	\$20,575.00	\$17,500.00		
ALT # 02 Science Room RTU Replacement	\$18,460.00	\$28,536.00	\$13,675.00	\$30,000.00		



BID TABULATIONS

ARCHITECT: Wold Architects & Engineers

Work Scope 08-A Doors Frames & Hardware - Material Only

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Twin City Hardware Company	Bredemus Hardware Co, Inc.				
BID SECURITY	Bond	Bond				
ADDENDA REC'D.	1,2,3	1,2,3				
BASE BID	\$171,000.00	\$337,967.00				
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00				
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00				



BID TABULATIONS

ARCHITECT: Wold Architects & Engineers

Work Scope 08-D Specialty Doors

[illegible]



BID TABULATIONS

March 21st at 2:00 PM

Work Scope 08-F Exterior Glass & Glazing

ARCHITECT: Wold Architects & Engineers

[illegible]



ARCHITECT: Wold Architects & Engineers

March 21st at 2:00 PM

Work Scope 09-A Drywall

[illegible]



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL

ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 09-B Tile

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Tim's Construction Group	Super Set Tile & Stone, LLC	Ascoustics Associates, Inc.	Advance Terrazzo and Tile Co, Inc.	Super Set Tile & Stone, LLC	
BID SECURITY	Check	Bond	Bond	Bond	Bond	
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	
BASE BID						
COMBINED BASE BID	\$511,639.00	\$540,000.00	\$672,160.00	\$785,400.00	09 B & 09D	
					\$ 1,160,000.00	
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL
ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 09-C Ceilings & Acoustical Treatment

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Sonus Interiors, Inc.	Architectural Sales of Minnesota, Inc.	Twin City Acoustics, Inc.	Acoustic Associates, Inc.	Kirk Acoustics, Inc.	Sonus Interiors, Inc.
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	\$434,000.00	\$499,000.00	\$567,400.00	\$574,000.00	\$704,400.00	
COMBINED BASE BID						09C & 09D
						\$ 1,149,000.00
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



KRAUS-ANDERSON®
Construction Company

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WBL CENTRAL MIDDLE SCHOOL

ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

Work Scope 09-D Flooring

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Floors by Beckers, LLC	Acoustics Associates, Inc.	Arnquist Home Center, Inc. dba Arnquist Carpets Plus Color Tile	Super Set Tile & Stone, LLC	MCI, Inc. DBA Multiple Concets Interiors	Sonus Interiors, Inc.
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	\$619,205.00	\$628,680.00	\$665,000.00	\$669,000.00	\$679,302.84	\$721,000.00
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL

ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 09-D Flooring

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Grazzini Brothers & Company	Commercial Flooring Services, LLC	Super Set Tile & Stone, LLC	Sonus Interiors, Inc.		
BID SECURITY	Bond	Bond	Bond	Bond		
ADDENDA REC'D.	1,2,3	1,2,3	1,2 &3	1,2,3		
BASE BID	\$779,455.00	\$925,035.00				
COMBINED BASE BID			09 B & 09D	09C & 09D		
			\$ 1,160,000.00	\$ 1,149,000.00		
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00		
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00		



BID TABULATIONS

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 09-F Wood Flooring

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	H2I Group, Inc.	Jwood Sports Flooring, LLC	FLR Sanders, Inc.			
BID SECURITY	Bond	Bond	Bond			
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3			
BASE BID	\$128,445.00	\$135,750.00	\$145,897.00			
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00			
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00			



BID TABULATIONS

ARCHITECT: Wold Architects & Engineers

Work Scope 09-K Wall Covering & Painting

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Mulcahy Nickolaus, LLC	Final Coat Painting, Inc. dba FCP Services	Steinbrecher Painting Company			
BID SECURITY	Bond	Bond	Bond			
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3			
BASE BID	\$286,520.00	\$355,000.00	\$365,900.00			
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$1,980.00	\$0.00	\$0.00			
ALT # 02 Science Room RTU Replacement	\$6,152.00	\$0.00	\$0.00			



BID TABULATIONS

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 11-F Food Service

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Boelter, LLC	Plexus Company dba Culinex	Horizon Equipment, LLC			
BID SECURITY	Bond	Bond	Bond			
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3			
BASE BID	\$1,188,000.00	\$1,241,501.00	\$1,319,200.00			
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00			
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00			



BID TABULATIONS

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 11-K Gymnasium Equipment

[illegible]



ARCHITECT: Wold Architects & Engineers

March 21st at 2:00 PM

Work Scope 21-A Fire Suppression

[illegible]



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL

ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 23-B Combined Mechanical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Weidner Plumbing & Heating Co.	Pioneer Power, Inc.	RJ Mechanical, Inc.	General Sheet Metal Company, LLC	Peterson Sheet Metal, Inc.	Kraft Contracting, LLC dba Kraft Mechanical, LLC
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	\$10,062,000.00	\$10,086,000.00	\$11,665,700.00	\$10,935,445.00	\$12,649,000.00	\$11,905,000.00
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$185,700.00	\$220,000.00	\$252,000.00	\$215,000.00	\$249,500.00	\$250,000.00
ALT # 02 Science Room RTU Replacement	\$318,700.00	\$405,000.00	\$513,100.00	\$395,000.00	\$446,000.00	\$350,000.00



BID TABULATIONS

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 23-B Combined Mechanical

[illegible]



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL
ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 26-A Electrical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	O'Neill Electric Inc.	Bloomington Electric Company	A.J. Moore Electric. Inc.	Phasor Electric Company	Laketown Electric Coporation	
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	\$2,395,000.00	\$2,999,000.00	\$3,099,300.00	\$3,429,000.00	\$3,950,000.00	
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$2,000.00	\$20,000.00	\$6,300.00	\$10,200.00	\$15,000.00	
ALT # 02 Science Room RTU Replacement	\$2,000.00	\$20,000.00	\$6,600.00	\$8,400.00	\$15,000.00	



KRAUS-ANDERSON®
Construction Company

WBL CENTRAL MIDDLE SCHOOL
ADDITION AND RENOVATIONS

BID TABULATIONS

March 21st at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 31-A Site Clearing & Earthwork

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Arnt Construction Company Inc.	Rachel Constrcting, LLC	Kevitt Excavating, LLC	G Urban Companies, Inc.	Max Steininger, Inc.	Viet & Company, Inc.
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	\$373,560.00	\$531,800.00	\$576,000.00	\$635,000.00	\$744,298.72	\$776,658.00
COMBINED BASE BID						
ALT # 01 Learning Commons RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALT # 02 Science Room RTU Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

AGENDA ITEM: **Action on FY 2021-22 Federal Single Audit**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

At the January 23, 2023 meeting the fiscal year 2021-22 audit report was approved. At that time it was explained that the Single Audit, which is a separate audit of the District's federal programs, would be brought forward to a future board meeting for approval. Tonight the fiscal year 2021-22 federal single audit report is ready for review.

RECOMMENDED ACTION:

Approve the fiscal year 2021-22 federal single audit report as presented.



PRINCIPALS

Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

March 27, 2023

To the Board of Education and Management of
Independent School District No. 624,
White Bear Lake Area Schools
White Bear Lake, Minnesota

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the School Board, administration, or those charged with governance of Independent School District No. 624 (the District) in conjunction with our Single Audit of the Schedule of Expenditures of Federal Awards (SEFA) for the year ended June 30, 2022.

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA, GOVERNMENT AUDITING STANDARDS, AND TITLE 2 U.S. CODE OF FEDERAL REGULATIONS PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (UNIFORM GUIDANCE)

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated January 16, 2023, which contained unmodified opinions on those financial statements. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINION AND FINDINGS

Based on our audit of the District's Schedule of Expenditures of Federal Awards for the year ended June 30, 2022:

- We reported that the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements.
- The results of our tests indicate that the District has complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on three of its four major federal programs.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Phone: 952-545-0424 • Fax: 952-545-0569 • www.mmkr.com

- We reported a deficiency in the District's internal controls over compliance that we considered to be a material weakness with the types of compliance requirements that could have a direct and material effect on its major federal programs. The results of our tests also identified material noncompliance with the types of compliance requirements that could have a direct and material effect on its major federal programs:

2 CFR § 200.400 (i) requires the District to maintain records that adequately and accurately identify the source and application of funds for federally-funded activities to ensure the proper determination of allowable costs in accordance with 2 CFR 200 Subpart E – Cost Principles. During our audit, we noted that the District did not have sufficient controls to ensure proper determination of allowable costs charged to federal programs and compliance with the U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) allowable costs standards, which resulted in material noncompliance.

OTHER OBSERVATIONS AND RECOMMENDATIONS

Title I Adjusted Cohort Graduation Rate and Required Documentation

A uniform and accurate measure of the four-year high school graduation rate that is comparable across states and consistently reported over time, is critical to understanding the successes and challenges for schools in ensuring that all students graduate from high school. This measure can promote accountability and reward success for high schools across the nation. Along with other Elementary and Secondary Education Act (ESEA) requirements, this measure also supports the realization of ESEA Title I's purpose: to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. To remove a student from the cohort, the District must confirm, in writing, that the student transferred out, emigrated to another country, transferred to a prison or juvenile facility, or is deceased in accordance with ESEA requirements.

During the Title I audit, we noted that the District's internal controls over the adjusted cohort graduation rates reported through the state-wide database—MARSS, could be improved. We recommend the District implement a written procedure that includes intentional follow-up on the MARSS unknown student report and requires written documentation to be retained for the removal of any student from the cohort to be in compliance with Title I special tests and provisions. The written documentation should be kept on file in accordance with the District's retention policies and federal retention requirements.

OTHER MATTERS

We were engaged to report on the separately issued Schedule of Expenditures of Federal Awards, which is not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated March 27, 2023.

CLOSING

The purpose of this report is solely to provide those charged with governance of the District, management, and those with responsibility for oversight of the District's financial reporting process comments resulting from our audit. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.
Minneapolis, Minnesota

THIS PAGE INTENTIONALLY LEFT BLANK

INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MINNESOTA

Federal Single Audit Reports

Year Ended
June 30, 2022

THIS PAGE INTENTIONALLY LEFT BLANK

INDEPENDENT SCHOOL DISTRICT NO. 624

Federal Single Audit Reports
Year Ended June 30, 2022

Table of Contents

	Page
Schedule of Expenditures of Federal Awards	1–2
Independent Auditor’s Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	3–6
Schedule of Findings and Questioned Costs	7–8

INDEPENDENT SCHOOL DISTRICT NO. 624

Schedule of Expenditures of Federal Awards
Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program Title	Federal ALN	Federal Expenditures	
U.S. Department of Agriculture			
Passed through Minnesota Department of Education			
Child nutrition cluster			
COVID-19 – School Breakfast Program	10.553		\$ 1,203,408
National School Lunch Program	10.555	\$ 560,132	
COVID-19 – National School Lunch Program	10.555	<u>4,301,020</u>	
Subtotal ALN 10.555			4,861,152
COVID-19 – Summer Food Service Program for Children	10.559	247,798	
Summer Food Service Program for Children	10.559	<u>15,441</u>	
Subtotal ALN 10.559			<u>263,239</u>
Total child nutrition cluster			\$ 6,327,799
Child and Adult Care Food Program	10.558		281,118
U.S. Department of the Treasury			
Passed through Minnesota Department of Education			
COVID-19 – Coronavirus State and Local Fiscal Recovery Funds	21.027		364,693
Federal Communications Commission			
Direct			
COVID-19 – Emergency Connectivity Fund Program	32.009		534,100
U.S. Department of Education			
Direct			
Indian Education Grants to Local Educational Agencies	84.060		16,646
Passed through Minnesota Department of Education			
Special education cluster			
Special Education Grants to States	84.027	1,654,078	
COVID-19 – Special Education Grants to States	84.027	<u>245,332</u>	
Subtotal ALN 84.027			1,899,410
Special Education Preschool Grants	84.173	54,530	
COVID-19 – Special Education Preschool Grants	84.173	<u>22,981</u>	
Subtotal ALN 84.173			77,511
Total special education cluster			1,976,921
Title I Grants to Local Educational Agencies	84.010		855,255
Special Education – Grants for Infants and Families	84.181		88,144
Education for Homeless Children and Youth	84.196		2,631
English Language Acquisition State Grants	84.365		66,969
Supporting Effective Instruction State Grants	84.367		187,477
Student Support and Academic Enrichment Program	84.424		26,226

INDEPENDENT SCHOOL DISTRICT NO. 624

Schedule of Expenditures of Federal Awards (continued)
Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program Title	Federal ALN	Federal Expenditures
U.S. Department of Education (continued)		
Passed through Minnesota Department of Education (continued)		
Education Stabilization Fund		
COVID-19 – Governor’s Emergency Education Relief (GEER) Fund	84.425C	149,850
COVID-19 – Elementary and Secondary School Emergency Relief (ESSER) Fund	84.425D	310,989
COVID-19 – American Rescue Plan – Elementary and Secondary School Emergency Relief (ARP ESSER) Fund	84.425U	4,224,659
COVID-19 – American Rescue Plan – Elementary and Secondary School Emergency Relief (ARP ESSER) Fund – Homeless Children and Youth Fund	84.425W	<u>26,946</u>
Total ALN 84.425		4,712,444
Passed through Northeast Metropolitan Intermediate School District No. 916		
Career and Technical Education – Basic Grants to States	84.048	12,930
U.S. Department of Health and Human Services		
Passed through Minnesota Department of Education		
COVID-19 – Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	93.323	<u>469,938</u>
Total federal awards		<u><u>\$ 15,923,291</u></u>

Note 1: The Schedule of Expenditures of Federal Awards is prepared on the accrual basis of accounting. The information in this schedule is presented in accordance with the OMB’s *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in this schedule may differ from the amounts presented in, or used in the preparation of, the District’s basic financial statements.

Note 2: All pass-through entities listed on the previous page and above use the same federal Assistance Listing Numbers (ALN) as the federal grantors to identify these grants, and have not assigned any additional identifying numbers.

Note 3: The District did not elect to use the 10 percent de minimis indirect cost rate.

Note 4: The District had \$370,142 of noncash assistance included in the National School Lunch Program, federal ALN 10.555.

THIS PAGE INTENTIONALLY LEFT BLANK



PRINCIPALS

Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL
OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES
OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Education and Management of
Independent School District No. 624
White Bear Lake, Minnesota

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

QUALIFIED AND UNMODIFIED OPINIONS

We have audited Independent School District No. 624's (the District) compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2022. The District's major federal programs are identified in the Summary of Audit Results section of the accompanying Schedule of Findings and Questioned Costs.

QUALIFIED OPINION ON TITLE I

In our opinion, except for the noncompliance described in the Basis for Qualified and Unmodified Opinions section of our report, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on Title I for the year ended June 30, 2022.

UNMODIFIED OPINION ON EACH OF THE OTHER MAJOR FEDERAL PROGRAMS

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its other major programs identified in the Summary of Audit Results section of the accompanying Schedule of Findings and Questioned Costs for the year ended June 30, 2022.

BASIS FOR QUALIFIED AND UNMODIFIED OPINIONS

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

(continued)

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance requirements referred to on the previous page.

MATTER(S) GIVING RISE TO QUALIFIED OPINION ON TITLE I

As described in the accompanying Schedule of Findings and Questioned Costs as finding 2022-001, the District did not comply with requirements regarding Title I allowable costs.

Compliance with such requirements is necessary, in our opinion, for the District to comply with requirements applicable to that program.

RESPONSIBILITIES OF MANAGEMENT FOR COMPLIANCE

Management is responsible for compliance with the requirements referred to on the previous page and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF COMPLIANCE

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to on the previous page occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to on the previous page is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

(continued)

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section on the previous page and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify a deficiency in internal control over compliance that we consider to be a material weakness.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as finding 2022-003 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the internal control over compliance findings identified in our audit described in the accompanying Schedule of Findings and Questioned Costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

(continued)

REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise District's basic financial statements. We issued our report thereon dated January 16, 2023, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
March 27, 2023

INDEPENDENT SCHOOL DISTRICT NO. 624

Schedule of Findings and Questioned Costs
Year Ended June 30, 2022**A. SUMMARY OF AUDIT RESULTS**

This summary is formatted to provide federal granting agencies and pass-through agencies answers to specific questions regarding the audit of federal awards.

Financial Statements

What type of auditor's report is issued?	<u> X </u>	Unmodified
	<u> </u>	Qualified
	<u> </u>	Adverse
	<u> </u>	Disclaimer
Internal control over financial reporting:		
Material weakness(es) identified?	<u> </u> Yes	<u> X </u> No
Significant deficiency(ies) identified?	<u> </u> Yes	<u> X </u> None reported
Noncompliance material to the financial statements noted?	<u> </u> Yes	<u> X </u> No

Federal Awards

Internal controls over major federal award programs:		
Material weakness(es) identified?	<u> X </u> Yes	<u> </u> No
Significant deficiency(ies) identified?	<u> </u> Yes	<u> X </u> None reported
Type of auditor's report issued on compliance for major programs?		
U.S. Department of Agriculture – Child Nutrition Cluster		Unmodified
U.S. Department of the Treasury – COVID-19 – Coronavirus State and Local Fiscal Recovery Funds		Unmodified
U.S. Department of Education – Title I Grants to Local Educational Agencies		Modified
U.S. Department of Education – COVID-19 – Education Stabilization Fund		Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u> X </u> Yes	<u> </u> No

Programs tested as major programs:

Program or Cluster	Federal ALN
U.S. Department of Agriculture – Child Nutrition Cluster	
– COVID-19 – School Breakfast Program	10.553
– National School Lunch Program	10.555
– COVID-19 – National School Lunch Program	10.555
– Summer Food Service Program for Children	10.559
– COVID-19 – Summer Food Service Program for Children	10.559
U.S. Department of the Treasury	
– COVID-19 – Coronavirus State and Local Fiscal Recovery Funds	21.027
U.S. Department of Education	
– Title I Grants to Local Educational Agencies	84.010
U.S. Department of Education – COVID-19 – Education Stabilization Fund	
– COVID-19 – Governor's Emergency Education Relief (GEER) Fund	84.425C
– COVID-19 – Elementary and Secondary School Emergency Relief (ESSER) Fund	84.425D
– COVID-19 – American Rescue Plan – Elementary and Secondary School Emergency Relief (ARP ESSER) Fund	84.425U
– COVID-19 – American Rescue Plan – Elementary and Secondary School Emergency Relief (ARP ESSER) Fund – Homeless Children and Youth Fund	84.425W
Threshold for distinguishing type A and B programs.	<u>\$ 750,000</u>
Does the auditee qualify as a low-risk auditee?	<u> </u> Yes <u> X </u> No

INDEPENDENT SCHOOL DISTRICT NO. 624

Schedule of Findings and Questioned Costs (continued)
Year Ended June 30, 2022

B. FINANCIAL STATEMENT FINDINGS

None.

C. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

MATERIAL WEAKNESS IN INTERNAL CONTROL OVER COMPLIANCE AND MATERIAL NONCOMPLIANCE – U.S. DEPARTMENT OF EDUCATION, PASSED THROUGH MINNESOTA DEPARTMENT OF EDUCATION, TITLE I GRANTS TO LOCAL EDUCATIONAL AGENCIES – FEDERAL ALN 84.010

2022-003 Internal Control and Noncompliance With Allowable Cost Requirements

Criteria – 2 CFR § 200.400 (i) requires Independent School District No. 624 (the District) to maintain records that adequately and accurately identify the source and application of funds for federally-funded activities to ensure the proper determination of allowable costs in accordance with 2 CFR 200 Subpart E – Cost Principles.

Condition – During our audit, we noted that the District did not have sufficient controls to ensure proper determination of allowable costs charged to federal programs and compliance with the U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) allowable costs standards, which resulted in noncompliance.

Questioned Costs – \$26,466.

Context – The District did not properly determine the allowable costs for salaries for 2 of 3 employees sampled. This was not a statistically valid sample.

Repeat Finding – This is a current year finding.

Cause – This was an oversight by district personnel.

Effect – Noncompliance with the allowable costs requirements resulted in the District receiving reimbursements for unsupported costs.

Recommendation – We recommend that the District review its internal control procedures relating to documentation and determination of allowable costs for its Title I federal program.

View of Responsible Official and Planned Corrective Actions – The District agrees with the finding. The District will review and update its policies and procedures relating to documentation and determination of allowable costs for its federal programs to ensure compliance with the Uniform Guidance in the future. The District has separately issued a Corrective Action Plan related to this finding.

AGENDA ITEM: **Action on Foundation of Success**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

In the summer and fall of 2022, 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 four strategies that will be the District's focus moving forward.

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.

A fifth idea emerged during the planning team meetings, and Foundation of Success was developed as a separate action plan. Our objective is to ensure each student achieves their personal goals and desired career pathway.

At the March 27, 2023 School Board Work Session, Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning and Bill Mahre discussed the "Foundation of Success."

RECOMMENDED ACTION:

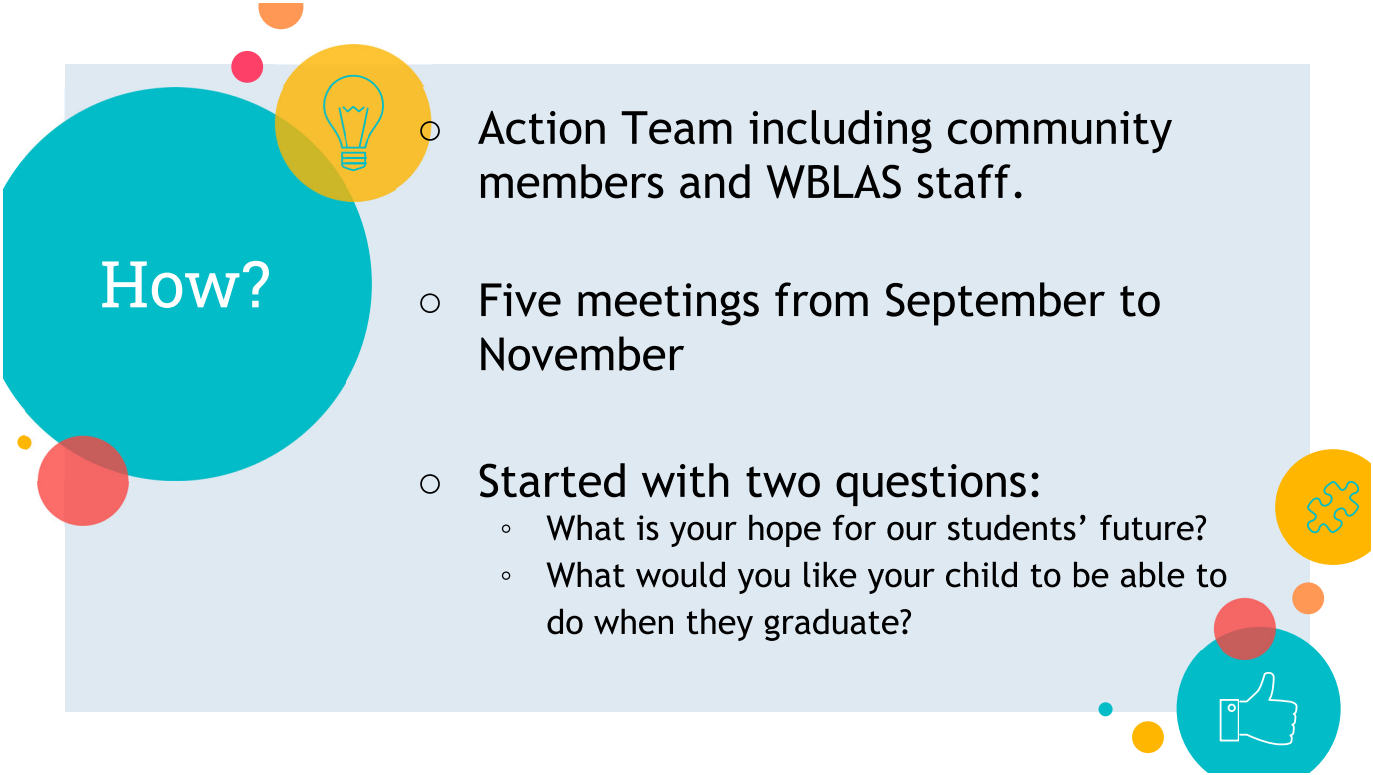
Approve the WBLAS Foundation of Success action plan.



WBLAS: Foundation of Success

April 10, 2023

Dr. Alison Gillespie



How?

- Action Team including community members and WBLAS staff.
- Five meetings from September to November
- Started with two questions:
 - What is your hope for our students' future?
 - What would you like your child to be able to do when they graduate?

Feedback

- Engaged community, staff, and student in feedback around a draft document.
 - Principals, District Department Directors, and Superintendent
- Received feedback from over 25 different group meetings and many more individuals.
- Original group met in March to draft final document based on feedback.

Foundation of Success

White Bear Lake Area Schools



Our objective is to ensure each student achieves their personal goals & desired career pathway. We will provide educational experiences designed to develop skills defined by the following learned attributes:

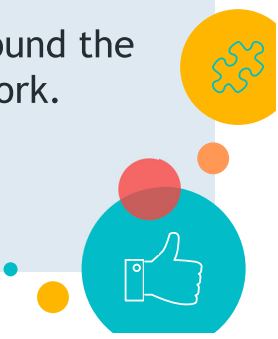
Fundamental Learning <i>Achieve essential educational outcomes through:</i> • Academic Knowledge & Skills • Career Pathways • Global & Cultural Perspective • Life Skills • Personal Well-being	Flexible & Critical Thinking <i>Evaluate & understand information with an intent to reflect on new ideas/ solutions to opportunities by being:</i> • Adaptable • Analytical • Creative • Curious • Resourceful	Community Engagement <i>Understand & appreciate social dynamics with an objective to improve our communities for future generations by being:</i> • Authentic • Empathetic • Humble • Respectful of Others • Service Oriented
Character <i>Demonstrate integrity by being:</i> • Compassionate • Ethical • Resilient • Responsible • Trustworthy	Communication <i>Build capacity to interact in meaningful ways through:</i> • Conflict Resolution Tools • Digital Literacy Capabilities • Listening for Understanding • Verbal and Non-Verbal Abilities • Writing Skills	Teamwork <i>Work effectively across organizational, personal, and cultural differences to achieve common goals through:</i> • Accountability • Collaboration • Leadership • Mentorship • Relationships



Rev. March 2022



Next Steps

- **Use** the Foundation of Success as part of the curriculum review process
 - **Communicate** about the Foundation of Success across our system
 - **Align** feedback and assessment around the skills that are prioritized by this work.
- 



Thank You!

- Bill Mahre (Co-Facilitator)
 - Lonal Van
 - Justin Charpenter
 - Dave Lamwers
 - Darcy Rodriguez
 - Drew Maruyama
 - Angela Drange
 - Victoria Bizzotto
 - Kathleen Daniels
 - Megan Frost, Marisa Vette, and Todd Persteiner
- 

AGENDA ITEM: **Action on Resolution Proposing Placement of Continuing Contract Teachers on Unrequested Leaves of Absence**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

In order to meet the targets set in the FY 2023-24 projected budget approved by the School Board on February 13, 2023 and in accordance with the Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore we are making the following recommendation.

RECOMMENDED ACTION:

Approve the Resolution Proposing Placement of Continuing Contract Teachers on Unrequested Leaves of Absences.

RESOLUTION PROPOSING PLACEMENT OF A CONTINUING CONTRACT TEACHER ON UNREQUESTED LEAVE OF ABSENCE

Extract of Minutes of Meeting of the School Board Independent School District 624 White Bear Lake, Minnesota Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, White Bear Lake, Minnesota, was held on the 10th day of April 2023, at 5:30 p.m.

The following members were present:

and the following members were absent:

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

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

That it is proposed that Ann Myers, a continuing contract teacher of said District, be placed on .3 FTE unrequested leave of absence without pay or fringe benefits, at the end of the 2022-23 school year effective June 12, 2023. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, Subd. 10 upon the grounds described in said statute and which are specifically as follows: lack of pupils, and financial limitations.

That it is proposed that Karen Biedrzycki, a continuing contract teacher of said District, be placed on .5 FTE unrequested leave of absence without pay or fringe benefits, at the end of the 2022-23 school year effective June 12, 2023. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, Subd. 10 upon the grounds described in said statute and which are specifically as follows: lack of pupils, and financial limitations.

That it is proposed that Emily Rau, a continuing contract teacher of said District, be placed on 1.0 FTE unrequested leave of absence without pay or fringe benefits, at the end of the 2022-23 school year effective June 12, 2023. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, Subd. 10 upon the grounds described in said statute and which are specifically as follows: lack of pupils, and financial limitations.

BE IT FURTHER RESOLVED, that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in the teacher's personnel file with a copy of the notice and resolution.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

AGENDA ITEM: **Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. The changes recommended to this policy are in sections I, III, IV, and the legal and cross references.

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a School Board member, school district employee or student.

RECOMMENDED ACTION:

Approve School Board Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995
Revised: May 9, 2005
Revised: November 8, 2007
Revised: October 10, 2011
Revised: July 13, 2020

White Bear Lake Area
School District #624 Policy 211
Revised: November 12, 2018
Revised: _____

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance ~~as to~~ about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a School Board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against the school district, a School Board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to School Board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn~~esota~~. Stat~~utes section~~ ~~§~~ 466.07, ~~S~~ubd~~ivision~~ 1, the school district shall defend and indemnify any School Board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the School Board member or employee, provided that ~~the School Board member or employee~~ ~~he or she~~ was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn~~esota~~. Stat~~utes section~~ ~~§~~ 123B.25(b) with respect to teachers employed by the school district, upon written request of the teacher involved, the school district ~~shall~~ ~~must~~ provide legal counsel for

any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and to the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, ~~he or she is to~~ the employee will inform the building administrator or designated supervisor, who shall immediately inform the Superintendent or designee. No School Board member or employee may release data without consultation in advance with the school district official ~~who is~~ designated as the responsible authority ~~responsible~~ for the collection, use and dissemination of data.

D. Service of Subpoenas.

~~The policy of the school district is that its~~ School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify.

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees.

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.

3. Pursuant to Minnesota Statutes section ~~§~~ 123B.02, ~~Subdivision-~~ 20, if reimbursement for a criminal defense is requested by a school district employee, the School Board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision ~~as to~~ whether to reimburse shall be made at the School Board's discretion ~~of the School Board~~. A School Board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the School Board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. ~~In order to further~~ To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make every reasonable effort, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless ~~there are~~ extenuating circumstances exist, ~~or~~ the matter being investigated is school-related, or as otherwise provided by law.
2. If ~~such~~ questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents or guardians of a student under age 18 that police will be questioning their child. Normally, the Superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section ~~§~~ 260E.22 ~~626.556, Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with

~~Minnesota Statutes, Chapter~~ 13 (Minnesota Government Data Practices Act) and 20 ~~United States Code, § section~~ 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the action, including but not limited to pertinent insurance companies, have particular duties regarding the persons involved in the action. Therefore, School Board members or school district employees shall make or release statements regarding the action only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of ing Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963);
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943);
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983);
Wood v. Strickland, 420 U.S. 308, ~~95 S.Ct. 992, 43 L.Ed.2d 214~~ (1975);

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 408 (Subpoena of a School District Employee)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of ~~Pupil~~ Student Records)

AGENDA ITEM: **Policy 212, School Board Member Development**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 212, School Board Member Development, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. The changes recommended to this policy are in the legal references.

The purpose of this policy is to encourage the members of the School Board to participate in professional development activities designed for them so that they may perform their responsibilities.

RECOMMENDED ACTION:

Approve School Board Policy 212, School Board Member Development, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 13, 1995
Revised: December 14, 2009
Revised: June 10, 2019
Revised: July 13, 2020

White Bear Lake Area
School Board #624 Policy 212

Revised: _____

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the School Board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New School Board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association. School Board members will be provided the opportunity to receive training in school finance and management developed in consultation with MSBA.
- B. All School Board members are encouraged to participate in School Board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. School Board members are expected to report back to the School Board with materials of interest gathered at the various meetings and workshops.
- D. The School Board will reimburse the necessary expenses of all School Board members who attend meetings and conventions pertaining to school activities and the objectives of the School Board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (**Boards of Independent School Districts School Board Member Training**)

Cross References: WBLASB Policy 214 (Out-of-State Travel by School Board Members)
WBLASB Policy 412 (Expense Reimbursement)

AGENDA ITEM: **Policy 214, Out-Of-State Travel By School Board Members**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 214, Out-Of-State Travel By School Board Members, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. The changes recommended to this policy are in sections III and the legal references.

The purpose of this policy is to control out-of-state travel by School Board members as required by law.

RECOMMENDED ACTION:

Approve School Board Policy 214, Out-Of-State Travel By School Board Members, as recommended by the School Board Policy Committee and Cabinet.

Adopted: August 14, 2006
Revised: January 9, 2012
Revised: June 10, 2017
Revised: July 13, 2020

White Bear Lake Area
School District #624 Policy 214

Revised: _____

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by School Board members as required by law.

II. GENERAL STATEMENT OF POLICY

School Board members have an obligation to become informed on the proper duties and functions of a School Board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations and school district policies that relate to their functions as School Board members. Occasionally, it may be appropriate for School Board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the School Board finds it proper for School Board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as School Board members. Travel to regional or national meetings of ~~the National School Boards Association~~ **national school board organizations** is presumed to fulfill this purpose. ~~Travel to out-of-state meetings for which the member intends to seek reimbursement from the school district shall be preapproved by the School Board.~~

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the School Board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the School Board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The Superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts ~~School Board Member Training~~)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: WBLASB Policy 212 (School Board Member Development)
WBLASB Policy 412 (Expense Reimbursement)

AGENDA ITEM: **Policy 215, School Board Member Code of Conduct**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 215, School Board Member Code of Conduct, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. The changes recommended to this policy are in sections II, III and the cross references.

The purpose of this policy is to assist School Board members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual School Board members.

RECOMMENDED ACTION:

Approve School Board Policy 215, School Board Member Code of Conduct, as recommended by the School Board Policy Committee and Cabinet.

Adopted: January 10, 2011
Revised: July 13, 2020
Revised: _____

White Bear Lake Area
School District #624 Policy 215

215 SCHOOL BOARD MEMBER CODE OF CONDUCT

I. PURPOSE

The purpose of this policy is to assist School Board members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual School Board members. It is the responsibility of the School Board to make reasonable rules and regulations for the governing of School Board member behavior and conduct. This policy supplements School Board Policy 209, Code of Ethics, which is incorporated by reference. All rules and regulations regarding School Board member conduct will be approved by the School Board.

II. GENERAL STATEMENT OF POLICY

~~The policy of the School Board to regulate the proper functions of a School Board member.~~ The effectiveness of the School Board depends upon community respect and confidence in individual School Board members. Conduct which detracts from this respect and confidence is detrimental to the public interest and is prohibited. The policy of the School Board is to investigate claims that an individual School Board member has engaged in unbecoming conduct, and to impose appropriate sanctions. Each School Board member shall follow the code of conduct set forth in this policy.

III. SCOPE AND GUIDING PRINCIPLES

This policy applies to the conduct of all School Board members. The following principles shall serve as guidelines for the School Board member code of conduct.

- A. School Board members shall conduct themselves in accordance with all applicable laws, ordinances, and rules, and shall not knowingly exceed their authority in their official actions on behalf of the School Board.
- B. School Board members shall not exhibit any conduct that discredits themselves ~~himself or herself~~ or the School Board or otherwise impairs their ~~his or her~~ ability to perform School Board duties or represent the School Board in a manner consistent with the integrity and trustworthiness expected by the public. Such conduct includes, but is not limited to the following

1. School Board members shall not make disparaging remarks, in or out of School Board meetings, about other members of the School Board.
 2. School Board members shall not make any promises regarding votes on any proposition in advance of meetings at which the proposition will be considered by the School Board.
 3. School Board members shall refer all complaints to the proper school district administrators and shall not undertake independent investigation.
- C. School Board members shall treat all members of the public courteously and with respect and shall exercise reasonable courtesy in dealing with fellow School Board members, school district administrators and district staff.
- D. School Board members shall not compromise the integrity of the School Board by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing official acts or judgments.
- E. School Board members shall observe the confidentiality of information available to them due to their status as School Board members, and shall not knowingly violate any legal restrictions for the release or dissemination of school district information.

IV. PROCEDURES FOR ADMINISTERING POLICY

- A. Allegations of violations of this policy may be received from internal or external sources. In an instance where an allegation is made that could serve as the basis for the imposition of sanctions against an individual School Board member under this policy, the School Board will:
1. Advise the School Board member of the allegation in writing within a reasonable period of time.
 2. If the allegation cannot be readily resolved, the School Board will conduct an investigation of the allegation to determine whether the individual School Board member has violated this policy.
 3. Allow the individual School Board member an opportunity to be heard by the School Board in defense of the allegation and to present any relevant information regarding the allegation.
 4. Specify the expected conduct or modification of conduct to be required from the individual School Board member.

- B. The determination whether a violation of this policy has occurred, and whether sanctions are to be imposed, shall be made by the School Board.
- C. The School Board retains the right to remove a School Board member as appropriate, subject to relevant governing law.

V. SANCTIONS

- A. The form of sanctions imposed on an individual School Board member for violation(s) of this policy may vary depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful, and whether the individual School Board member has been the subject of prior sanctions of the same or a different nature. The forms of sanctions that may be imposed by the School Board include, but are not limited to:
 - 1. A warning of the individual School Board member by the School Board;
 - 2. Public censure of the individual School Board member by the School Board;
 - 3. A resolution disavowing the inappropriate behavior by the individual School Board member;
 - 4. Imposition of a one-time reduction in the individual School Board member's compensation in an amount determined by the School Board; or
 - 5. Removal of the individual School Board member from the School Board in accordance with Minnesota law.
- B. Other sanctions, including any combination of the forms described above, may be imposed if, in the judgment of the School Board, another sanction would better accomplish the School Board's objective of stopping or correcting the offending conduct.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)

Cross References: WBLASB Policy 209 (Code of Ethics)
MSBA Standards for School Board Leadership
~~MSBA Service Manual, Chapter 1, School Board Member Code of Ethics~~

AGENDA ITEM: **Policy 410, Family and Medical Leave Act and District Leaves of Absence Policy**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 410, Family and Medical Leave Act and District Leaves of Absence Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. The changes recommended to this policy are in sections III, IV, V, VIII and the legal and cross references.

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA), the Parenting Leave Act, and the Military Family Leave Act, and to provide guidance regarding other leaves of absence that may be provided by the school district.

RECOMMENDED ACTION:

Approve School Board Policy 410, Family and Medical Leave Act and District Leaves of Absence Policy, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996

Revised: May 9, 2005

Revised: September 14, 2009

Annual Review: August 8, 2011

Annual Review: October 13, 2014

Annual Review: December 9, 2019

Annual Review: April 11, 2022

White Bear Lake Area

School District #624 Policy 410

Annual Review: September 10, 2012

Annual Review: April 9, 2018

Annual Review: July 12, 2021

Annual Review: _____

410 FAMILY AND MEDICAL LEAVE ACT AND DISTRICT LEAVES OF ABSENCE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA), the Parenting Leave Act, and the Military Family Leave Act, and to provide guidance regarding other leaves of absence that may be provided by the school district.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws as well as Military Family Leave Act.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section § 101(a)(13)(B). Deployment to a foreign country means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the United States, including international waters.

B. “Covered service member” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is

otherwise on the temporary disability retired list, for a serious injury or illness; and

2. A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.
- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling their Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 month of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered service member with a serious injury or illness.
- E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, or child son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, siblings ~~brothers and sisters~~, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their ~~his or her~~ nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been

made, the designated individual shall be deemed to be the covered service member's only next of kin.

- F. "Outpatient status" means, with respect to a covered service member, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to ~~five~~ fifteen calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; ~~and~~
 8. to address care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Spouse: means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a ~~same-sex or~~ common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. “Veteran” has the meaning given in 38 United States Code ~~section~~§ 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth or adoption of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, child ~~son, daughter~~ or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, child ~~son, daughter~~, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces

2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b. in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50

percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment: or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistant for Family Caregivers.
- 6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.l.e. above.
- 7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
- 8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
- 9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and

second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, child ~~son, daughter~~, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV. A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for implementation of this policy, if any. Employees eligible for leave must comply with the

family and medical leave directives and guidelines prior to starting leave. The Superintendent or Superintendent's designee shall be responsible to develop directives and guidelines as necessary to implement this policy. ~~Such directives and guidelines shall be submitted to the School Board periodically for review.~~

The school district shall comply with the written notice requirement as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.A. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district ~~employer~~. The employee may qualify if they have ~~he or she has~~ worked for the school district for at least 12 months and have ~~has~~ worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district ~~employer~~ so that the total leave does not exceed 12 weeks, unless agreed to by the school district ~~employer~~, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district ~~employer~~ reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six week Service ~~m~~ember Family Military Leave

1. An eligible employee who is the spouse, **child**, ~~son, daughter,~~ parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., and IV.A.12., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This

includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or
2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a trimester or semester may be required to extend the leave through the end of the trimester or semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester or semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester or semester.
2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a trimester or semester, the school district may require that the leave be continued until the end of the trimester or semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the trimester or semester.
3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of a trimester or semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the trimester or semester.

4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the

instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

~~D. — The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

VI. DISTRICT LEAVE PROVISIONS

A. General leaves of absence

1. All leaves of absence that are of a duration of 20 workdays or greater require School Board approval, as does the employment of a replacement for an employee on said leave. The Director of Human Resources has the authority to approve leaves of absence of a duration less than 20 workdays, as well as the employment of a replacement for an employee on said leave.
2. All leave of absence requests must be submitted in writing to the Human Resources Department at least 30 workdays in advance of the leave unless the leave is for an entire school year, in which case the request needs to be submitted by March 1 of the previous school year. Notice of intent to return to work following an annual leave of absence must be submitted in writing to the Human Resources Department by March 1 of the year of the leave (failure to do so will result in the district assuming the employee is returning to work as scheduled). The Director of Human Resources has the authority to waive these timelines based on a consideration of all the surrounding facts and circumstances.
3. In acting on employee leave requests, the School Board will observe provisions of the appropriate employee master agreement, district policy, and applicable state and federal statutes. In making recommendations to the School Board regarding leave without pay approval, district administration will consider both the reasons for the employee's request and the needs of the district. In general, concerns related to the educational program will take precedence over personal interests of the employee. Factors to be considered may include the following:
 - a. The stated reason(s) of the employee in requesting a leave;

- b. Relevant provisions of the appropriate employee master agreement, district policy and/or state and federal statute(s);
- c. Length of service to the district of the employee applying for the leave. (Normally the district will not approve any leave during an employee's probationary period other than leaves required by law or collective bargaining agreement.)
- d. Length of leave request. Normally, the length of an approved leave of absence for other reasons shall not exceed one (1) year. In extenuating circumstances, an extension of one (1) additional year may be granted for a maximum of two consecutive years of leave.
- e. Record of previous leaves taken by the employee;
- f. Availability of qualified substitute employees;
- g. Number of other employees in the same assignment category currently on leaves of absence;
- h. Timing of the leave as it relates to potential disruption to students, other staff, and educational programming. Whenever possible, leaves should begin when the school year begins and end when the school year ends. If that is not possible, the beginning or ending of a leave should coincide with a natural break point during the school year.
- i. Potential benefits to the district;
- j. Whether the purpose of the leave can be scheduled or accomplished during a non-duty (school vacation/break) period.

B. Non-delivering parent leave

- 1. An eligible employee may use available accumulated paid leave for a period not to exceed six weeks following the date of birth or adoption of a child. Eligible employee means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. A statement certifying the birth or adoption of a child must be produced.
- 2. Employees that do not meet the eligibility requirement in VI. B. 1. may use up to ten (10) days of available accumulated paid leave

following the date of birth or adoption of a child. A statement certifying the birth or adoption of a child must be produced.

C. Jury Duty

1. Personnel shall be released from job responsibilities in order to perform jury duty.
2. On days when jury duty requires only a portion of the work day, the employee shall work the remaining portion of the day.
3. The compensation of an employee shall not be reduced as a result of jury duty.
4. Any jury compensation, excluding mileage, meals or lodging, shall be assigned to the district.

VII. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VIII. DISSEMINATION OF POLICY

- A. ~~This policy~~ A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)

10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)

29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)

38 U.S.C. § 101 (Definitions)

29 C.F.R. pt. 825 (Family and Medical Leave Act)

Cross References: MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin “M”
(Licensed and Non-Licensed School District Employee
Leave ~~Statutory Provisions Which Grant Leaves to Licensed as well~~
~~as Non-Licensed School District Employees – Family and Medical~~
~~Leave Act Summary~~)

AGENDA ITEM: **Policy 721, Uniform Grant Guidance Policy
Regarding Federal Revenue Sources**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. The changes recommended to this policy are in sections II, IV, V, VII, VIII and the legal references.

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

RECOMMENDED ACTION:

Approve School Board Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 14, 2016
Revised: January 14, 2019
Revised: April 13, 2020
Revised: _____

White Bear Lake Area
School District #624 Policy 721

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section § 200.101 (Applicability); or
- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from

a pass-through entity, as described in 2 ~~Code of Federal Regulations~~ section § 200.101 (Applicability).

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 ~~Code of Federal Regulations~~ section § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 ~~Code of Federal Regulations~~ Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000 except as otherwise discussed in 48 ~~Code of Federal Regulations~~ Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

- 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 ~~Code of Federal Regulations~~ section § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 ~~Code of Federal Regulations~~ section § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict

of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received

and for selecting recipients;

- d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
- d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed

product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations section § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections § 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a

minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual,

immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and the School Board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 Code of Federal Regulations, Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;
 7. Employee morale, health, and welfare costs;
 8. Equipment and other capital expenditures;

9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;

4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 ~~Code of Federal Regulations~~ section § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program

specific requirements must be considered when performing the programmatic analysis.

3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program - for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

- G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to non-participating students.
4. These presumptions apply differently in different federal programs and also in school-wide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION - PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation - Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation - Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave,

holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and workers' compensation insurance (except as indicated in 2 ~~Code~~ of ~~Federal~~ ~~Regulations~~ ~~section~~ § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances

of the particular employment.

- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 - 1. Critical and necessary for the conduct of the project;
 - 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 - 3. Consistent with the school district's cost accounting practices and school district policy; and
 - 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

- 1. Participation of the individual is necessary to the federal award; and

2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

3. A direct result of the individual's travel for the federal award;
4. Consistent with the school district's documented travel policy for all school district travel; and
5. Only temporary during the travel period.

~~[Note: ——— Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]~~

Legal References: 2 C.F.R. § 200.12 (**Definitions**; Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.214~~2~~ (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (**Federal** Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (**Federally-owned and Exempt Property** **Real Property**)
2 C.F.R. § 200.313(d) (Equipment)

2 C.F.R. § 200.314 (Supplies)
 2 C.F.R. § 200.315 (Intangible Property)
 2 C.F.R. § 200.318 (General Procurement Standards)
 2 C.F.R. § 200.319(c) (Competition)
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 2 C.F.R. § 200.321 (Contracting with Small and Minority
 Businesses, Women's Business Enterprises, and Labor Surplus Area
 Firms)
 2 C.F.R. § 200.328 (Financial Reporting ~~Monitoring and Reporting
 Program Performance~~)
 2 C.F.R. § 200.339 ~~8~~ (~~Remedies for Noncompliance~~)
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability ~~Allow Ability~~
 of Costs)
 2 C.F.R. § 200.430 (Compensation - Personal Services)
 2 C.F.R. § 200.431 (Compensation - Fringe Benefits)
 2 C.F.R. § 200.447 (Insurance and Indemnification)
 2 C.F.R. § 200.463 (Recruiting Costs)
 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 2 C.F.R. § 200.474 ~~3~~ (Transportation Costs)
 2 C.F.R. § 200.475 ~~4~~ (Travel Costs)

Cross References: WBLASB Policy 208 (Development, Adoption, and Implementation
 of Policies)
 WBLASB Policy 210 (Conflict of Interest - School Board Members)
 WBLASB Policy 412 (Expense Reimbursement)
 WBLASB Policy 701 (Establishment and Adoption of School District
 Budget)
 WBLASB Policy 701.1 (Modification of School District Budget)
 WBLASB Policy 702 (Accounting)
 WBLASB Policy 703 (Annual Audit)

AGENDA ITEM: **Policy 802, Disposition of Obsolete Equipment and Material**

MEETING DATE: **April 10, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 802, Disposition of Obsolete Equipment and Material, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March and is being recommended for a second reading. The changes recommended to this policy are in sections IV, and the legal and cross references.

The purpose of this policy is to provide guidelines for the Superintendent to assist in timely disposition of obsolete equipment and material.

RECOMMENDED ACTION:

Approve School Board Policy 802, Disposition of Obsolete Equipment and Material, as recommended by the School Board Policy Committee and Cabinet.

Adopted: August 18, 1997

Revised: August 27, 2001

Revised: March 9, 2009

Revised: May 11, 2015

Revised: April 13, 2020

*White Bear Lake Area
School District #624 Policy 802*

*Revised: July 15, 2019
Revised: _____*

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the Superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of students, staff, and visitors will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

- A. Authorization.

The Superintendent, or ~~his/her~~ **Superintendent's** designee, shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the School Board. The Superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

- B. Contracts over \$175,000

- 1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the School Board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the School Board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the School Board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not go below the original bid. If no satisfactory bid is received, the Board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less the contract may be made either upon quotation or in the open market ~~at~~ ~~in~~ the discretion of the School Board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which ~~are~~ ~~is~~ surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation.

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees.

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction, or by the quotation procedures specified above. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or

possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. another school district;
 - b. the State Department of Corrections;
 - c. the Board of Trustees of Minnesota State Colleges and Universities; ~~or~~
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; ~~;~~ or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph IV, H.1., upon adoption of a written resolution of the School Board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the School Board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. §15.054 (~~Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalties~~ Sale or Purchase of State Property; Penalty)
Minn. Stat. §123B.29 (~~Sale of School Building~~ at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. §471.345 (Uniform Municipal Contracting Law)
Minn. Stat. §645.11 (Published Notice)

Cross References: MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin “F” (School District Contract and Bidding Procedures)