

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

June 10, 2024

Independent School District No. 624

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 experiences*
- *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: June 5, 2024

A meeting of the White Bear Lake Area School Board will be held on **Monday, June 10, 2024** 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) Acceptance of Gifts
 - d) Approve Field Trips
 - e) Human Resources Items

B. PUBLIC FORUM

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

1. Speakers must reside in the District, be a guardian of a student(s) in the District, be a student in the District or be employed by the District. The School Board will give priority to individuals who wish to address a specific item that is on the agenda for that meeting. After this priority has been applied, any remaining openings to speak - up to the total of ten individuals - will be determined by lot.
2. Public Forum will be open for up to 30 minutes. (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic). Speakers are encouraged to avoid repeating comments that other speakers have made.
3. Those who wish to address the School Board must submit a written request to speak before 3:00 pm on the day of the School Board meeting. Requests must be submitted to the following email address: publiccomment@isd624.org, 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. Overview of Fiscal Year 2024-25 Preliminary Budget
2. First Reading of School Board Policies:
 - a. 417, Chemical Use and Abuse;
 - b. 506, Student Discipline;
 - c. 507, Corporal Punishment and Prone Restraint;
 - d. 512, School Sponsored Student Publications and Activities;
 - e. 514, Bullying Prevention;
 - f. 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches;
 - g. 534, School Meals;
 - h. 606, Selection and Review of Instructional Texts and Materials;
 - i. 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System; and
 - j. 714, Fund Balances.The policies listed above will be on the July 8, 2024 agenda or subsequent agenda for a second reading.

E. OPERATIONAL ITEMS

1. Action on Fiscal Year 2024-25 Preliminary Budget

2. Action on Workers Compensation Agreement for 2024-25
3. Action on Property and Liability Insurance for 2024-25
4. Action on Tentative Contract 2023-25 FY with Non-Affiliated and Administrative Employees
5. Action on Tentative Contract 2023-25 FY with White Bear Lake Schools' Cabinet Members
6. Action on School District Population Adjustment
7. Action on Resolution Establishing Dates for Filing Affidavits of Candidacy
8. Action on School Board Policies:
 - a. 517, Student Recruiting;
 - b. 518, DNR-DNI Orders;
 - c. 519, Interviews of Students by Outside Agencies;
 - d. 705, Investments.

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **June 10, 2024**
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) Acceptance of Gifts
- d) Field Trip Request(s)
- e) Human Resources Items

RECOMMENDED ACTION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **June 10, 2024**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Scott Arcand, 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, May 13, 2024** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public and a recording is posted on the website.

AGENDA

A. PROCEDURAL ITEMS

1. Chair Ellison called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson.
Absent: Beloyed.
Ex-Officio: Dr. Wayne Kazmierczak.
3. Pledge of Allegiance.
4. Thompson moved and Daniels seconded to approve the agenda as presented.
Voice vote: Ayes, Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson. Nays, none. Motion carried.
5. Daniels moved and Streiff Oji seconded to approve the consent agenda consisting of:
 - a) Minutes for Board meetings on April 8, 2024, and April 22, 2024;
 - b) Invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
 - c) Resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - d) Field trips;
 - e) Resolution regarding personnel items to include:
 - RESIGNATION/TERMINATION/NON-RENEWAL – CLASSIFIED STAFF
 - MEGAN BASHORE – OST Site Supervisor - North Star Elementary
Employed by District 624 since 08/23/2021
Effective Date: 05/21/2024
 - STEPHANIE BECHER – Paraeducator - Normandy Park
Employed by District 624 since 09/04/2023
Effective Date: 04/25/2024
 - JULIE CORBETT – Nutrition Services Production Lead - Sunrise Park Middle School
Employed by District 624 since 04/01/2024
Effective Date: 04/24/2024
 - LEAH GOLDEN – OST Program Assistant - Birch Lake Elementary
Employed by District 624 since 08/28/2023
Effective Date: 06/06/2024
 - JOSEPH GUIAMOY – Nutrition Services Assistant - WBLAHS - North Campus
Employed by District 624 since 04/23/24
Effective Date: 04/26/2024
 - KARA HAYNE – Early Childhood Assistant - Normandy Park
Employed by District 624 since 09/09/2021
Effective Date: 04/05/2024
 - SUSAN LANGE – OST Program Assistant - Lincoln Elementary
Employed by District 624 since 10/18/2023
Effective Date: 06/06/2024
 - IBTISAM OMAR – OST Program Assistant - Lakeaires Elementary

Employed by District 624 since 09/21/2023

Effective Date: 04/09/2024

MAGON LINDBLOM – OST Assistant & Lunchroom Supervisor - Lincoln Elementary

Employed by District 624 since 09/09/2021

Effective Date: 04/05/2024

HEIDI NEWPOWER – Nutrition Services Production Lead - WBLAHS - North Campus

Employed by District 624 since 10/22/2018

Effective Date: 04/05/2024

SARAH SCHMIDT – OST Program Assistant - Oneka Elementary

Employed by District 624 since 10/20/2023

Effective Date: 11/16/2023

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

RYAN ABRAHAMSON – Special Education Teacher - Central Middle School

Employed by District 624 since 08/29/2022

Effective Date: 06/07/2024

DANIELLE CARTER – Special Education Teacher - Willow Lane Elementary

Employed by District 624 since 08/28/2023

Effective Date: 06/07/2024

KARLIE GROVES – Special Education Teacher - WBLAHS - North Campus

Employed by District 624 since 08/28/2023

Effective Date: 06/07/2024

JENNIFER HENSEL – Art Teacher - Central Middle School

Employed by District 624 since 08/28/2023

Effective Date: 06/07/2024

SHELBY KOTOSKI – Speech Language Pathologist - Matoska & Central Middle School

Employed by District 624 since 08/29/2022

Effective Date: 06/07/2024

STEPHANIE MAKI – Preschool Teacher - Normandy Park

Employed by District 624 since 08/29/2022

Effective Date: 06/07/2024

CHRISTINE MOREN – Language Arts Teacher - Central Middle School

Employed by District 624 since 08/22/2016

Effective Date: 06/07/2024

SIRI NELSON – Spanish Teacher - Lincoln Elementary

Employed by District 624 since 08/30/2021

Effective Date: 06/07/2024

ALOYSIUS QUAYE – Special Education Teacher - WBLAHS - North Campus

Employed by District 624 since 08/30/2021

Effective Date: 06/07/2024

PAUL SEEBA – Social Studies Teacher - WBLAHS - North Campus

Employed by District 624 since 08/30/1999

Effective Date: 06/07/2024

PAMELA SCHEUERELL – Special Education Teacher - WBLAHS - North Campus

Employed by District 624 since 04/22/2015

Effective Date: 06/07/2024

SHANNON WALSH – Speech Language Pathologist - Otter Lake Elementary

Employed by District 624 since 08/30/2021

Effective Date: 06/07/2024

ETHAN WILLIAMS – Music Teacher - Birch Lake Elementary

Employed by District 624 since 10/02/2023

Effective Date: 06/07/2024

ETHAN WILLIAMS – Special Education Teacher - Central Middle School

Employed by District 624 since 10/02/2023

Effective Date: 06/07/2024

GANNON YOUAKIM – Language Arts Teacher - Sunrise Park Middle School

Employed by District 624 since 08/24/2020

Effective Date: 06/07/2024

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

ANGELA LUNDBLAD – HR Specialist - District Center

Employed by District 624 since 12/13/2021

Effective Date: 04/19/2024

DION WILSON – Student Success Coordinator - ALC

Employed by District 624 since 09/03/2019

Effective Date: 06/30/2024

➤ RESIGNATION/TERMINATION/NON-RENEWAL – PROFESSIONAL STAFF

DARCY RODRIGUEZ – Early Childhood Coordinator - Normandy Park

Employed by District 624 since 06/01/2020

Effective Date: 06/24/2024

➤ RETIREMENT – CLASSIFIED STAFF

ROSALBA ESS – Paraeducator - WBLAHS - South Campus

Employed by District 624 since 01/28/2002

Effective Date: 06/06/2024

DAVID SCHWARTZ – Truck Driver - District Wide

Employed by District 624 since 03/19/2012

Effective Date: 08/02/2024

➤ RETIREMENT – CERTIFIED STAFF

JANET CHARBONNEAU – Special Education Teacher - WBLAHS - South Campus

Employed by District 624 since 08/24/2000

Effective Date: 06/07/2024

CHERYL EK – Special Education Teacher - Willow Lane Elementary

Employed by District 624 since 11/05/2018

Effective Date: 06/07/2024

KRISTIN FRY – Language Arts Teacher - WBLAHS - South Campus

Employed by District 624 since 08/21/1997

Effective Date: 06/07/2024

KELLY KNUTSON – Business Education Teacher - WBLAHS - South Campus

Employed by District 624 since 08/24/2015

Effective Date: 06/07/2024

DAVID MEUWISSEN – Physical Education - WBLAHS - North Campus

Employed by District 624 since 08/24/1998

Effective Date: 05/28/2024

JILL PETERSON – 3rd Grade Teacher - Otter Lake Elementary

Employed by District 624 since 08/21/1986

Effective Date: 06/07/2024

JEREMY ROCKFORD – Music Teacher - WBLAHS - North/South Campus

Employed by District 624 since 08/24/1998

Effective Date: 06/07/2024

JAMES SMITH – Special Education Teacher - TEC

Employed by District 624 since 08/24/2006

Effective Date: 08/24/2006

SUSAN STEPHAN – Math Teacher - WBLAHS - South Campus

Employed by District 624 since 08/22/2002

Effective Date: 06/07/2024

➤ **RETIREMENT – PROFESSIONAL STAFF**

DONALD BOSCH – Principal - WBLAHS - South Campus

Employed by District 624 since 07/01/2009

Effective Date: 06/30/2024

DION HARRIMAN – Principal - WBLAHS - North Campus

Employed by District 624 since 08/26/1991

Effective Date: 06/30/2024

GRETCHEN HARRIMAN – Principal - WBLAHS - Area Learning Center

Employed by District 624 since 07/01/2012

Effective Date: 06/30/2024

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

JAMES BARTNESS – Bus Driver - Bus Garage

From 25 hrs. To 37.5 hrs. Per week

Effective Date: 03/18/2024

KELLY GLARATON – From NS Assistant to NS Production Lead - WBLAHS - North Campus

From 18.75 hrs. To 35 hrs. Per week

Effective Date: 04/05/2024

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

DAVID JOHNSON – From Interim Director of Transportation - Bus Garage
To Director of Transportation - Bus Garage

Effective Date: 04/17/2024

Annual Salary \$117,000

➤ **TEMPORARY CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

ISABELLA CIRELLI – NS Assistant - Sunrise Park Middle School

Temporary increase in hours

From 18.75 hours per wk. to 22.5 hours per wk.

Effective Date: 04/23/24 to TBD

JULIE CORBETT – NS Assistant - Sunrise Park Middle School

Temporary increase in hours

From 18.75 hours per wk. to 22.5 hours per wk.

Effective Date: 04/23/24 to TBD

CARISSA NELOMS – NS Assistant - Sunrise Park Middle School

Temporary increase in hours

From 18.75 hours per wk. to 22.5 hours per wk.

Effective Date: 04/23/24 to TBD

JENNIFER SCHULENBERG – NS Assistant - Sunrise Park Middle School

Temporary increase in hours

From 18.75 hours per wk. to 21.25 hours per wk.

Effective Date: 04/23/24 to TBD

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

HEATHER STEINER - Health Assistant - Matoska International

Employed by District 624 since 01/04/2016

Effective Date: 2024-2025 School Year

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

SHAINA FAUTSCH – 3rd Grade Teacher - Matoska International

Employed by District 624 since 08/28/2023

Effective Date: 2024-2025 School Year

NICHOLAS VAN LOH – Music Teacher - Central Middle School

Employed by District 624 since 08/23/2023

Effective Date: 04/04/2024 - 06/07/2024

➤ **FULL-TIME LEAVE OF ABSENCE – NON-AFFILIATED STAFF**

JENNIFER FUNK – Chemical Health Specialist - WBLAHS - North Campus

Employed by District 624 since 08/24/2014

Effective Date: 01/12/2024 through 4/12/2024

➤ **NEW PERSONNEL – NON-AFFILIATED STAFF**

ANGELA CUNNINGHAM – Human Resources Specialist - District Center

40 hrs. Wk. \$76,632 annually

Effective Date: 05/20/2024

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

TIMOTHY BELL – Tier I Field Tech Certified - District-Wide

\$25.45 per hr. 40 hrs. per wk.

Effective Date: 05/01/2024

JOSEPH DERVIE – Grounds - WBLAHS - North Campus

\$22.74 per hr. 40 hrs. per wk.

Effective Date: 05/1/2024

JOSEPH GUIAMOY – NS Assistant - WBLAHS - North Campus

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

Effective Date: 04/23/2024

ALLISON KNUTH – NS Assistant - Central Middle School

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

Effective Date: 04/23/2024

CARLOS LAUREANO – Tier I Field Tech Certified - District-Wide

\$26.18 per hr. 40 hrs. per wk.

Effective Date: 05/01/2024

CASEY VAN OVERBEKE – Program Assistant - Lakeaires Elementary

\$18.50 per hr. 20.00 hrs. per wk.

Effective Date: 04/22/2024

CASEY VAN OVERBEKE – Lunchroom/Playground - Matoska International

\$20.02 per hr. 12.5 hrs. per wk.

Effective Date: 04/22/2024

KAGAI VANG – AA Technology - Admin Office

\$21.80 per hr. 40 hrs. per wk.

Effective Date: 04/15/2024

➤ **NEW PERSONNEL – CERTIFIED STAFF**

HANNA HONERMAN – Special Education Teacher - Willow Lane Elementary

1.0 FTE BA Step 4 \$54,390

Effective Date: 08/26/2024

ANNA LEINTZ – Speech Language Pathologist - Otter Lake Elementary

1.0 FTE MA Step 2 \$57,850

Effective Date: 08/26/2024

NICOLE PAGE – Special Education Teacher - Vadnais Heights Elementary

1.0 FTE MA Step 4 \$61,201

Effective Date: 08/26/2024

SARAH ROSENBERG – Special Education Teacher - Lakeaires Elementary

1.0 FTE BA Step 3 \$53,185

Effective Date: 08/26/2024

➤ **LONG TERM SUBSTITUTE - CERTIFIED STAFF**

KYLE DAHLEN – 2nd Grade Teacher - Lakeaires Elementary

1.0 FTE MA Step 1 \$8,685.30

Effective Date: 04/29/2024 - 06/07/2024

COREY LARSON – Special Education Teacher - Sunrise Park Middle School

1.0 FTE BA Step 1 \$12,056.22

Effective Date: 04/04/2024 - 06/07/2024

JENNA PETERSON – Special Education Teacher - Birch Lake Elementary

1.0 FTE BA Step 1 \$8,978.04

Effective Date: 04/22/2024 - 06/07/2024

JENNA PETERSON – Special Education Teacher - Birch Lake Elementary

1.0 FTE BA Step 2 \$52,272

Effective Date: 2024-2025 School Year

ERIN SAMUELS – 2nd Grade Teacher - Matoska International

1.0 FTE MA+60 Step 1 \$8,741.85

Effective Date: 04/30/2024 - 06/07/2024

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

B. PUBLIC FORUM - Rebekah Bradfield

C. INFORMATION ITEMS

1. Student Recognition - Students participating in state and national competitions and events in the Scholastic Art Awards, Minnesota State History Day, and MAAP STARS were recognized and congratulated.
2. Recognition of Student Liaisons to the School Board - Arianna Vann-Cook and Lydia Kleinhans were recognized for their outstanding roles as the 2023-24 Student Representatives on the School Board.
3. Superintendent's Report - Ari Vann-Cook spoke about the Prom on May 4, Senior Day on May 17, and graduation on June 7. Dr. Kazmierczak spoke about the 2024 White Bear Lake Area Educators Teacher of the Year, Michele Norcross, and the Willow Lane "takeover" of Donatelli's. He also mentioned the school district sponsored Marketfest on June 27 where to show school spirit we hope all who attend will wear orange. He finished with information on the White Bear Lake Area High School Community Open House on Thursday, August 29 from 3-6 p.m., and this year's end of the school year celebrations happening throughout the district.

D. DISCUSSION ITEMS

1. Community Services & Recreation Summer Programming Report - Tim Maurer, Director of Community Services and Recreation was joined by Darcy Rodriguez,

Early Childhood Coordinator, Nicole Oswald, Out of School Time Programs Coordinator, and Jon Anderson, Adult Programs & Facilities Coordinator to provide an update on summer learning programs and summer opportunities offered through Community Services & Recreation.

2. First Reading of School Board Policies: a. 517, Student Recruiting; b. 518, DNR-DNI Orders; c. 519, Interviews of Students by Outside Agencies; and d. 705, Investments. The policies listed above will be on the June 10, 2024 or subsequent agenda for a second reading.

E. OPERATIONAL ITEMS

1. Arcand moved and Newmaster seconded to approve the action on Nutrition Services Prime Vendor to IFD Foodservice Distributor for the period of July 1, 2024 through June 30, 2025, at an estimated value of \$1.8 million with an option to renew for up to three additional years. **Roll call vote: Ayes, Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson. Nays, none. Motion carried.**
2. Daniels moved and Streiff Oji seconded to accept the overall bid for the Sunrise Park Center Security Package as presented, to Systematic in the amount of \$299,883. **Roll call vote: Ayes, Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson. Nays, none. Motion carried.**
3. Thompson moved and Newmaster seconded to approve the proposed 2023-2025 Bus Drivers and Bus Aides Teamsters Local 320 tentative agreement. **Roll call vote: Ayes, Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson. Nays, none. Motion carried.**
4. Streiff Oji moved and Thompson seconded to approve the proposed 2023-2025 International Union of Operating Engineers Local No. 70 Custodial Unit tentative agreement. **Roll call vote: Ayes, Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson. Nays, none. Motion carried.**
5. Newmaster moved and Daniels seconded to approve the proposed 2023-2025 White Bear Lake School Nutrition Association tentative agreement. **Roll call vote: Ayes, Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson. Nays, none. Motion carried.**
6. Streiff Oji moved and Daniels seconded to approve the action on School Board policies a. 403, Discipline, Suspension and Dismissal of School District Employees; b. 498, Respectful Workplace; c. 502, Search of Student Lockers, Desks, Personal Possessions and Student's Person; d. 606.5, Library Materials; e. 801, Equal Access to Facilities of Secondary Schools; and f. 910, Awarding of Honorary Diploma. **Voice vote: Ayes, Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson. Nays, none. Motion carried.**

F. BOARD FORUM

- G. ADJOURNMENT** - Arcand moved and Thompson seconded to adjourn the meeting at 6:29 p.m. **Voice vote: Ayes, Arcand, Daniels, Ellison, Newmaster, Streiff Oji, Thompson. Nays, none. Motion carried.**

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, May 20, 2024** 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 - Acting Chair Thompson called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Daniels, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed. Absent: Ellison.

B. DISCUSSION ITEMS

1. Review of Fiscal Year 2024-25 Preliminary Budget - An overview of the preliminary budget and variables used to develop the budget for fiscal year 2024-25 and projected budget for fiscal year 2025-26 was presented for discussion. The preliminary budget will return to the board on June 10, 2024 for action.
2. Birch Lake Elementary Multi-Tiered Systems of Support Update - Cynthia Mueller, District Literacy Specialist, Julian Stanke, Principal of Birch Lake Elementary, and Kelly Pylkas-Bock, Instructional Coach at Birch Lake and Willow Lane Elementaries presented an update on the Multi-Tiered Systems of Support (MTSS) Program at Birch Lake Elementary.

C. ADJOURNMENT - Arcand moved and Daniels seconded to adjourn the meeting at 6:11 p.m. ***Voice vote: Ayes, Daniels, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed. Nays, none. Motion carried.***

Submitted by: Scott Arcand, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **June 10, 2024**

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 - April 2024

		<u>5/15/2024</u>	<u>5/31/2024</u>
Direct Deposit	900706628 - 900708040	2,221,356.40	
Direct Deposit	900708041 - 900709475		2,614,642.72

Check Number	Vendor	Amount	Check Date	Check Type
138827	A-1 HYDRAULIC SALES & SERVICE INC	(\$52.19)	5/20/2024	V
139633	A-1 HYDRAULIC SALES & SERVICE INC	(\$170.50)	5/20/2024	V
140473	ORI LEARNING	(\$520.00)	5/29/2024	V
140564	COMMERCIAL KITCHEN SERVICES	(\$1,050.33)	5/20/2024	V
140740	350 DEGREES BAKERY	\$650.00	5/1/2024	R
140741	ACADEMIC THERAPY PUBLICATIONS	\$45.00	5/1/2024	R
140742	ACT INC	\$48.00	5/1/2024	R
140743	ALL STRINGS ATTACHED	\$784.00	5/1/2024	R
140744	AMAZON CAPITAL SERVICES	\$0.00	5/1/2024	C
140745	AMAZON CAPITAL SERVICES	\$0.00	5/1/2024	C
140746	AMAZON CAPITAL SERVICES	\$0.00	5/1/2024	C
140747	AMAZON CAPITAL SERVICES	\$0.00	5/1/2024	C
140748	AMAZON CAPITAL SERVICES	\$0.00	5/1/2024	C
140749	AMAZON CAPITAL SERVICES	\$0.00	5/1/2024	C
140750	AMAZON CAPITAL SERVICES	\$0.00	5/1/2024	C
140751	AMAZON CAPITAL SERVICES	\$0.00	5/1/2024	C
140752	AMAZON CAPITAL SERVICES	\$6,514.95	5/1/2024	R
140753	AMERICAN SCHOOL COUNSELOR ASSOCIATION	\$129.00	5/1/2024	R
140754	ARAMARK	\$727.12	5/1/2024	R
140755	ARNDT, ERIKA M.	\$50.00	5/1/2024	R
140756	AVANT ASSESSMENT LLC	\$1,020.90	5/1/2024	R
140757	B&H PHOTO-VIDEO	\$1,084.95	5/1/2024	R
140758	BOLDT, JAMES R.	\$50.00	5/1/2024	R
140759	BOLDT, MARY C.	\$50.00	5/1/2024	R
140760	BOWMAN, DON	\$77.00	5/1/2024	R
140761	BROM, TIMOTHY P.	\$42.00	5/1/2024	R
140762	BSN SPORTS, LLC	\$599.62	5/1/2024	R
140763	BUFFINGTON, GORDON	\$147.00	5/1/2024	R
140764	CAMP ST CROIX	\$1,500.00	5/1/2024	R
140765	CAPITAL ONE TRADE CREDIT	\$144.42	5/1/2024	R
140766	CARLSTROM, EMILY C.	\$100.00	5/1/2024	R
140766	CARLSTROM, EMILY C.	(\$100.00)	5/30/2024	V
140767	CASTLE SPORTS	\$1,323.43	5/1/2024	R
140768	CEASON, RYAN	\$85.00	5/1/2024	R
140769	CENTURY COLLEGE	\$169,124.90	5/1/2024	R
140770	CESO FINANCE	\$1,962.00	5/1/2024	R
140771	CHILDREN'S PERFORMING ARTS	\$2,690.00	5/1/2024	R
140772	CINTAS CORP	\$527.03	5/1/2024	R
140773	CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$380.00	5/1/2024	R
140774	CUMMINGS MOBILITY CONVERSIONS	\$284.00	5/1/2024	R
140775	DELL MARKETING LP	\$1,879.24	5/1/2024	R
140776	DILLON, ROBERT	\$2,400.00	5/1/2024	R
140777	DODGE NATURE CENTER	\$2,526.00	5/1/2024	R
140778	DOMINO'S PIZZA	\$1,188.95	5/1/2024	R
140779	ECKROTH MUSIC	\$631.75	5/1/2024	R

140780 FESTIVAL FOODS-KNOWLAN'S	\$52.12	5/1/2024 R
140781 GATEWAY MUSIC FESTIVALS & TOURS	\$300.00	5/1/2024 R
140782 GEBEKE, JILL	\$50.00	5/1/2024 R
140783 GOLD MEDAL MINNEAPOLIS ML55	\$147.65	5/1/2024 R
140784 GOPHER	\$1,374.00	5/1/2024 R
140785 GROTH MUSIC CO	\$58.00	5/1/2024 R
140786 HEALTH COUNSELING SERVICES	\$348.00	5/1/2024 R
140787 HICKS, SUSAN L.	\$50.00	5/1/2024 R
140788 HIGGINS, JACK	\$85.00	5/1/2024 R
140789 HOME DEPOT CREDIT SERVICES	\$747.00	5/1/2024 R
140790 HUGO EQUIPMENT CO	\$15.99	5/1/2024 R
140791 HUGO FEED MILL & HARDWARE	\$47.98	5/1/2024 R
140792 IFD	\$426.45	5/1/2024 R
140793 INNOVATIVE OFFICE SOLUTIONS	\$284.08	5/1/2024 R
140794 INTERMIX BEVERAGE	\$51.12	5/1/2024 R
140795 JACK THOMAS CONSULTING	\$147.00	5/1/2024 R
140796 JANSEN, GLORIA K.	\$50.00	5/1/2024 R
140797 JOSTENS INC	\$726.00	5/1/2024 R
140798 JW PEPPER & SON INC	\$526.39	5/1/2024 R
140799 KATH FUEL OIL SERVICE CO	\$19,646.56	5/1/2024 R
140800 KEYSTONE INTERPRETING SOLUTIONS	\$165.00	5/1/2024 R
140801 KIDCREATE STUDIO	\$2,210.00	5/1/2024 R
140802 KITTELSON MARKETING CO INC	\$1,683.00	5/1/2024 R
140803 KOCOVSKY, COLE	\$147.00	5/1/2024 R
140804 LAKESHORE LEARNING MATERIALS	\$183.96	5/1/2024 R
140805 LEHNER, KENNETH	\$85.00	5/1/2024 R
140806 LEMKE, JAY M.	\$147.00	5/1/2024 R
140807 LIFE TIME	\$114.00	5/1/2024 R
140808 LISA'S PHOTOGRAPHY	\$970.65	5/1/2024 R
140809 LONG, MARTY D.	\$50.00	5/1/2024 R
140810 LOWELL INN	\$1,137.93	5/1/2024 R
140811 MACKIN EDUCATIONAL RESOURCES	\$668.63	5/1/2024 R
140812 MANITOU EVENT CENTER	\$1,200.00	5/1/2024 R
140813 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$885.00	5/1/2024 R
140814 MCMASTER-CARR	\$182.08	5/1/2024 R
140815 MCNERTNEY, HOWARD	\$255.00	5/1/2024 R
140816 MEDTOX LABORATORIES	\$132.02	5/1/2024 R
140817 METRO MEALS ON WHEELS INC	\$6,404.55	5/1/2024 R
140818 MEUWISSEN, PAUL W.	\$100.00	5/1/2024 R
140819 MICHIGAN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$950.00	5/1/2024 R
140820 MIDWEST BUS PARTS INC	\$226.12	5/1/2024 R
140821 MN DEPT OF COMMERCE	\$10,073.74	5/1/2024 R
140822 MN ZOO	\$900.00	5/1/2024 R
140823 MORKEN, ADAM	\$85.00	5/1/2024 R
140824 MULVIHILL, MARKUS	\$147.00	5/1/2024 R
140825 MUMBLEAU, JANE L.	\$50.00	5/1/2024 R
140826 MUMBLEAU, RICHARD T.	\$100.00	5/1/2024 R

140827	MUSIC CONNECTION INC	\$65.45	5/1/2024	R
140828	MYERS, JENNIFER	\$50.00	5/1/2024	R
140829	NORTH CENTRAL TRUCK EQUIPMENT	\$472.09	5/1/2024	R
140830	NORTH CENTRAL INTERNATIONAL, LLC	\$0.00	5/1/2024	C
140831	NORTH CENTRAL INTERNATIONAL, LLC	\$1,492.54	5/1/2024	R
140832	O'REILLY AUTOMOTIVE INC	\$337.62	5/1/2024	R
140833	OKEY, KAY	\$210.00	5/1/2024	R
140834	ORCHID RESTAURANT	\$900.00	5/1/2024	R
140835	OSPREY WILDS ENVIRONMENTAL LEARNING CENTER	\$1,076.00	5/1/2024	R
140836	OXYGEN SERVICE COMPANY INC	\$293.12	5/1/2024	R
140837	PARR, ERIN	\$783.00	5/1/2024	R
140838	PARTS TOWN, LLC	\$444.81	5/1/2024	R
140839	PAULSON, JULIANNE	\$50.00	5/1/2024	R
140840	PAULSON, THOMAS M.	\$250.00	5/1/2024	R
140841	PERNSTEINER CREATIVE GROUP	\$150.00	5/1/2024	R
140842	PRESS PUBLICATIONS	\$2,988.22	5/1/2024	R
140843	RADAR CONSULTING LLC	\$4,000.00	5/1/2024	R
140844	RAMSEY COUNTY PARKS/REC DEPT	\$2,000.00	5/1/2024	R
140845	RENAISSANCE	\$500.00	5/1/2024	R
140846	REYNOLDS, SHANNON F.	\$85.00	5/1/2024	R
140847	SAMUELSON, RICHARD T.	\$50.00	5/1/2024	R
140848	SCHMITT MUSIC COMPANY	\$45.00	5/1/2024	R
140849	SCHNEIDER, MICHELLE	\$66.00	5/1/2024	R
140850	SCHULTZ, PAUL	\$100.00	5/1/2024	R
140851	SIMMER, KATHLEEN C.	\$351.00	5/1/2024	R
140852	SMITLEY, SHARON L.	\$150.00	5/1/2024	R
140853	SOUERS, RANDY	\$85.00	5/1/2024	R
140854	SPEAKING OUT COLLECTIVE	\$3,000.00	5/1/2024	R
140855	STAY TUNED PIANO SERVICES	\$170.00	5/1/2024	R
140856	STOTT, GARY	\$100.00	5/1/2024	R
140857	TEACHER SYNERGY LLC	\$29.40	5/1/2024	R
140858	TEACHERS ON CALL	\$0.00	5/1/2024	C
140859	TEACHERS ON CALL	\$37,080.84	5/1/2024	R
140860	THE HANOVER RESEARCH COUNCIL LLC	\$54,089.00	5/1/2024	R
140861	TRADE PRESS INC	\$175.00	5/1/2024	R
140862	TRI-STATE BOBCAT	\$672.78	5/1/2024	R
140863	TWIN CITIES TRANSPORT & RECOVERY INC	\$195.00	5/1/2024	R
140864	TYLER TECHNOLOGIES INC	\$2,213.23	5/1/2024	R
140865	VALLEYFAIR GROUP SALES	\$1,426.45	5/1/2024	R
140866	VERIZON WIRELESS	\$643.29	5/1/2024	R
140867	WHITE BEAR LOCKSMITH INC	\$115.00	5/1/2024	R
140868	WEST MUSIC COMPANY	\$0.00	5/1/2024	C
140869	WEST MUSIC COMPANY	\$2,793.70	5/1/2024	R
140870	WINCEK, JACQUELINE	\$66.00	5/1/2024	R
140871	WORLD CUP SUPPLY INC	\$189.36	5/1/2024	R
140872	YOURASSIGNMENT.NET	\$147.00	5/1/2024	R
140873	ZABADAL, GEORGE J.	\$77.00	5/1/2024	R

140874 GREATER TWIN CITIES UNITED WAY	\$15.00	5/3/2024 R
140875 IUOE LOCAL 70	\$1,691.25	5/3/2024 R
140876 MINNESOTA TEAMSTERS NO. 320	\$653.00	5/3/2024 R
140877 SCHOOL SERVICE EMPLOYEES	\$8,046.92	5/3/2024 R
140878 WBLA EDUCATIONAL FOUNDATION	\$490.29	5/3/2024 R
140879 GURSTEL CHARGO ATTORNEYS AT LAW	\$371.39	5/3/2024 R
140880 MESSERLI & KRAMER PA	\$697.48	5/3/2024 R
140881 SCHWEIGERT, KLEMIN & MCBRIDE, P.C.	\$269.29	5/3/2024 R
140882 STENGER & STENGER, P.C.	\$517.12	5/3/2024 R
140883 AALLWAYS ASSOCIATES INC	\$380.00	5/8/2024 R
140884 ACER SERVICE CORP	\$175.80	5/8/2024 R
140885 ACRYLIC STUDIO ART LLC	\$180.00	5/8/2024 R
140886 ADS ON BOARDS LLC	\$500.00	5/8/2024 R
140887 AGPARTS WORLDWIDE INC	\$2,747.50	5/8/2024 R
140888 ALL STATE COMMUNICATIONS	\$5,763.00	5/8/2024 R
140889 ALLIED OIL & TIRE COMPANY	\$615.55	5/8/2024 R
140890 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140891 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140892 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140893 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140894 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140895 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140896 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140897 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140898 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140899 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140900 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140901 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140902 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140903 AMAZON CAPITAL SERVICES	\$0.00	5/8/2024 C
140904 AMAZON CAPITAL SERVICES	\$10,806.23	5/8/2024 R
140905 ANDERSON, SHARON K.	\$294.00	5/8/2024 R
140906 ARNDT, ERIKA M.	\$75.00	5/8/2024 R
140907 ARVIG	\$1,972.20	5/8/2024 R
140908 BIDDLE, JUDITH L.	\$175.00	5/8/2024 R
140909 BOLDT, JAMES R.	\$75.00	5/8/2024 R
140910 BOLDT, MARY C.	\$125.00	5/8/2024 R
140911 BOUMAN, JEFF	\$147.00	5/8/2024 R
140912 BRIGHTSTAR CARE OF ST PAUL	\$6,480.00	5/8/2024 R
140913 BSN SPORTS, LLC	\$662.60	5/8/2024 R
140914 BUFFINGTON, GORDON	\$86.00	5/8/2024 R
140915 CAPITAL ONE TRADE CREDIT	\$133.06	5/8/2024 R
140916 CAPOCASA, WILLIAM J.	\$77.00	5/8/2024 R
140917 CDW GOVERNMENT INC	\$1,380.00	5/8/2024 R
140918 CEL PUBLIC RELATIONS, INC	\$2,000.00	5/8/2024 R
140919 CHAPMAN, RONALD J. JR	\$77.00	5/8/2024 R
140920 CINTAS CORP	\$148.28	5/8/2024 R

140921	COGENT COMMUNICATIONS	\$1,845.00	5/8/2024	R
140922	COMMERCIAL KITCHEN SERVICES	\$634.00	5/8/2024	R
140923	CONTINENTAL CLAY CO	\$111.92	5/8/2024	R
140924	DALCO CORPORATION	\$989.87	5/8/2024	R
140925	DARK KNIGHT SOLUTIONS	\$700.00	5/8/2024	R
140926	DASH SPORTS LLC	\$3,236.00	5/8/2024	R
140927	DECKER EQUIP/SCHOOL FIX	\$186.41	5/8/2024	R
140928	DEMCO INC	\$89.71	5/8/2024	R
140929	DOUGLAS, SANDRA L.	\$407.80	5/8/2024	R
140930	DREWS, CHRISTOPHER	\$147.00	5/8/2024	R
140931	DEFINITIVE TECHNOLOGY SOLUTIONS	\$0.00	5/8/2024	C
140932	DEFINITIVE TECHNOLOGY SOLUTIONS	\$17,871.59	5/8/2024	R
140933	FESTIVAL FOODS-KNOWLAN'S	\$623.10	5/8/2024	R
140934	FISCHER, THOMAS	\$125.00	5/8/2024	R
140935	GEBEKE, JILL	\$50.00	5/8/2024	R
140936	GOLF SQUAD	\$4,050.00	5/8/2024	R
140937	GOPHER	\$644.26	5/8/2024	R
140938	GRAEN, KATHLEEN M.	\$77.00	5/8/2024	R
140939	GRAINGER	\$78.72	5/8/2024	R
140940	GRIMM, JUSTIN A.	\$85.00	5/8/2024	R
140941	GROTH MUSIC CO	\$115.71	5/8/2024	R
140942	HICKS, SUSAN L.	\$125.00	5/8/2024	R
140943	HISDAHL INC	\$3,752.00	5/8/2024	R
140944	IMAGE BUILDERS	\$4,659.39	5/8/2024	R
140945	INSTITUTE FOR ENVIRONMENTAL	\$11,247.10	5/8/2024	R
140946	JOSTENS INC	\$207.52	5/8/2024	R
140947	JUNDT, JOHN	\$85.00	5/8/2024	R
140948	JW PEPPER & SON INC	\$182.46	5/8/2024	R
140949	KEYSTONE INTERPRETING SOLUTIONS	\$860.00	5/8/2024	R
140950	KIDCREATE STUDIO	\$2,890.00	5/8/2024	R
140951	KOCOVSKY, COLE	\$147.00	5/8/2024	R
140952	KREMER SERVICES LLC	\$263.14	5/8/2024	R
140953	LAIL, ADAM	\$147.00	5/8/2024	R
140954	LEONARD, BRIAN J.	\$75.00	5/8/2024	R
140955	LONG, MARTY D.	\$125.00	5/8/2024	R
140956	MACKIN EDUCATIONAL RESOURCES	\$700.00	5/8/2024	R
140957	MAHTOMEDI COMMUNITY EDUCATION	\$220.00	5/8/2024	R
140958	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$885.00	5/8/2024	R
140959	MCMMASTER-CARR	\$63.17	5/8/2024	R
140960	MCNERTNEY, HOWARD	\$340.00	5/8/2024	R
140961	METRO MEALS ON WHEELS INC	\$89.75	5/8/2024	R
140962	MEUWISSEN, PAUL W.	\$125.00	5/8/2024	R
140963	MN SAFETY COUNCIL INC	\$644.00	5/8/2024	R
140964	MN STATE HIGH SCHOOL LEAGUE	\$60.00	5/8/2024	R
140965	MN ZOO	\$626.00	5/8/2024	R
140966	MOBILE RADIO ENGINEERING INC	\$898.30	5/8/2024	R
140967	THE MORRIS LEATHERMAN CO	\$11,000.00	5/8/2024	R

140968	MOTZ STUDIOS FOREST BATHING EXPERIENCES	\$210.00	5/8/2024	R
140969	MULVIHILL, MARKUS	\$147.00	5/8/2024	R
140970	MUMBLEAU, JANE L.	\$125.00	5/8/2024	R
140971	MUMBLEAU, RICHARD T.	\$125.00	5/8/2024	R
140972	MURPHY, SEAN T.	\$125.00	5/8/2024	R
140973	NORTH CENTRAL TRUCK EQUIPMENT	\$37.49	5/8/2024	R
140974	NORTH CENTRAL INTERNATIONAL, LLC	\$15.36	5/8/2024	R
140975	NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$182.75	5/8/2024	R
140976	NOVAK, JANICE S.	\$60.00	5/8/2024	R
140977	O'REILLY AUTOMOTIVE INC	\$0.00	5/8/2024	C
140978	O'REILLY AUTOMOTIVE INC	\$521.72	5/8/2024	R
140979	OJCZYK, JOE	\$75.00	5/8/2024	R
140980	OXYGEN SERVICE COMPANY INC	\$35.45	5/8/2024	R
140981	PAULSON, JULIANNE	\$75.00	5/8/2024	R
140982	PAULSON, THOMAS M.	\$300.00	5/8/2024	R
140983	PAYDHEALTH	\$17,534.25	5/8/2024	R
140984	POMP'S TIRE SERVICE	\$2,260.06	5/8/2024	R
140985	PRIOHEALTH	\$99.00	5/8/2024	R
140986	PROPIO LS, LLC	\$120.00	5/8/2024	R
140987	RABBITT, ANGELA M.	\$385.59	5/8/2024	R
140988	RAMSEY COUNTY PARKS/REC DEPT	\$93,273.33	5/8/2024	R
140989	REGION 4AA	\$800.00	5/8/2024	R
140990	RIVERSIDE INSIGHTS	\$720.00	5/8/2024	R
140991	SAMUELSON, RICHARD T.	\$125.00	5/8/2024	R
140992	SCHMITT MUSIC COMPANY	\$1,067.86	5/8/2024	R
140993	SCHULTZ, PAUL	\$200.00	5/8/2024	R
140994	SITEONE LANDSCAPE SUPPLY	\$1,459.33	5/8/2024	R
140995	SKATETIME SCHOOL PROGRAMS	\$1,500.00	5/8/2024	R
140996	SKOW, KAREN L.	\$495.00	5/8/2024	R
140997	SOLIAANT HEALTH, LLC	\$4,912.50	5/8/2024	R
140998	SQUIRES, WALDSPURGER & MACE, PA	\$2,449.00	5/8/2024	R
140999	STAPLES	\$569.63	5/8/2024	R
141000	STOLTZ, STEVEN J.	\$75.00	5/8/2024	R
141001	SWEETWATER EDUC TECH DIVISION	\$1,488.36	5/8/2024	R
141002	SYNOVIA SOLUTIONS	\$2,912.00	5/8/2024	R
141003	T-MOBILE	\$1,917.02	5/8/2024	R
141004	TAYLOR, RORY	\$147.00	5/8/2024	R
141005	TEACHERS ON CALL	\$0.00	5/8/2024	C
141006	TEACHERS ON CALL	\$38,170.02	5/8/2024	R
141007	THE BAKER'S HORSE, LLC	\$750.00	5/8/2024	R
141008	TRADE PRESS INC	\$980.00	5/8/2024	R
141009	TRI-STATE BOBCAT	\$287.50	5/8/2024	R
141010	TRIO SUPPLY COMPANY	\$0.00	5/8/2024	C
141011	TRIO SUPPLY COMPANY	\$8,218.20	5/8/2024	R
141012	VALLEYFAIR GROUP SALES	\$6,300.00	5/8/2024	R
141013	VANG, STEPHANIE	\$315.00	5/8/2024	R
141014	VIKING ELECTRIC SUPPLY	\$74.03	5/8/2024	R

141015 WILLETT, RON	\$85.00	5/8/2024 R
141016 WINN, GEORGE	\$66.00	5/8/2024 R
141017 YOURASSIGNMENT.NET	\$147.00	5/8/2024 R
141018 ZABADAL, GEORGE J.	\$154.00	5/8/2024 R
141019 ADVANCED SYSTEMS INTEGRATION, LLC	\$65,648.19	5/8/2024 R
141020 AMAZON	\$68.54	5/8/2024 R
141020 AMAZON	(\$68.54)	5/20/2024 V
141021 AMAZON CAPITAL SERVICES	\$1,244.07	5/8/2024 R
141022 ARAMARK UNIFORM SERVICES	\$299.87	5/8/2024 R
141023 BRAUN INTERTEC CORPORATION	\$11,254.25	5/8/2024 R
141024 BSN SPORTS, LLC	\$2,267.99	5/8/2024 R
141025 CAPITAL ONE TRADE CREDIT	\$0.00	5/8/2024 C
141026 CAPITAL ONE TRADE CREDIT	\$219.18	5/8/2024 R
141027 CITY OF VADNAIS HEIGHTS	\$2,792.40	5/8/2024 R
141028 CUMMINS SALES AND SERVICE	\$494.41	5/8/2024 R
141029 DALCO CORPORATION	\$0.00	5/8/2024 C
141030 DALCO CORPORATION	\$0.00	5/8/2024 C
141031 DALCO CORPORATION	\$25,315.05	5/8/2024 R
141032 GILBERT MECHANICAL CONTRACTORS LLC	\$9,500.00	5/8/2024 R
141033 GRAINGER	\$341.21	5/8/2024 R
141034 INNOVATIVE OFFICE SOLUTIONS	\$1,110.75	5/8/2024 R
141035 KRAFT MECHANICAL LLC	\$6,823.25	5/8/2024 R
141036 KULLY SUPPLY COMPANY	\$343.59	5/8/2024 R
141037 LIGHT SWITCH LLC	\$74.95	5/8/2024 R
141038 LVC COMPANIES INC	\$7,357.00	5/8/2024 R
141039 MN POLLUTION CONTROL AGENCY	\$25.00	5/8/2024 R
141040 NAC MECHANICAL & ELECTRICAL SERV	\$24,810.00	5/8/2024 R
141041 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$11,000.00	5/8/2024 R
141042 O'NEILL ELECTRIC INC	\$57,259.23	5/8/2024 R
141043 PARKOS CONSTRUCTION CO INC	\$1,425.00	5/8/2024 R
141044 PARTS TOWN, LLC	\$108.53	5/8/2024 R
141045 PIONEER POWER INC	\$521,521.50	5/8/2024 R
141046 PRODUCTIVITY INC	\$19,655.00	5/8/2024 R
141047 REPUBLIC SERVICES #899	\$10,838.08	5/8/2024 R
141048 SAFETYFIRST PLAYGROUND MAINTENANCE	\$13,486.47	5/8/2024 R
141049 STATE SUPPLY CO	\$342.39	5/8/2024 R
141050 STERICYCLE, INC.	\$515.79	5/8/2024 R
141051 TR ENVIRONMENTAL CONSULTING LLC	\$2,137.50	5/8/2024 R
141052 VIKING ELECTRIC SUPPLY	\$151.29	5/8/2024 R
141053 WHITE BEAR GLASS INC	\$440.00	5/8/2024 R
141054 WINNICK SUPPLY	\$150.98	5/8/2024 R
141055 WOLD ARCHITECTS AND ENGINEERS	\$0.00	5/8/2024 C
141056 WOLD ARCHITECTS AND ENGINEERS	\$85,194.67	5/8/2024 R
141057 NICKELODEON UNIVERSE	\$658.00	5/10/2024 R
141058 AMAZON CAPITAL SERVICES	\$0.00	5/15/2024 C
141059 AMAZON CAPITAL SERVICES	\$0.00	5/15/2024 C
141060 AMAZON CAPITAL SERVICES	\$0.00	5/15/2024 C

141061	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141062	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141063	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141064	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141065	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141066	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141067	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141068	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141069	AMAZON CAPITAL SERVICES	\$0.00	5/15/2024	C
141070	AMAZON CAPITAL SERVICES	\$10,014.61	5/15/2024	R
141071	ANDERSON, JIM	\$50.00	5/15/2024	R
141072	ARNDT, ERIKA M.	\$50.00	5/15/2024	R
141073	ASL INTERPRETING SERVICES INC	\$728.00	5/15/2024	R
141074	BADWOLF ADVENTURE STUDIOS	\$600.00	5/15/2024	R
141075	BENISH, RICHARD L.	\$85.00	5/15/2024	R
141076	BERG, NOAH	\$400.00	5/15/2024	R
141077	BEST BUY BUSINESS ADVANTAGE ACCT	\$0.00	5/15/2024	C
141078	BEST BUY BUSINESS ADVANTAGE ACCT	\$48,958.95	5/15/2024	R
141079	BIDDLE, JUDITH L.	\$100.00	5/15/2024	R
141080	BLADE, JULIE M.	\$485.94	5/15/2024	R
141081	BOLDT, JAMES R.	\$200.00	5/15/2024	R
141082	BREYER, MICHAEL	\$500.00	5/15/2024	R
141083	BRIGHTSTAR CARE OF ST PAUL	\$3,600.00	5/15/2024	R
141084	BSN SPORTS, LLC	\$76.00	5/15/2024	R
141085	CASEY & KIRSCH PUBLISHERS	\$200.00	5/15/2024	R
141086	CASSEL'S SPORTS & AWARDS	\$744.95	5/15/2024	R
141087	CDW GOVERNMENT INC	\$954.53	5/15/2024	R
141088	CENTURY COLLEGE	\$6,000.00	5/15/2024	R
141089	CMRS-FP	\$6,000.00	5/15/2024	R
141090	CUP AND CONE	\$700.00	5/15/2024	R
141091	DEMCO INC	\$158.54	5/15/2024	R
141092	DEVORE, DREW	\$147.00	5/15/2024	R
141093	ECKROTH MUSIC	\$83.73	5/15/2024	R
141094	FESTIVAL FOODS-KNOWLAN'S	\$37.67	5/15/2024	R
141095	FISCHER, THOMAS	\$200.00	5/15/2024	R
141096	FOLLETT CONTENT SOLUTIONS LLC	\$90.00	5/15/2024	R
141097	FRANTZ, WENDY	\$86.00	5/15/2024	R
141098	GANNON, ANDREW	\$85.00	5/15/2024	R
141099	GEBEKE, JILL	\$50.00	5/15/2024	R
141100	GEBEKE, MICHAEL	\$100.00	5/15/2024	R
141101	GOPHER	\$2,269.57	5/15/2024	R
141102	GREATAMERICA FINANCIAL SERVICES	\$349.85	5/15/2024	R
141103	HANDLIN, BEATRICE R.	\$170.00	5/15/2024	R
141104	HANSON, GENO	\$154.00	5/15/2024	R
141105	HAUPT, MELISSA	\$400.00	5/15/2024	R
141106	HAY CREEK ENTERTAINMENT	\$2,119.28	5/15/2024	R
141107	HICKS, SUSAN L.	\$50.00	5/15/2024	R

141108 HINRICHS, PETER E.	\$147.00	5/15/2024 R
141109 HISDAHL INC	\$35.00	5/15/2024 R
141110 HUGHES, MICHAEL	\$127.50	5/15/2024 R
141111 HUGO EQUIPMENT CO	\$9.98	5/15/2024 R
141112 INNOVATIVE OFFICE SOLUTIONS	\$50.05	5/15/2024 R
141113 INTERMIX BEVERAGE	\$309.34	5/15/2024 R
141114 JANSEN, GLORIA K.	\$100.00	5/15/2024 R
141115 JOBS FOR THE FUTURE	\$900.00	5/15/2024 R
141116 JONES SCHOOL SUPPLY CO INC	\$53.60	5/15/2024 R
141117 JOSTENS INC	\$2,003.82	5/15/2024 R
141118 KEYSTONE INTERPRETING SOLUTIONS	\$561.00	5/15/2024 R
141119 KILEN, KIP R.	\$147.00	5/15/2024 R
141120 KIM TONG TRANSLATION SERV INC	\$90.00	5/15/2024 R
141121 KOWITZ, MARY J.	\$281.89	5/15/2024 R
141122 LANDGRAFF, MARCIA J.	\$586.30	5/15/2024 R
141123 LANGUAGE LINE SERVICES	\$1,239.31	5/15/2024 R
141124 LANIGAN, CHERYL D.	\$267.85	5/15/2024 R
141125 LEGIONVILLE	\$2,000.00	5/15/2024 R
141126 LEONARD, BRIAN J.	\$100.00	5/15/2024 R
141127 LIVINGSTON, TYLER	\$85.00	5/15/2024 R
141128 LONG, MARTY D.	\$50.00	5/15/2024 R
141129 MACGILLIS, JAMES	\$86.00	5/15/2024 R
141130 MACKIN EDUCATIONAL RESOURCES	\$7,928.11	5/15/2024 R
141131 MACMILLAN HOLDINGS LLC	\$21,114.53	5/15/2024 R
141132 MALLEY, DAVID	\$71.00	5/15/2024 R
141133 MARIER, MARYJANE C.	\$850.00	5/15/2024 R
141134 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$1,770.00	5/15/2024 R
141135 MAYERON, JACK	\$50.00	5/15/2024 R
141136 MCLEOD, DANELLE	\$50.00	5/15/2024 R
141137 MCNERTNEY, HOWARD	\$255.00	5/15/2024 R
141138 MERTEN, CRAIG	\$480.00	5/15/2024 R
141139 METRO MEALS ON WHEELS INC	\$6,041.35	5/15/2024 R
141140 MEUWISSEN, KIMBERLY	\$100.00	5/15/2024 R
141141 MEUWISSEN, PAUL W.	\$650.00	5/15/2024 R
141142 MINNESOTA MOLE	\$1,650.00	5/15/2024 R
141143 MORSE, KRISTEN	\$455.00	5/15/2024 R
141144 MOUNDS PARK ACADEMY	\$340.11	5/15/2024 R
141145 MUMBLEAU, JANE L.	\$100.00	5/15/2024 R
141146 MUMBLEAU, RICHARD T.	\$200.00	5/15/2024 R
141147 NORTH CENTRAL TRUCK EQUIPMENT	\$509.58	5/15/2024 R
141148 NORTH CENTRAL INTERNATIONAL, LLC	\$207.80	5/15/2024 R
141149 NORTH HOMES, INC	\$25,000.00	5/15/2024 R
141150 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$0.00	5/15/2024 C
141151 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$160,004.06	5/15/2024 R
141152 NORTHERN LANDSCAPE & IRRIGATION INC	\$2,359.00	5/15/2024 R
141153 NOVAK, JANICE S.	\$20.00	5/15/2024 R
141154 O'HARA, KELLY	\$50.00	5/15/2024 R

141155 ON SITE SANITATION INC	\$661.18	5/15/2024 R
141156 ORCHID RESTAURANT	\$1,000.00	5/15/2024 R
141157 PARISIEN, LORI	\$900.00	5/15/2024 R
141158 PATIENT TOOLS INC	\$235.00	5/15/2024 R
141159 PAULSON, JULIANNE	\$100.00	5/15/2024 R
141160 PAULSON, THOMAS M.	\$500.00	5/15/2024 R
141161 PERSOON, JOHN	\$100.00	5/15/2024 R
141162 PODS COMPLETE CAR CARE	\$737.83	5/15/2024 R
141163 POMP'S TIRE SERVICE	\$1,499.60	5/15/2024 R
141164 PRESS PUBLICATIONS	\$149.00	5/15/2024 R
141165 PRO-ED INC	\$185.90	5/15/2024 R
141166 PROFESSIONAL WIRELESS COMM	\$469.62	5/15/2024 R
141167 R & R SPECIALTIES INC	\$40.00	5/15/2024 R
141168 RENFRO, MICHAEL	\$420.00	5/15/2024 R
141169 RICHFIELD BUS COMPANY	\$22,640.00	5/15/2024 R
141170 ROSEVILLE SPEECH	\$42.00	5/15/2024 R
141171 ROSS, AMBER	\$455.00	5/15/2024 R
141172 SAMUELSON, RICHARD T.	\$100.00	5/15/2024 R
141173 SCHOOL SPECIALTY LLC	\$84.36	5/15/2024 R
141174 SCHULTZ, PAUL	\$175.00	5/15/2024 R
141175 SDI INNOVATIONS	\$372.70	5/15/2024 R
141176 SKOW, KAREN L.	\$396.00	5/15/2024 R
141177 SOURCEWELL	\$175.00	5/15/2024 R
141178 STAPLES	\$1,005.15	5/15/2024 R
141179 STOLTZ, STEVEN J.	\$50.00	5/15/2024 R
141180 TEACHERS' CURRICULUM INSTITUTE	\$14,136.00	5/15/2024 R
141181 TEACHERS ON CALL	\$0.00	5/15/2024 C
141182 TEACHERS ON CALL	\$39,397.70	5/15/2024 R
141183 TILL360, LLC	\$282.82	5/15/2024 R
141184 TRADE PRESS INC	\$1,538.68	5/15/2024 R
141185 TRAFERA LLC	\$5,598.00	5/15/2024 R
141186 TRUE, ANDREW	\$77.00	5/15/2024 R
141187 TWIN CITY TRANSPORTATION INC	\$118,025.20	5/15/2024 R
141188 VOSS, KAREN D.	\$2,819.82	5/15/2024 R
141189 WICKUM, JESSICA	\$455.00	5/15/2024 R
141190 WILLETT, RON	\$85.00	5/15/2024 R
141191 WOLFE, KELLY F.	\$455.00	5/15/2024 R
141192 XCEL ENERGY	\$0.00	5/15/2024 C
141193 XCEL ENERGY	\$31,505.51	5/15/2024 R
141194 GREATER TWIN CITIES UNITED WAY	\$15.00	5/20/2024 R
141195 IUOE LOCAL 70	\$1,391.00	5/20/2024 R
141196 MINNESOTA TEAMSTERS NO. 320	\$653.00	5/20/2024 R
141197 SCHOOL SERVICE EMPLOYEES	\$7,420.77	5/20/2024 R
141198 WBLA EDUCATIONAL FOUNDATION	\$490.29	5/20/2024 R
141199 GURSTEL CHARGO ATTORNEYS AT LAW	\$338.12	5/20/2024 R
141200 MESSERLI & KRAMER PA	\$631.20	5/20/2024 R
141201 SCHWEIGERT, KLEMIN & MCBRIDE, P.C.	\$264.22	5/20/2024 R

141202 STENGER & STENGER, P.C.	\$517.12	5/20/2024	R
141203 A-1 HYDRAULIC SALES & SERVICE INC	\$222.69	5/20/2024	R
141204 AMAZON CAPITAL SERVICES	\$68.54	5/20/2024	R
141205 MN ZOO	\$312.00	5/20/2024	R
141206 350 DEGREES BAKERY	\$475.00	5/22/2024	R
141207 ACCLAIM SERVICES INC	\$2,049.50	5/22/2024	R
141208 AFFINETY SOLUTIONS INC	\$1,800.00	5/22/2024	R
141209 AI TECHNOLOGIES LLC	\$5,469.62	5/22/2024	R
141210 ALL STRINGS ATTACHED	\$225.00	5/22/2024	R
141211 AMPLIFY EDUCATION INC	\$2,484.00	5/22/2024	R
141212 ANDERSON, ANTHONY J.	\$85.00	5/22/2024	R
141213 ANDERSON, JIM	\$325.00	5/22/2024	R
141214 ARNDT, ERIKA M.	\$50.00	5/22/2024	R
141215 BARNARD, MARISSA A.	\$191.38	5/22/2024	R
141216 BEST BUY BUSINESS ADVANTAGE ACCT	\$469.99	5/22/2024	R
141217 BEVSO	\$0.00	5/22/2024	C
141218 BEVSO	\$25,708.80	5/22/2024	R
141219 BIGELOW, BEN	\$650.00	5/22/2024	R
141220 BIO CORPORATION	\$387.65	5/22/2024	R
141221 BLICK ART MATERIALS	\$171.02	5/22/2024	R
141222 BLUE CROSS / BLUE SHIELD OF MN	\$8,602.00	5/22/2024	R
141223 BOLDT, JAMES R.	\$50.00	5/22/2024	R
141224 BSN SPORTS, LLC	\$1,624.74	5/22/2024	R
141225 CAPITAL ONE TRADE CREDIT	\$103.91	5/22/2024	R
141226 CAPOCASA, WILLIAM J.	\$77.00	5/22/2024	R
141227 CARBONES PIZZERIA	\$395.48	5/22/2024	R
141228 CINTAS CORP	\$176.08	5/22/2024	R
141229 CLEAN IMAGE	\$316.70	5/22/2024	R
141230 COMCAST	\$306.52	5/22/2024	R
141231 CONTINENTAL CLAY CO	\$386.21	5/22/2024	R
141232 CONTINENTAL RESEARCH CORP	\$192.11	5/22/2024	R
141233 CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$315.00	5/22/2024	R
141234 CUB FOODS OF WHITE BEAR TWSHP	\$845.95	5/22/2024	R
141235 CUP AND CONE	\$260.00	5/22/2024	R
141236 DEAN, ELIZABETH A.	\$270.00	5/22/2024	R
141237 DEMCO INC	\$1,031.96	5/22/2024	R
141238 DONATELLI'S	\$1,480.00	5/22/2024	R
141239 DEFINITIVE TECHNOLOGY SOLUTIONS	\$10,323.00	5/22/2024	R
141239 DEFINITIVE TECHNOLOGY SOLUTIONS	(\$10,323.00)	5/22/2024	V
141240 DUELLMAN, CARLA L.	\$13.60	5/22/2024	R
141241 EAGAN PARKS & RECREATION - CB GROUPS	\$250.00	5/22/2024	R
141242 ECKROTH MUSIC	\$191.85	5/22/2024	R
141243 EDUTRAK	\$1,990.00	5/22/2024	R
141244 EMI AUDIO	\$203.98	5/22/2024	R
141245 FESTIVAL FOODS-KNOWLAN'S	\$2,094.89	5/22/2024	R
141246 FIDELITY SECURITY LIFE INSURANCE CO	\$5,529.28	5/22/2024	R
141247 FLATTEN, RACHEL	\$112.00	5/22/2024	R

141248 FROGGY HOPS LLC	\$446.33	5/22/2024 R
141249 GANYAW, SAMUEL M.	\$0.00	5/22/2024 C
141250 GANYAW, SAMUEL M.	\$380.00	5/22/2024 R
141251 GEBEKE, JILL	\$50.00	5/22/2024 R
141252 GEBEKE, MICHAEL	\$50.00	5/22/2024 R
141253 GOLD MEDAL MINNEAPOLIS ML55	\$407.15	5/22/2024 R
141254 GOPHER	\$214.19	5/22/2024 R
141255 GRANDMA'S BAKERY INC	\$104.50	5/22/2024 R
141256 GROUP MEDICAREBLUE RX	\$24,386.00	5/22/2024 R
141257 HAAS MUSICAL INSTRUMENT REPAIR	\$116.00	5/22/2024 R
141258 HEALTHPARTNERS	\$166,951.97	5/22/2024 R
141259 HICKS, SUSAN L.	\$50.00	5/22/2024 R
141260 HUGHES, MICHAEL	\$85.00	5/22/2024 R
141261 HUMANEX VENTURES	\$7,400.00	5/22/2024 R
141262 IFD	\$0.00	5/22/2024 C
141263 IFD	\$0.00	5/22/2024 C
141264 IFD	\$0.00	5/22/2024 C
141265 IFD	\$0.00	5/22/2024 C
141266 IFD	\$0.00	5/22/2024 C
141267 IFD	\$236,233.20	5/22/2024 R
141268 IMAGE BUILDERS	\$1,985.70	5/22/2024 R
141269 INSTRUMENTALIST AWARDS	\$163.00	5/22/2024 R
141270 JOHNSON, BRENDA A.	\$55.95	5/22/2024 R
141271 JOSTENS INC	\$105.60	5/22/2024 R
141272 JW PEPPER & SON INC	\$147.99	5/22/2024 R
141273 JX EVENT SERVICES LLC	\$10,386.18	5/22/2024 R
141274 LDA MINNESOTA	\$3,179.00	5/22/2024 R
141275 LONG, MARTY D.	\$50.00	5/22/2024 R
141276 MARCO TECHNOLOGIES LLC	\$3,327.17	5/22/2024 R
141277 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$3,738.00	5/22/2024 R
141278 MCNERTNEY, HOWARD	\$207.40	5/22/2024 R
141279 MEDTOX LABORATORIES	\$64.87	5/22/2024 R
141280 MENDOZA LOPEZ, JOSELYN J.	\$400.00	5/22/2024 R
141281 MEUWISSEN, PAUL W.	\$100.00	5/22/2024 R
141282 MINNEAPOLIS INSTITUTE OF ARTS	\$84.00	5/22/2024 R
141283 MINNESOTA FITNESS	\$664.00	5/22/2024 R
141284 MN ULTIMATE	\$2,250.00	5/22/2024 R
141285 MN INTERSCHOLASTIC ATHLETIC ADM ASSOC	\$915.00	5/22/2024 R
141286 MUMBLEAU, JANE L.	\$50.00	5/22/2024 R
141287 MUMBLEAU, RICHARD T.	\$100.00	5/22/2024 R
141288 MWASSA, NAMBI N.	\$255.00	5/22/2024 R
141289 NCPERS GROUP LIFE INS	\$96.00	5/22/2024 R
141290 NEWTRAX	\$6,079.50	5/22/2024 R
141291 NORTH CENTRAL TRUCK EQUIPMENT	\$11.41	5/22/2024 R
141292 NORTH CENTRAL INTERNATIONAL, LLC	\$292.47	5/22/2024 R
141293 ODP BUSINESS SOLUTIONS, LLC	\$243.69	5/22/2024 R
141294 OJCZYK, JOE	\$50.00	5/22/2024 R

141295 ON SITE SANITATION INC	\$6,434.22	5/22/2024	R
141296 PAN-O-GOLD	\$6,848.14	5/22/2024	R
141297 PARTS TOWN, LLC	\$112.72	5/22/2024	R
141298 PAULSON, JULIANNE	\$50.00	5/22/2024	R
141299 PAULSON, THOMAS M.	\$250.00	5/22/2024	R
141300 PERRY, DWAIN	\$77.00	5/22/2024	R
141301 PERSOON, JOHN	\$180.00	5/22/2024	R
141302 PETERSEN, BILL	\$77.00	5/22/2024	R
141303 PROFORMA	\$904.82	5/22/2024	R
141304 RADAR CONSULTING LLC	\$2,000.00	5/22/2024	R
141305 RAMSEY COUNTY PARKS/REC DEPT	\$480.00	5/22/2024	R
141306 ROGERS HIGH SCHOOL	\$200.00	5/22/2024	R
141307 RUIZ, ANTHONY R. JR	\$154.00	5/22/2024	R
141308 RUPP, HENRY J.	\$520.00	5/22/2024	R
141309 RUPP, JAY	\$80.00	5/22/2024	R
141310 SACCOMAN, JOHN	\$147.00	5/22/2024	R
141311 SCHMITT MUSIC COMPANY	\$262.73	5/22/2024	R
141312 SCHROEHER, JANE E.	\$216.00	5/22/2024	R
141313 SCROCCA, JOSEPH E.	\$154.00	5/22/2024	R
141314 SELLARS, CAROL	\$77.00	5/22/2024	R
141315 SCHOOL NUTRITION ASSOC (SNA)	\$1,710.00	5/22/2024	R
141316 SPEARMAN, LANEY	\$191.38	5/22/2024	R
141317 STANDARD INSURANCE COMPANY	\$39,853.93	5/22/2024	R
141318 STEVE WEISS MUSIC	\$343.95	5/22/2024	R
141319 STOTT, GARY	\$100.00	5/22/2024	R
141320 TEACHERS ON CALL	\$0.00	5/22/2024	C
141321 TEACHERS ON CALL	\$40,802.57	5/22/2024	R
141322 TICE, TERESA J.	\$62.00	5/22/2024	R
141323 TRADE PRESS INC	\$974.00	5/22/2024	R
141324 TWIN CITIES DOTS AND POP, LLC	\$388.80	5/22/2024	R
141325 VANG, HOUA	\$100.00	5/22/2024	R
141326 VESTIS SERVICES	\$561.92	5/22/2024	R
141327 WHITE BEAR MONTESSORI	\$1,641.35	5/22/2024	R
141328 WEIDT, KIMBERLY	\$220.50	5/22/2024	R
141329 ZABADAL, GEORGE J.	\$77.00	5/22/2024	R
141330 ZAYO GROUP LLC	\$8,523.62	5/22/2024	R
141331 DEFINITIVE TECHNOLOGY SOLUTIONS	\$10,323.00	5/22/2024	R
141332 ABLE FENCE INC	\$9,480.00	5/22/2024	R
141333 AJ MOORE ELECTRIC INC	\$156,132.50	5/22/2024	R
141334 ALL STATE COMMUNICATIONS	\$1,300.00	5/22/2024	R
141335 AMAZON CAPITAL SERVICES	\$0.00	5/22/2024	C
141336 AMAZON CAPITAL SERVICES	\$421.44	5/22/2024	R
141337 ANCHOR SOLAR INVESTMENTS LLC	\$2,353.24	5/22/2024	R
141338 BARTHOLD	\$0.00	5/22/2024	C
141339 BARTHOLD	\$5,148.54	5/22/2024	R
141340 BATTERIES PLUS BULBS	\$72.86	5/22/2024	R
141341 BESTER BROS TRANSFER & MOVING	\$5,500.00	5/22/2024	R

141342	BLB CONSULTING LLC	\$195.00	5/22/2024	R
141343	CAPITAL ONE TRADE CREDIT	\$0.00	5/22/2024	C
141344	CAPITAL ONE TRADE CREDIT	\$373.11	5/22/2024	R
141345	CITY OF HUGO	\$0.00	5/22/2024	C
141346	CITY OF HUGO	\$5,476.34	5/22/2024	R
141347	CITY OF WHITE BEAR LAKE	\$0.00	5/22/2024	C
141348	CITY OF WHITE BEAR LAKE	\$8,953.23	5/22/2024	R
141349	CITY OF WHITE BEAR LAKE	\$604.00	5/22/2024	R
141350	CONNEY SAFETY PRODUCTS LLC	\$28.64	5/22/2024	R
141351	CONSTRUCTION SYSTEMS, INC	\$33,898.54	5/22/2024	R
141352	CONTINENTAL RESEARCH CORP	\$2,412.99	5/22/2024	R
141353	CUMMINS SALES AND SERVICE	\$444.50	5/22/2024	R
141354	DALCO CORPORATION	\$0.00	5/22/2024	C
141355	DALCO CORPORATION	\$0.00	5/22/2024	C
141356	DALCO CORPORATION	\$0.00	5/22/2024	C
141357	DALCO CORPORATION	\$0.00	5/22/2024	C
141358	DALCO CORPORATION	\$0.00	5/22/2024	C
141359	DALCO CORPORATION	\$2,357.64	5/22/2024	R
141360	EAGLE BROOK CHURCH	\$11,257.37	5/22/2024	R
141361	EARTHCAM INC	\$404.53	5/22/2024	R
141362	EBERT INC	\$1,197.00	5/22/2024	R
141363	ENVIROBATE INC	\$4,400.00	5/22/2024	R
141364	GRAINGER	\$0.00	5/22/2024	C
141365	GRAINGER	\$0.00	5/22/2024	C
141366	GRAINGER	\$0.00	5/22/2024	C
141367	GRAINGER	\$1,589.50	5/22/2024	R
141368	HERC-U-LIFT	\$369.60	5/22/2024	R
141369	HILLYARD INC MINNEAPOLIS	\$80.04	5/22/2024	R
141370	IDEAL ENERGIES SOLAR LEASING LLC	\$10,645.86	5/22/2024	R
141371	IMPERIAL DADE	\$0.00	5/22/2024	C
141372	IMPERIAL DADE	\$0.00	5/22/2024	C
141373	IMPERIAL DADE	\$0.00	5/22/2024	C
141374	IMPERIAL DADE	\$0.00	5/22/2024	C
141375	IMPERIAL DADE	\$18,428.73	5/22/2024	R
141376	INNOVATIVE OFFICE SOLUTIONS	\$711,185.79	5/22/2024	R
141377	INSTITUTE FOR ENVIRONMENTAL	\$7,192.37	5/22/2024	R
141378	JAYTECH INC	\$17,770.66	5/22/2024	R
141379	KFI ENGINEERS	\$8,344.96	5/22/2024	R
141380	KOCH MECHANICAL LLC	\$13,994.00	5/22/2024	R
141381	KONE INC	\$4,723.04	5/22/2024	R
141382	KRAFT MECHANICAL LLC	\$0.00	5/22/2024	C
141383	KRAFT MECHANICAL LLC	\$20,053.66	5/22/2024	R
141384	KRAUS ANDERSON CONSTRUCTION CO	\$579,275.61	5/22/2024	R
141385	LIFESAVER FIRE PROTECTION LLC	\$52,039.10	5/22/2024	R
141386	LVC COMPANIES INC	\$410.00	5/22/2024	R
141387	MAERTENS-BRENNY CONSTRUCTION	\$7,125.00	5/22/2024	R
141388	MAVO SYSTEMS INC	\$10,160.39	5/22/2024	R

141389	MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$2,249.00	5/22/2024	R
141390	MILLERBERND MFG	\$140,279.00	5/22/2024	R
141391	MN DEPT OF LABOR & INDUSTRY	\$30.00	5/22/2024	R
141392	MN POLLUTION CONTROL AGENCY	\$375.28	5/22/2024	R
141393	MULTIPLE CONCEPTS INTERIORS	\$14,527.40	5/22/2024	R
141394	MURPHY WINDOW AND DOOR COMMERCIAL INC	\$6,792.50	5/22/2024	R
141395	NEVCO SPORTS, LLC	\$33,336.34	5/22/2024	R
141396	NORTHERN LANDSCAPE & IRRIGATION INC	\$6,098.00	5/22/2024	R
141397	O'NEILL ELECTRIC INC	\$45,315.00	5/22/2024	R
141398	OXYGEN SERVICE COMPANY INC	\$2,883.78	5/22/2024	R
141399	PETERSON COMPANIES INC	\$3,398.58	5/22/2024	R
141400	PIONEER POWER INC	\$59,796.80	5/22/2024	R
141401	REPUBLIC SERVICES #899	\$15,118.77	5/22/2024	R
141402	RTL CONSTRUCTION INC	\$1,520.00	5/22/2024	R
141403	SAFETYFIRST PLAYGROUND MAINTENANCE	\$125.00	5/22/2024	R
141404	SCHINDLER ELEVATOR CORP	\$2,884.23	5/22/2024	R
141405	SCHMITT MUSIC COMPANY	\$192,563.44	5/22/2024	R
141406	SCHOOL NURSE SUPPLY INC	\$4,775.00	5/22/2024	R
141407	SENTRY SYSTEMS INC	\$0.00	5/22/2024	C
141408	SENTRY SYSTEMS INC	\$854.70	5/22/2024	R
141409	STERICYCLE, INC.	\$585.58	5/22/2024	R
141410	TK ELEVATOR CORPORATION	\$14,076.94	5/22/2024	R
141411	TR ENVIRONMENTAL CONSULTING LLC	\$2,815.00	5/22/2024	R
141412	TRANE US INC	\$1,961.00	5/22/2024	R
141413	TWIN CITY JANITOR SUPPLY CO	\$3,768.00	5/22/2024	R
141414	TWIN CITY HARDWARE COMPANY INC	\$106.40	5/22/2024	R
141415	UHL COMPANY INC	\$832.69	5/22/2024	R
141416	VESTIS SERVICES	\$0.00	5/22/2024	C
141417	VESTIS SERVICES	\$0.00	5/22/2024	C
141418	VESTIS SERVICES	\$1,034.84	5/22/2024	R
141419	VIKING AUTOMATIC SPRINKLER CO	\$350.00	5/22/2024	R
141420	VIKING ELECTRIC SUPPLY	\$1,353.81	5/22/2024	R
141421	WARNERS' STELLIAN	\$949.97	5/22/2024	R
141422	WHITE BEAR GLASS INC	\$1,084.00	5/22/2024	R
141423	WHITE BEAR LOCKSMITH INC	\$144.00	5/22/2024	R
141424	XCEL ENERGY	\$1,856.39	5/22/2024	R
141425	MN SECRETARY OF STATE - BUSINESS SERVICES	\$70.00	5/28/2024	R
141426	ORI LEARNING	\$520.00	5/29/2024	R
141427	CARLSTROM, EMILY C.	\$100.00	5/30/2024	R
141428	CITY OF WHITE BEAR LAKE	\$171,098.58	5/31/2024	R
9995851	AIG	\$5,439.85	5/15/2024	R
9995852	AMERICAN FUNDS	\$80,685.24	5/15/2024	R
9995853	AMERIPRISE FINANCIAL SERVICES	\$27,074.98	5/15/2024	R
9995854	AXA EQUITABLE	\$31,454.69	5/15/2024	R
9995855	BENEFIT RESOURCE, INC	\$91,865.85	5/15/2024	R
9995856	EDUCATION MN ESI BILLING TRUST	\$31,203.67	5/15/2024	R
9995857	INTERNAL REVENUE SERVICE	\$0.00	5/15/2024	C

9995858	INTERNAL REVENUE SERVICE	\$0.00	5/15/2024	C
9995859	INTERNAL REVENUE SERVICE	\$0.00	5/15/2024	C
9995860	INTERNAL REVENUE SERVICE	\$758,419.49	5/15/2024	R
9995861	METROPOLITAN LIFE	\$1,483.76	5/15/2024	R
9995862	MN DEPT OF HUMAN SERVICES	\$3,021.30	5/15/2024	R
9995863	MN DEPT OF REVENUE	\$120,441.47	5/15/2024	R
9995864	MN REVENUE	\$893.27	5/15/2024	R
9995865	MN STATE RETIREMENT	\$4,239.51	5/15/2024	R
9995866	PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$4,924.04	5/15/2024	R
9995867	PUBLIC EMP RETIREMENT ASSOC	\$137,853.25	5/15/2024	R
9995868	TEACHERS RETIREMENT ASSOC	\$437,501.18	5/15/2024	R
9995869	VANGUARD SMALL BUSINESS SERVICES	\$45,130.08	5/15/2024	R
9995870	WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$40,092.10	5/15/2024	R
9995871	SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/20/2024	C
9995872	SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/20/2024	C
9995873	SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/20/2024	C
9995874	SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/20/2024	C
9995875	SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/20/2024	C
9995876	SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/20/2024	C
9995877	SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/20/2024	C
9995878	SAM'S CLUB/SYNCHRONY BANK	\$6,839.49	5/20/2024	R
9995913	AIG	\$5,432.85	5/31/2024	R
9995914	AMERICAN FUNDS	\$80,650.24	5/31/2024	R
9995915	AMERIPRISE FINANCIAL SERVICES	\$27,167.98	5/31/2024	R
9995916	AXA EQUITABLE	\$31,045.19	5/31/2024	R
9995917	BENEFIT RESOURCE, INC	\$0.00	5/31/2024	C
9995918	BENEFIT RESOURCE, INC	\$86,960.90	5/31/2024	R
9995919	EDUCATION MN ESI BILLING TRUST	\$0.00	5/31/2024	C
9995920	EDUCATION MN ESI BILLING TRUST	\$31,196.67	5/31/2024	R
9995921	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995922	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995923	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995924	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995925	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995926	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995927	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995928	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995929	INTERNAL REVENUE SERVICE	\$0.00	5/31/2024	C
9995930	INTERNAL REVENUE SERVICE	\$892,035.88	5/31/2024	R
9995931	METROPOLITAN LIFE	\$1,483.76	5/31/2024	R
9995932	MN DEPT OF HUMAN SERVICES	\$3,021.30	5/31/2024	R
9995933	MN DEPT OF REVENUE	\$0.00	5/31/2024	C
9995934	MN DEPT OF REVENUE	\$0.00	5/31/2024	C
9995935	MN DEPT OF REVENUE	\$144,974.21	5/31/2024	R
9995936	MN REVENUE	\$980.98	5/31/2024	R
9995937	MN STATE RETIREMENT	\$4,261.87	5/31/2024	R
9995938	PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$4,984.46	5/31/2024	R

9995939 PUBLIC EMP RETIREMENT ASSOC	\$0.00	5/31/2024 C
9995940 PUBLIC EMP RETIREMENT ASSOC	\$0.00	5/31/2024 C
9995941 PUBLIC EMP RETIREMENT ASSOC	\$148,900.20	5/31/2024 R
9995942 TEACHERS RETIREMENT ASSOC	\$0.00	5/31/2024 C
9995943 TEACHERS RETIREMENT ASSOC	\$0.00	5/31/2024 C
9995944 TEACHERS RETIREMENT ASSOC	\$498,101.28	5/31/2024 R
9995945 VANGUARD SMALL BUSINESS SERVICES	\$47,664.37	5/31/2024 R
9995946 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$40,069.10	5/31/2024 R
232401079 ALEXANDER, MICHAEL J.	\$945.44	5/8/2024 A
232401080 ANDERSON, JON C.	\$250.79	5/8/2024 A
232401081 ARREGUIN, JONATHAN L.	\$6.03	5/8/2024 A
232401082 BAKKE, BRENT M.	\$130.00	5/8/2024 A
232401083 BARTH, CARRIE M.	\$309.80	5/8/2024 A
232401084 BASHORE, MEGAN L.	\$115.59	5/8/2024 A
232401085 BECK, SUEANN K.	\$24.02	5/8/2024 A
232401086 BECKERS, CHRISTINE A.	\$31.44	5/8/2024 A
232401087 BEGE, JEFFREY T.	\$130.75	5/8/2024 A
232401088 BEYER, VICTORIA A.	\$1,177.74	5/8/2024 A
232401089 BOEKE, KYLIE P.	\$1,256.20	5/8/2024 A
232401090 BUBOLTZ, EDENIA M.	\$32.06	5/8/2024 A
232401091 BURKE, ERIN M.	\$97.70	5/8/2024 A
232401092 BUTTERS-LEVAHN, REBECCA J.	\$24.95	5/8/2024 A
232401093 CROWTHER, KERIANN M.	\$100.50	5/8/2024 A
232401094 DARR, SHELLY M.	\$23.99	5/8/2024 A
232401095 DENUCCI, KRISTINA E.	\$27.77	5/8/2024 A
232401096 DESJARDINS, RUTH E.	\$26.80	5/8/2024 A
232401097 DIMEGLIO, JOSEPH V.	\$807.67	5/8/2024 A
232401098 ECKERT, ALISON J.	\$1,892.20	5/8/2024 A
232401099 ENGSTRAN, PAUL A.	\$65.00	5/8/2024 A
232401100 ERICKSON, KELLY A.	\$69.99	5/8/2024 A
232401101 FARAH, HILARY A.	\$53.37	5/8/2024 A
232401102 GARCIA ANDERSON, ODELIS M.	\$524.75	5/8/2024 A
232401103 GEDNALSKE, KIRK M.	\$74.94	5/8/2024 A
232401104 GILE, KRISTI L.	\$138.02	5/8/2024 A
232401105 GILL, PATRICIA C.	\$94.99	5/8/2024 A
232401106 GRIFFIN, ERIN T.	\$21.64	5/8/2024 A
232401107 GUTHRIE, ASHLEY M.	\$83.09	5/8/2024 A
232401108 HANSCOM, KAREN M.	\$20.50	5/8/2024 A
232401109 HASELMANN, ANNA S.	\$274.38	5/8/2024 A
232401110 HENNESSEY, ALEXANDER M.	\$165.50	5/8/2024 A
232401111 HENSEL, JENNIFER B.	\$23.45	5/8/2024 A
232401112 HUBBARD, MICHELLE K.	\$243.54	5/8/2024 A
232401113 IMMEL, COLLEEN M.	\$156.79	5/8/2024 A
232401114 JAKOBLICH, MARGARET R.	\$88.08	5/8/2024 A
232401115 JAMES, SAMANTHA S.	\$95.00	5/8/2024 A
232401116 JORGENSEN, AMY L.	\$184.10	5/8/2024 A
232401117 KILGO, GRACE C.	\$141.04	5/8/2024 A

232401118 KLECKER, KEVIN W.	\$337.57	5/8/2024 A
232401119 KOSTER, PATRICIA L.	\$123.02	5/8/2024 A
232401120 KRUSE, NICOLE M.	\$41.41	5/8/2024 A
232401121 LAMWERS, LINDSAY M.	\$110.25	5/8/2024 A
232401122 LANDA, ALICIA	\$107.07	5/8/2024 A
232401123 LARSON, TIMOTHY J.	\$28.86	5/8/2024 A
232401124 LATTIMORE, BENJAMIN J.	\$415.29	5/8/2024 A
232401125 LINDER, JOSEPH G.	\$21.55	5/8/2024 A
232401126 LITTLEFIELD, TRAVIS D.	\$151.65	5/8/2024 A
232401127 LUKA, JENNIFER M.	\$313.49	5/8/2024 A
232401128 LY, LINDA	\$39.87	5/8/2024 A
232401129 MALONEY, JESSE E.	\$57.42	5/8/2024 A
232401130 MANLEY, KATHLEEN M.	\$84.43	5/8/2024 A
232401131 MARKUSON, RACHAEL J.	\$42.44	5/8/2024 A
232401132 MATTICE, JULIE A.	\$115.99	5/8/2024 A
232401133 MCDOWELL, SUZANNE E.	\$45.04	5/8/2024 A
232401134 MCPHERSON, KIRSTEN M.	\$2,281.20	5/8/2024 A
232401134 MCPHERSON, KIRSTEN M.	(\$2,281.20)	5/8/2024 V
232401135 MENIER, MATTHEW M.	\$1,504.30	5/8/2024 A
232401136 MOREAU, CALLI M.	\$160.00	5/8/2024 A
232401137 MOSSER, LORI J.	\$80.50	5/8/2024 A
232401138 MUELLER, CYNTHIA J.	\$180.97	5/8/2024 A
232401139 MUELLER, MOLLY M.	\$997.45	5/8/2024 A
232401140 NADEAU, MARGARET M.	\$325.00	5/8/2024 A
232401141 OLSON, KATHLEEN F.	\$57.96	5/8/2024 A
232401142 PERRY, MEGAN M.	\$102.00	5/8/2024 A
232401143 PIERRE, CHRISTINA K.	\$1,290.09	5/8/2024 A
232401144 QUARFOTH, LYNN M.	\$180.00	5/8/2024 A
232401145 REED, TAMMY L.	\$105.53	5/8/2024 A
232401146 REETZ, RUSSELL A.	\$67.54	5/8/2024 A
232401147 RIEBOW, MATTHEW R.	\$195.00	5/8/2024 A
232401148 RODRIGUEZ, DARCY A.	\$758.90	5/8/2024 A
232401149 RYAN, DENISE M.	\$318.67	5/8/2024 A
232401150 SAGDALEN, NATALIE R.	\$134.95	5/8/2024 A
232401151 SAMPOANG, DESSERAY R.	\$364.94	5/8/2024 A
232401152 SCHMITZ, KAREN M.	\$86.63	5/8/2024 A
232401153 SCHMID, NICOLE R.	\$181.59	5/8/2024 A
232401154 SCHMIDT, RACHEL R.	\$140.26	5/8/2024 A
232401155 SCHROEDER, AMANDA S.	\$542.76	5/8/2024 A
232401156 SVIR, SARA A.	\$1,224.77	5/8/2024 A
232401157 TESSIER, LISA B.	\$69.68	5/8/2024 A
232401158 THIBAUT, DEBRA S.	\$488.00	5/8/2024 A
232401159 THOMAS, CHRISTINE L.	\$214.44	5/8/2024 A
232401160 TOLONEN, CLAY S.	\$186.13	5/8/2024 A
232401161 VANG, JULIE	\$84.77	5/8/2024 A
232401162 VERKUILEN, JAIME D.	\$56.28	5/8/2024 A
232401163 WHALEN, TIMOTHY M.	\$13.45	5/8/2024 A

232401164 WILLITS, ROBERT E.	\$188.28	5/8/2024 A
232401165 MCPHERSON, JENNIFER A.	\$2,281.20	5/8/2024 A
232401166 O'REILLY AUTOMOTIVE INC	\$0.00	5/15/2024 C
232401167 O'REILLY AUTOMOTIVE INC	\$521.91	5/15/2024 A
232401168 ALI, OMAR S.	\$54.27	5/22/2024 A
232401169 ALLEN, HANNAH M.	\$36.18	5/22/2024 A
232401170 ANDRE, SARAH L.	\$146.55	5/22/2024 A
232401171 ARREGUIN, JONATHAN L.	\$11.88	5/22/2024 A
232401172 BOEKE, KYLIE P.	\$896.57	5/22/2024 A
232401173 BRISTOL, RYAN M.	\$1,150.86	5/22/2024 A
232401174 BURDICK, NATHAN I.	\$174.87	5/22/2024 A
232401175 CARLEY, ANDREA J.	\$108.70	5/22/2024 A
232401176 CAVERZAGIE, BRIANNA	\$111.90	5/22/2024 A
232401177 DARR, SHELLY M.	\$49.99	5/22/2024 A
232401178 DEEN, DENISE T.	\$122.81	5/22/2024 A
232401179 DOBBINS, TAMARA M.	\$363.03	5/22/2024 A
232401180 ECKERT, ALISON J.	\$944.92	5/22/2024 A
232401181 ELLEFSEN, JULEE T.	\$747.45	5/22/2024 A
232401182 ELLETSON, KATHLEEN E.	\$29.68	5/22/2024 A
232401183 ERICKSON, KAROLYN M.	\$59.00	5/22/2024 A
232401184 ETTER, KATHLEEN E.	\$75.44	5/22/2024 A
232401185 EVERT, ELIZABETH M.	\$32.97	5/22/2024 A
232401186 FERNANDEZ, KARI E.	\$116.49	5/22/2024 A
232401187 FORESTELL, SARAH T.	\$2,950.26	5/22/2024 A
232401188 GALYON, AMY R.	\$77.05	5/22/2024 A
232401189 GILE, KRISTI L.	\$9.38	5/22/2024 A
232401190 GLARATON, KELLY J.	\$94.48	5/22/2024 A
232401191 GRAVLEY, STEPHEN A.	\$118.44	5/22/2024 A
232401192 HAGEN, CHERYL L.	\$16.08	5/22/2024 A
232401193 HARRIS, AMANDA J.	\$120.60	5/22/2024 A
232401194 HENNESSEY, ALEXANDER M.	\$74.37	5/22/2024 A
232401195 HURT, JON-MYCHAL B.	\$85.15	5/22/2024 A
232401196 JAHNKE, VALERIE L.	\$102.20	5/22/2024 A
232401197 JENSEN, KATHLEEN A.	\$676.60	5/22/2024 A
232401198 KIEGER, MOLLY A.	\$79.46	5/22/2024 A
232401199 KNUTH, ALLISON M.	\$15.74	5/22/2024 A
232401200 LAHR, KRISTINE	\$5.43	5/22/2024 A
232401201 LARSON, BRITA A.	\$60.30	5/22/2024 A
232401202 LEHN, BRIDGET N.	\$115.65	5/22/2024 A
232401203 LEISTICO, VICTORIA M.	\$234.50	5/22/2024 A
232401204 LILJA, ELIZABETH M.	\$215.14	5/22/2024 A
232401205 LUKA, JENNIFER M.	\$14.74	5/22/2024 A
232401206 LYDON, CASSANDRA K.	\$36.93	5/22/2024 A
232401207 MARIER, JAMES J.	\$929.68	5/22/2024 A
232401208 MATUZAK, KATHERINE K.	\$249.00	5/22/2024 A
232401209 MAURER, TIMOTHY J.	\$524.71	5/22/2024 A
232401210 MCPHERSON, JENNIFER A.	\$643.12	5/22/2024 A

232401211	MEIER, ALYCIA M.	\$10.12	5/22/2024	A
232401212	MERSCH, NICOLE A.	\$130.00	5/22/2024	A
232401213	MIDTHUN, BRIDGET	\$4.34	5/22/2024	A
232401214	MISGEN, JENNIFER R.	\$66.46	5/22/2024	A
232401215	MISGEN, MARK A.	\$371.41	5/22/2024	A
232401216	NAKAGAKI, BENJAMIN P.	\$59.00	5/22/2024	A
232401217	NGUYEN, HUY K.	\$1,820.00	5/22/2024	A
232401218	OSBORNE, ANDREA M.	\$45.00	5/22/2024	A
232401219	PERRIER, DANIELLE L.	\$34.84	5/22/2024	A
232401220	PETERSON, CATHRYN J.	\$1,220.55	5/22/2024	A
232401221	PETERSEN, JILL M.	\$62.97	5/22/2024	A
232401222	RANCOUR, RACHEL	\$262.32	5/22/2024	A
232401223	RED, SARA	\$920.87	5/22/2024	A
232401224	ROLOFF, STEPHANIE H.	\$254.07	5/22/2024	A
232401225	SAWTELL, GILLIAN N.	\$913.10	5/22/2024	A
232401226	SCHMID, NICOLE R.	\$111.90	5/22/2024	A
232401227	SCHNEIDER, APRIL C.	\$983.75	5/22/2024	A
232401228	SCHURR, JEREMY	\$105.87	5/22/2024	A
232401229	TOUSSAINT, JANEL P.	\$95.40	5/22/2024	A
232401230	VANG, SANDRA X.	\$769.35	5/22/2024	A
232401231	WENDEL, STEPHANIE A.	\$120.60	5/22/2024	A
232401232	O'REILLY AUTOMOTIVE INC	\$106.23	5/22/2024	A
232401233	ODAA TRANSPORTATION SERVICES	\$76,475.00	5/22/2024	A
		\$9,270,278.93		

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: **June 10, 2024**

SUGGESTED DISPOSITION: **Action Item**

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

Donation	Donor	Recipient
\$517.55	Lakeaires PTO	Lakeaires Elementary
\$500.00	Blackbaud Giving Fund	Lakeaires Elementary
\$75.15	Lakeaires PTO	Lakeaires Elementary
\$1,500.00	American Legion Post 168	Lincoln Elementary
\$500.00	White Bear Lake American Legion Auxiliary 168	Lincoln Elementary
\$500.00	Veterans of Foreign Wars, Keep Zimmer Post #1782	Lincoln Elementary
\$50.00	Henry Kaldahl	Senior Center Meals on Wheels
\$50.00	Janet Bowser	Senior Center
\$10.00	Mary & Kevin Wolfley	Senior Center Meals on Wheels
\$1,500.00	Vadnais Heights Lions Club	Senior Center Thank Goodness It's Food Program

RECOMMENDED ACTION:

Approve.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: June 10, 2024

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
6/15 - 6/22/2024 Des Moines, IA	Traci Bowermaster	Speech Team	0	4	\$300	\$5053 Speech Teach and donations	Bus
Purpose: Two Speech Team members qualified for the National Speech and Debate Association Tournament and two more are able to compete in supplemental events.							
8/18 - 8/22/2024 Whitewater State Park	Dan Kovacich	WBL Cross Country Team	0	12-18	\$85	\$2000 Booster Club	Families
Purpose: The Cross Country Team goes on this trip every year with the purpose of team bonding, training on different terrains and working with the Moundsview and Roseville teams.							

9/22 - 9/23/2024 Camp St. Croix Hudson, WI	John Nachtsheim Advisor	WBLAHS Peer Support	1	15-20	\$0	\$0 Grant	Bus
Purpose: Training and team building for 2024-25 student Peer Support members.							
10/4 - 10/5/2024 Arrowood Golf Course	Dan Kovacich	WBL Cross Country	1/2	30-40	\$85	\$4000 Booster Club	Bus
Purpose: The Cross Country Team goes to this meet every year because it is one of the biggest meets in the state of Minnesota and has great competition before our championship season.							

RECOMMENDED ACTION:

Approve the field trips listed as recommended by the administration.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF

LEAH BEGGS – Lunchroom Playground Supervisor - Oneka Elementary

Employed by District 624 since 09/20/2023

Effective Date: 06/06/2024

TIMOTHY BERKLEY – NS Assistant - WBLAHS - North Campus

Employed by District 624 since 01/22/2024

Effective Date: 05/07/2024

TANYA BARRETT – Bus Driver - Bus Garage

Employed by District 624 since 03/18/2024

Effective Date: 05/01/2024

KAYLEE CROSBY – Bus Aide - Bus Garage

Employed by District 624 since 09/05/2023

Effective Date: 05/21/2024

CARRIE ESTEY-DIX – Health Assistant - North Star Elementary

Employed by District 624 since 03/20/2023

Effective Date: 05/28/2024

ANNA GESS – Lunchroom Playground Supervisor - Oneka Elementary

Employed by District 624 since 08/28/2023

Effective Date: 06/06/2024

LYNSIE JONES – Program Assistant - Otter Lake Elementary

Employed by District 624 since 12/08/2023

Effective Date: 04/30/2024

TZA-IA LEE – Behavior Management Paraeducator - Matoska International

Employed by District 624 since 09/06/2023

Effective Date: 06/06/2024

MADISON LIBRA – Paraeducator - Birch Lake Elementary

Employed by District 624 since 09/20/2023

Effective Date: 06/06/2024

EKATERINA SCHREIFELS – Paraeducator - WBLAHS - South Campus

Employed by District 624 since 09/04/2023

Effective Date: 06/06/2024

MISTURA TIAMIYU – Program Assistant - Birch Lake Elementary

Employed by District 624 since 02/23/2024

Effective Date: 04/30/2024

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

RYAN ABRAHAMSON – Special Education Teacher - Central Middle School

Employed by District 624 since 08/29/2022

Effective Date: 06/07/2024

ALICIA ARNAL – School Nurse - Lincoln Elementary

Employed by District 624 since 08/24/2020

Effective Date: 06/07/2024

ALLISON BERGLIN – Special Education Teacher - WBLAHS - North Campus

Employed by District 624 since 08/22/2016

Effective Date: 06/07/2024

MEGAN COE – School Counselor - WBLAHS - North Campus

Employed by District 624 since 08/22/2012

Effective Date: 06/07/2024

KRISTEN FOURNIER – Music Teacher - Vadnais Heights Elementary

Employed by District 624 since 08/30/2021

Effective Date: 06/07/2024

GRACE GAUSTAD – Kindergarten Teacher - Vadnais Heights Elementary

Employed by District 624 since 08/28/2023

Effective Date: 06/07/2024

WILLIAM JACKSON – Special Education Teacher - WBLAHS - North Campus

Employed by District 624 since 08/28/2023

Effective Date: 06/07/2024

PAMELA JOHNSTONE – Math Teacher - Central Middle School

Employed by District 624 since 08/27/2009

Effective Date: 06/07/2024

ERICA LARGENT – Health Teacher - WBLAHS - South Campus

Employed by District 624 since 08/30/2021

Effective Date: 06/07/2024

JOSEPH LINDER – Science Teacher - Sunrise Park Middle School

Employed by District 624 since 09/05/2023

Effective Date: 06/07/2024

LISA NELSON – Speech Language Pathologist - Normandy Park

Employed by District 624 since 08/23/2021

Effective Date: 06/27/2024

BAILLIE OLLILA – Special Education Teacher - Central Middle School

Employed by District 624 since 10/09/2023

Effective Date: 06/07/2024

JEDIDIAH RADEBAUGH – FACS Teacher - Sunrise Park Middle School

Employed by District 624 since 08/28/2023

Effective Date: 06/07/2024

NICHOLAS VAN LOH – Music Teacher - Central Middle School

Employed by District 624 since 08/28/2023

Effective Date: 06/07/2024

ETHAN WILLIAMS – Music Teacher - Central Middle School

Employed by District 624 since 10/02/2023

Effective Date: 06/07/2024

RESIGNATION/TERMINATION/NON-RENEWAL - NON-AFFILIATED

NANCY BERNSTEIN – Preschool Teacher - Oneka Elementary

Employed by District 624 since 01/02/2024

Effective Date: 06/07/2024

RETIREMENT - CLASSIFIED STAFF

MARY BLACKWOOD – Paraeducator - Matoska International

Employed by District 624 since 09/15/1999

Effective Date: 06/06/2024

CATHERINE PIERSON – Administrative Assistant - Principal - ALC

Employed by District 624 since 01/02/2008

Effective Date: 7/12/24

JAMES STOFFEL – Head Custodian Engineer - Otter Lake Elementary

Employed by District 624 since 09/05/2000

Effective Date: 07/08/2024

RETIREMENT - CERTIFIED STAFF

JOAN HAUG – 4th Grade Teacher - Oneka Elementary

Employed by District 624 since 09/22/1998

Effective Date: 06/07/2024

KELLY KNUTSON – Business Education Teacher - WBLAHS - South Campus

Employed by District 624 since 08/24/2015

Effective Date: 06/07/2024

DAVID MEUWISSEN – Physical Education Teacher - WBLAHS - North Campus

Employed by District 624 since 08/24/1998

Effective Date: 05/28/2024

CLAY TOLONEN – Science Teacher - Central Middle School

Employed by District 624 since 09/22/1991

Effective Date: 06/07/2024

RETIREMENT - NON-AFFILIATED

SHEILA HIGGINS – OST Activity Leader - Oneka Elementary

Employed by District 624 since 08/25/1997

Effective Date: 07/05/2024

RETIREMENT - PROFESSIONAL STAFF

DION HARRIMAN – Associate Principal - WBLAHS - North Campus

Employed by District 624 since 08/26/1991

Effective Date: 06/30/2024

SEPARATION AGREEMENT - CERTIFIED STAFF

MICHAEL MCKENZIE – Social Studies Teacher - WBLAHS - South Campus

Employed by District 624 since 08/01/1991

Effective Date: 06/07/2024

RETURN FROM LEAVE OF ABSENCE - CLASSIFIED STAFF

CHRISTINE LARSON – AA - Registrar/Records - Sunrise Park Middle School

Employed by District since 08/15/2017

Effective Date: 05/20/2024

TEMPORARY CHANGE IN ASSIGNMENT - CLASSIFIED STAFF

SARAH JOHNSON – NS Assistant - WBLAHS - South Campus

Temporary increase in hours

From 27.5 hours per wk. to 35 hours per wk.

Effective Date: 05/09/2024 to 06/06/2024

LAURA LEDER – NS Assistant - WBLAHS - South Campus

Temporary increase in hours

From 22.5 hours per wk. to 27.5 hours per wk.

Effective Date: 05/09/2024 to 06/06/2024

FULL-TIME LEAVE OF ABSENCE - CERTIFIED STAFF

TAMARA LEMIEUX – ECFE Teacher - Normandy Park

Employed by District 624 since 08/01/2012

Correction: Rescinded Request for LOA for the 2024-2025 school year

KATHRYN WOLFF – Music Teacher - Central Middle School

Employed by District 624 since 08/24/2015

Effective Date: 03/26/2024 - 06/07/2024

NEW PERSONNEL - PROFESSIONAL

JENNIFER SJOSTEN – Associate Principal - ALC

40 hrs. per wk. \$147,741

Effective Date: 07/01/2024

NEW PERSONNEL - NON-AFFILIATED

DENA DELCASTILLO – Assistant Director of Transportation - Bus Garage

40 hrs. Wk. \$90,000 annually

Effective Date: 06/10/2024

KRISTEN NELSON – Assistant Director of Early Childhood - Normandy Park

40 hrs. Wk. \$125,000 annually

Effective Date: 07/01/2024

NEW PERSONNEL - CLASSIFIED STAFF

DEANGELO BAKER – Custodian - WBLAHS - North Campus

\$25.50 per hr. 40 hrs. per wk.

Effective Date: 05/20/2024

BRIAN MAHARAJ – Custodian - WBLAHS - North Campus

\$21.84 plus \$0.30 shift differential per hr. 40 hrs. per wk.

Effective Date: 05/28/2024

CARLY NEIHART – Paraeducator - Central Middle School

\$21.31 per hr. 32.5 hrs. per wk.

Effective Date: 05/28/2024

CHLOE OUREN – Paraeducator - Willow Lane Elementary

\$21.31 per hr. 32.5 hrs. per wk.

Effective Date: 05/28/2024

NEW PERSONNEL - CERTIFIED STAFF
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MADELINE KOENIG – Special Education Teacher - North Star Elementary

1.0 FTE BA Step 3 \$51,257

Effective Date: 08/26/2024

ALEXANDRA MIROCHA – Music Teacher - Lakeaires Elementary

1.0 FTE BA Step 3 \$53,185

Effective Date: 08/26/2024

CHRISTA JOHNSTON – ELL Teacher - North Star & Otter Lake Elementary

1.0 FTE MA Step 10 \$75,628

Effective Date: 08/26/2024

LONG-TERM SUBSTITUTE - CERTIFIED STAFF

ELIZABETH FUNKHOUSER – Special Education Teacher - Otter Lake Elementary

1.0 FTE BA Step 1 \$15,600

Effective Date: 08/26/2024 - 11/25/2024

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: **June 10, 2024**

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 or national level during tonight's meeting. Certificates and Bear pins have been distributed to the students. Congratulations, students!

Honoree Name	Honor
Sean Beloyed, 11th grade	Archery National Competition Participant
Ella Brenizer, 12th grade	Archery National Competition Participant
Zachary Brock, 10th grade	Archery National Competition Participant
Annika Eyler, 10th grade	Archery National Competition Participant
Danae Grund, 11th grade	Archery National Competition Participant
Christopher Herr, 9th grade	Archery National Competition Participant
Peyton Jordahl, 10th grade	Archery National Competition Participant
Anna Mencke, 11th grade	Archery National Competition Participant
Bane Richnofsky, 10th grade	Archery National Competition Participant

Leanna Rosario, 10th grade	Archery National Competition Participant
Jonah Scott, 12th grade	Archery National Competition Participant
Brianna Timermanis, 11th grade	Archery National Competition Participant
Kara Windish, 12th grade	Archery National Competition Participant
Easton Fiddle, 8th grade	Boys Golf State Tournament Participant
Jack Stanius, 11th grade	Boys Golf State Tournament Participant
Ivory Drusch, 12th grade	Girls Golf State Tournament Participant
Bailey Eddicus, 11th grade	Girls Golf State Tournament Participant
Caleb Anderson, 12th grade	Boys Track and Field State Meet Participant
Grayson Anderson, 9th grade	Boys Track and Field State Meet Participant
Tomi Animasaun, 10th grade	Boys Track and Field State Meet Participant
Femi Aminasaun, 12th grade	Boys Track and Field State Meet Participant
Nate Asiedu-Mensah, 11th grade	Boys Track and Field State Meet Participant
Amir Brown, 12th grade	Boys Track and Field State Meet Participant
Peter Gogra, 11th grade	Boys Track and Field State Meet Participant
Keith Johnson, 12th grade	Boys Track and Field State Meet Participant
Vaughn Larson, 11th grade	Boys Track and Field State Meet Participant
Easton Miles, 10th grade	Boys Track and Field State Meet Participant
Rithy Sain, 11th grade	Boys Track and Field State Meet Participant
Grace Bailey, 11th grade	Girls Track and Field State Meet Participant
Madelyn Compton, 9th grade	Girls Track and Field State Meet Participant
Lys-Aurele d'Almeida, 11th grade	Girls Track and Field State Meet Participant

Karen Enow, 10th grade	Girls Track and Field State Meet Participant
Sophia Haley, 11th grade	Girls Track and Field State Meet Participant
Alyssa Hamlin, 11th grade	Girls Track and Field State Meet Participant
Autumn Maki, 12th grade	Girls Track and Field State Meet Participant
Keira Windish, 12th grade	Girls Track and Field State Meet Participant

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **June 10, 2024**
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: **Overview of Fiscal Year 2024-25 Preliminary Budget**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

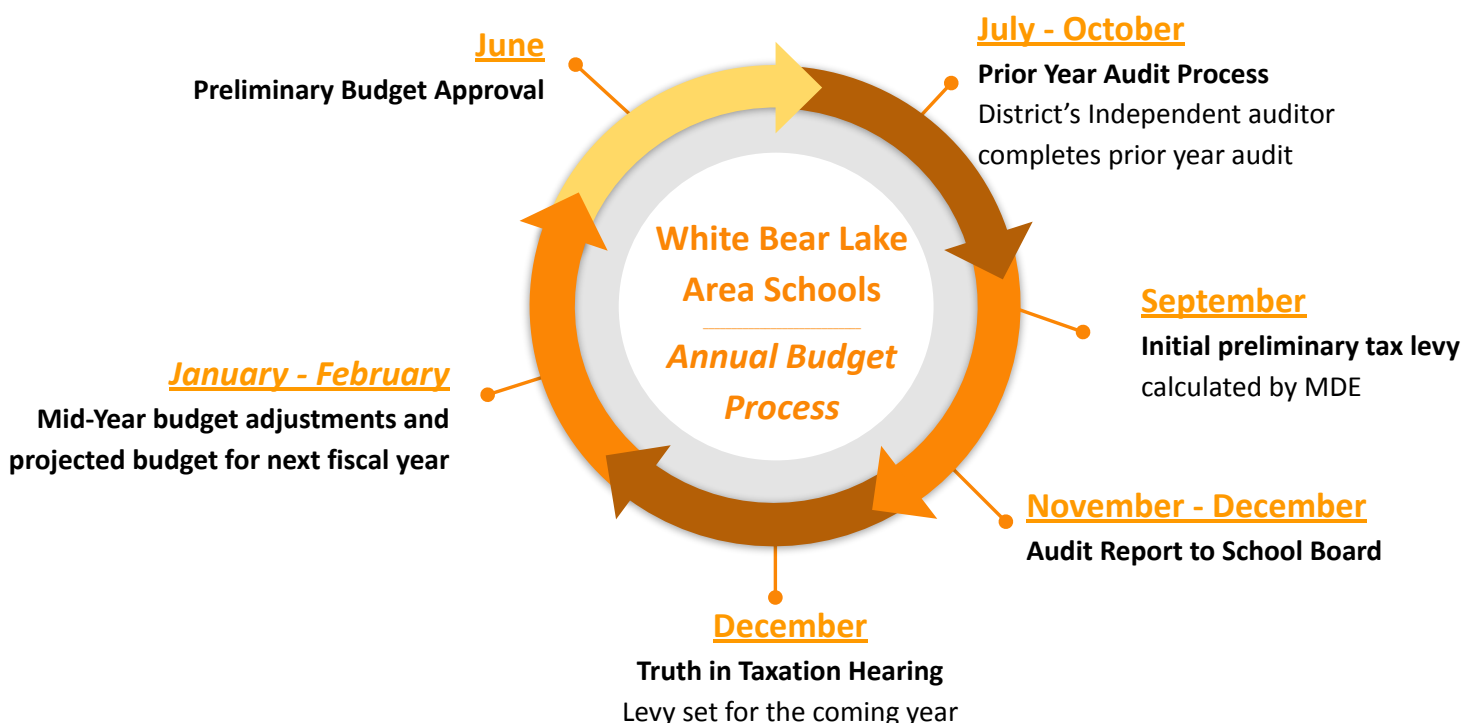
Tim Wald, Assistant Superintendent for Finance and Operations and Andi Johnson, Director of Finance will present an overview of the preliminary budget for fiscal year 2024-25. This budget was also presented at the School Board Work Session on May 20, 2024. The preliminary budget will return to the board later tonight for approval.



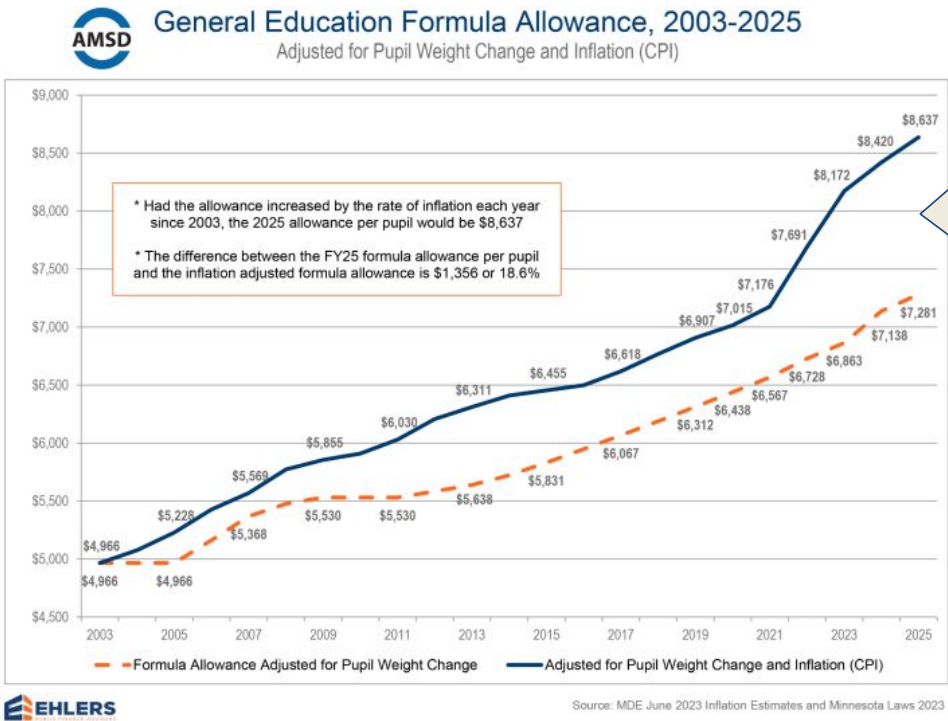
FY2024-25 Preliminary Budget

*June 10, 2024
School Board Meeting*

Budget Cycle

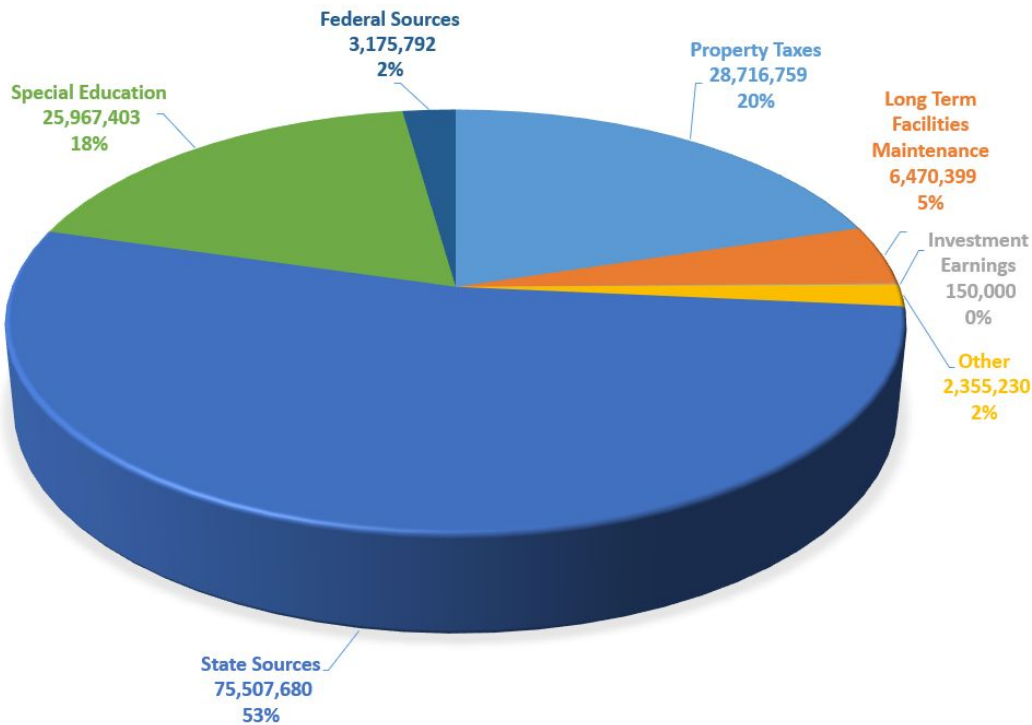


Inflation

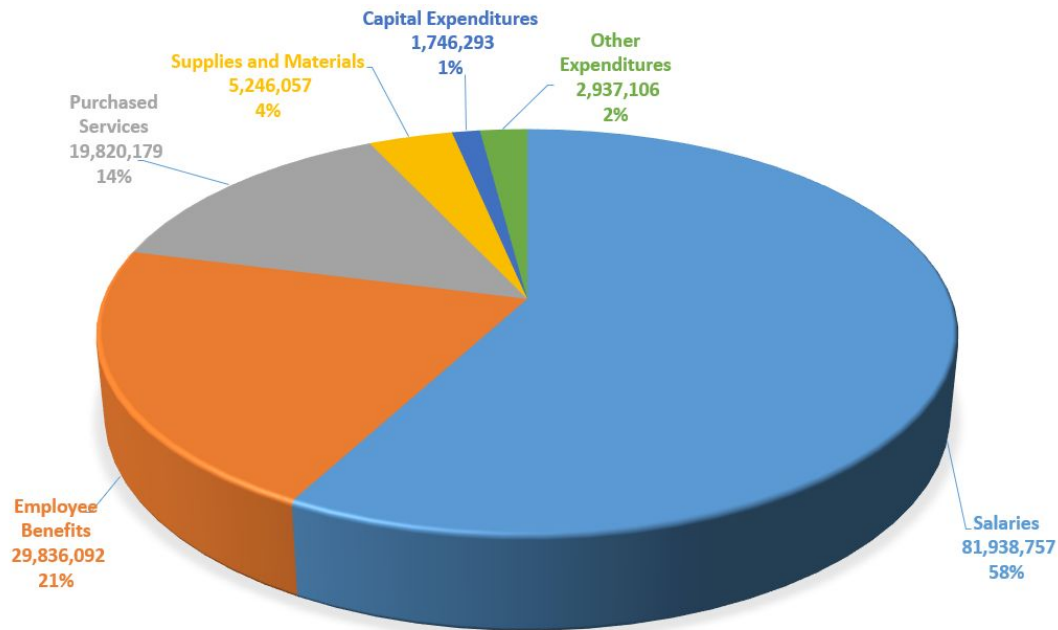


Budget Impact:
\$11,206,315

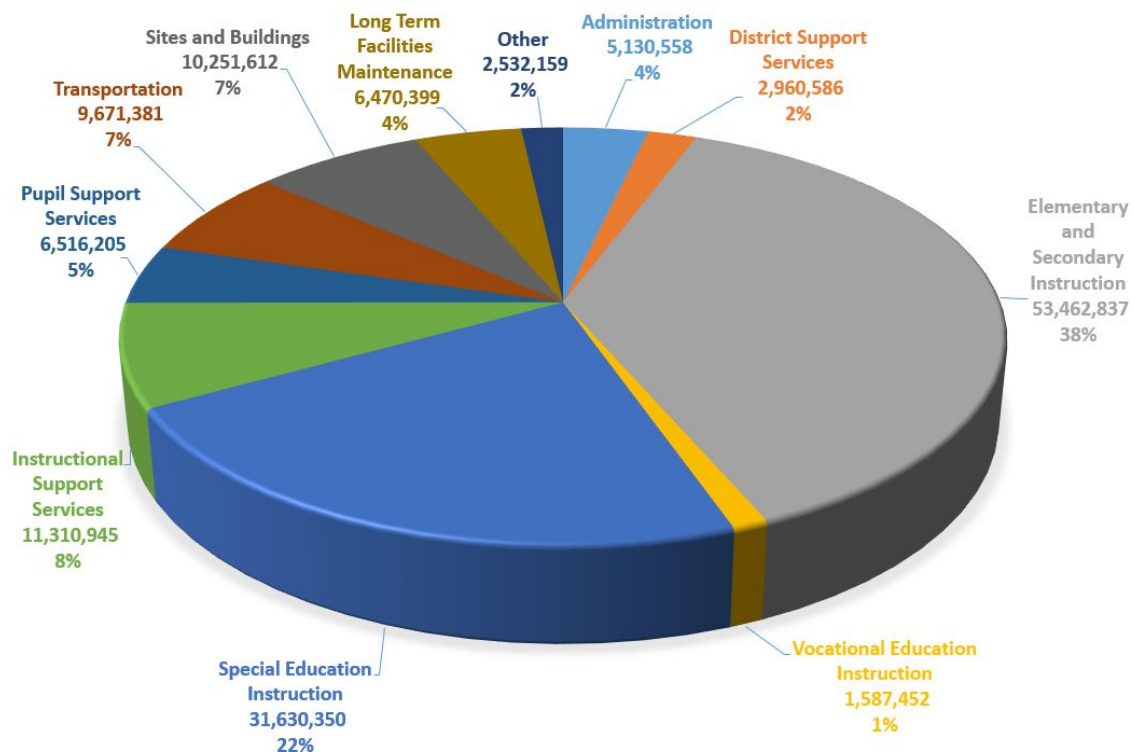
Where do our funds come from?



How are our funds spent?



How are our funds spent?



Budget Projection Summary

General Fund	Revised 2023-24	Preliminary 2024-25	Projected 2025-26
Revenues	\$ 138,633,402	\$ 142,343,263	\$ 144,682,413
Expenditures	136,207,383	141,524,484	146,379,461
Excess (deficiency) of revenue over expenditures before adjustments	2,426,019	818,779	(1,697,048)
Projected budget adjustments			(1,750,000)
Net change in fund balances after adjustments	2,426,019	818,779	52,952
Fund balances			
Beginning of year	11,241,543	13,667,562	14,486,341
Ending Fund Balance (Assigned, Restricted and Unassigned)	13,667,562	14,486,341	14,539,293
Ending Fund Balance (Assigned for Student Activities)	385,624	385,624	385,624
Ending Fund Balance (Restricted for Operating Capital)	2,043,797	2,043,797	2,043,797
Ending Fund Balance (Restricted for Capital Projects)	882,647	882,647	882,647
Ending Fund Balance (Restricted for Achievement & Integration)	54,161	54,161	54,161
Ending Fund Balance (Nonspendable)	44,626	44,626	44,626
Ending Fund Balance (Unassigned)	\$ 10,256,707	\$ 11,075,486	\$ 11,128,438
* Ending Fund Balance Percentage	7.8%	8.2%	8.0%

* Ending Fund Balance Percentage calculation: Ending Fund Balance (Unassigned) divided by total operating expenses excluding LTFM expenses

Budget Projection Summary

Nutritional Services Fund	Revised 2023-24	Preliminary 2024-25
Revenues	\$ 7,243,841	\$ 6,571,360
Expenditures	7,200,385	6,933,975
Excess (deficiency) of revenue over expenditures	43,456	(362,615)
Ending Fund Balance	\$ 2,307,852	\$ 1,945,237
Ending Fund Balance (as % of expenditures)	32.1%	28.1%

Community Services Fund	Revised 2023-24	Preliminary 2024-25
Revenues	\$ 7,700,644	\$ 8,466,251
Expenditures	8,000,228	8,231,602
Excess (deficiency) of revenue over expenditures	(299,584)	234,649
Ending Fund Balance	\$ (472,125)	\$ (237,476)
Ending Fund Balance (as % of expenditures)	-5.9%	-2.9%

Debt Service Fund	Revised 2022-23	Preliminary 2024-25
Revenues	\$ 28,217,881	\$ 30,610,105
Expenditures	27,280,110	31,204,395
Excess (deficiency) of revenue over expenditures	937,771	(594,290)
Ending Fund Balance	\$ 5,140,048	\$ 4,545,758
Ending Fund Balance (as % of expenditures)	18.8%	14.6%



AGENDA ITEM: **Policy 417, Chemical Use and Abuse**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 417, Chemical Use and 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 and cross references.

The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: August 18, 1997
Revised: September 9, 2002
Revised: January 10, 2005
Revised: February 9, 2009
Revised: April 16, 2021

*White Bear Lake Area
School District #624 Policy 417*

Revised: June 9, 2014
Revised: _____

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The School Board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The School Board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School. ~~chemical-free workplace/chemical-free school.~~
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. Every ~~The school district~~ that participates in a school district chemical abuse program shall establish ~~and maintain in every school~~ a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses in the reported cases.
- ~~D. The Superintendent, with the advice of the School Board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- DE. The school district shall establish ~~and maintain a~~ drug-free awareness program ~~to educate and assist for its~~ employees, ~~students and others in~~

~~understanding this policy and the goals of achieving chemical-free schools and workplaces.~~

III. DEFINITIONS

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's ~~student's~~ normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes, section 152.02 and "marijuana" as defined in Minnesota Statutes, section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
~~"Chemicals" includes but is not limited to alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.~~
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
~~"Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff, including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.
~~"School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time when an employee is supervising students on behalf of the school~~

~~district; or when an employee is otherwise engaged in school district business.~~

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

BA. Programs and Activities ~~Instruction~~

1. The Every-school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence-based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes. ~~in chemical abuse and the prevention of chemical dependency. The school district may involve parents/guardians, students, health care professionals, state department of education, staff, and members of the community in developing the curriculum.~~
2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo training to teach a curriculum on drug abuse resistance in schools. ~~Every school shall have age appropriate, and developmentally based activities that include, but are not limited to, those that:~~
 - ~~a. address the consequences of violence and the illegal use of drugs;~~
 - ~~b. promote a sense of individual responsibility;~~
 - ~~c. teach students that most people do not use drugs illegally;~~
 - ~~d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~
 - ~~e. teach students about the dangers of newly emerging drugs;~~
 - ~~f. engage students in the learning process; and~~

- ~~g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~
- ~~3. Each school may involve families, community sectors, and a variety of drug and violence prevention providers in establishment of clear expectations against violence and illegal use of drugs and appropriate consequences for such acts.~~
- ~~4. Each school may disseminate chemical and violence prevention information within the school and to the community.~~
- ~~5. Each school may have professional development and training for, and involvement of, school personnel, student services personnel, parents/guardian, and interested community members in prevention, education, early identification and intervention, mentoring, and rehabilitation referral to professional resources as related to chemical and violence prevention.~~
- ~~6. Each school may have chemical and violence prevention activities that may include the following:~~
 - ~~a. Community wide planning and organizing activities to reduce violence and illegal chemical use, which may include gang activity prevention.~~
 - ~~b. The hiring and mandatory research-based training of school security personnel who interact with students in support of the school-based and youth-focused chemical and violence prevention activities included in this policy.~~
 - ~~c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and provide a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~
 - ~~d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers.~~
 - ~~e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal chemical use.~~

CB. Reports of **Chemical Use, Possession, or Transfer of Alcohol or a Controlled Substance** ~~and Abuse~~

- 1. A teacher in a nonpublic school participating in a school district chemical use program or a public school teacher who knows or has**

reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

~~In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:~~

- ~~a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~
- ~~b. The administrator will notify the student's parents/guardians. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~
- ~~c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.~~
- ~~d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with School Board policies regarding search and seizure.~~
- ~~e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, and if warranted, initiation of expulsion proceedings. Students may also be referred to a detoxification center or medical center.~~

~~2. If a school district employee has reason to believe that a student is abusing, possessing, transferring distributing or selling chemicals:~~

- ~~a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents/guardians, or providing a meeting between members of the team and the student to discuss the~~

~~behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~

~~b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; sharing of resources for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~

23. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~may~~ shall be suspended ~~and proposed for expulsion~~ in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40-121A.56, ~~and proposed for expulsion.~~

34. Searches by school district officials in connection with the use ~~abuse~~, possession, ~~or~~ transfer, ~~distribution, or sale~~ of alcohol or a controlled substance ~~chemicals~~ will be conducted in accordance with School Board policies related to search and seizure.

4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school-sponsored events.

DC. Pre-assessment Team

1. Every school that participates in a school district chemical abuse program shall establish ~~may have~~ a chemical abuse pre-assessment team designated by the Superintendent or designee. The team must ~~will~~ be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff ~~to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.~~ For schools that do not have a chemical abuse program and team, the Superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses in the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's

parents/guardians with information about school and community services in connection with chemical abuse.

ED. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes, section Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents/guardians with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents/guardians with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. ~~This section shall govern d~~ Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding ~~provisions of the Records Management Act, Minnesota Statutes, section Minn. Stat. § 138.163 (Preservation and Disposal of Public Records).~~

EE. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with chemical abuse, and the consent of no other person is required.

~~F. School and Community Advisory Team~~

- ~~1. The Superintendent, with the advice of the School Board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team may be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents/guardians, and the business community.~~

~~2. The advisory team shall:~~

- ~~a. build awareness of the problem within the community; identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and~~
- ~~b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents/guardians in the case of a minor student.~~

V. EMPLOYEES

- A. The school district shall establish ~~Superintendent or designee may undertake and maintain a~~ drug-free ~~chemical-free awareness and prevention~~ program to inform employees, ~~and others~~ about:
 - 1. The dangers ~~and health risks of chemical~~ of drug abuse in the workplace ~~/school~~.
 - 2. The school district's ~~chemical-free workplace/chemical free school~~ policy of maintaining a drug-free workplace.
 - 3. ~~Any a~~ Available drug ~~chemical or alcohol~~ counseling, ~~treatment, rehabilitation, re-entry, and/or~~ employee assistance programs ~~available to employees and/or students~~.
 - 4. The penalties that may be imposed on employees for chemical abuse violations.
- B. The school district ~~Superintendent or designee~~ shall notify a ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of ~~a~~ any criminal drug statute conviction ~~of an employee for a criminal drug statute violation~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the Superintendent.~~

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. §121A.25 - 121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
 Minn. Stat. § 126C.44 (Safe Schools Levy)
 Minn. Stat. § 138.163 (~~Preservation and Disposal of Public Records~~
~~Records Management Act~~)
 Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or
 Drug Abuse, Abortion)
 Minn. Stat. § 152.01 (Definitions)
 Minn. Stat. § 152.02 (Schedules of Controlled Substances;
 Administration of Chapter)
 Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions; Medical
Cannabis)
 Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations; Medical
Cannabis)
 Minn. Stat. § 299A.33 (DARE Program)
 Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
 Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses;
 Minimum Fines)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 20 U.S.C. §§ 7101-7122 (~~65~~ Student Support and Academic
Enrichment Grants ~~Safe and Drug-Free Schools and Communities~~
~~Act~~)
 20 U.S.C. § 5812 (National Education Goals)
 20 U.S.C. § 7175 (Local Activities)
 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
 34 C.F.R. Part 84 (Government-~~w~~Wide Requirements for Drug-Free
 Workplace)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School
 District Employees)
 WBLASB Policy 416 (Drug and Alcohol Testing)
 WBLASB Policy 418 (Drug-Free and Alcohol-Free Workplace/
Drug-Free and Alcohol-Free School)
WBLASB Policy 419 (Tobacco-Free Environment: Possession and
Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery
Devices; Vaping Awareness and Prevention Instructions)
 WBLASB Policy 502 (Search of Student Lockers, Desks, Personal
 Possessions, and Student's Person)
 WBLASB Policy 506 (Student Discipline)
 WBLASB Policy 515 (Protection and Privacy of Student ~~Pupil~~
 Records)
 WBLASB Policy 527 (Student Use and Parking of Motor Vehicles;
Patrols, Use; Parking; Inspections and Searches)

AGENDA ITEM: **Policy 506, Student Discipline**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 506, Student Discipline, 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, V, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVIII, XIX and XX, and the legal references.

The purpose of this policy is to ensure that students, families, and staff understand and follow the school district's discipline policy.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: August 26, 1996
Revised: August 18, 1997
Revised: September 9, 2002
Revised: January 10, 2005
Revised: March 9, 2009
Revised: March 28, 2010
Revised: June 8, 2015
Revised: October 10, 2022
Revised: January 8, 2024

*White Bear Lake Area
School District #624 Policy 506*

Revised: June 13, 2016
Revised: April 10, 2017
Revised: October 8, 2018
Revised: July 15, 2019
Revised: September 11, 2023
Revised: _____

506 STUDENT DISCIPLINE POLICY

I. PURPOSE

The purpose of this policy is to ensure that students, families, and staff understand and follow the school district's discipline policy. The school district understands that the behavior and actions of students are part of child development and learning. The intent of this policy is to establish guidelines to assist in maintaining a supportive, safe, welcoming, and inclusive environment. It is the responsibility of the school district to take action when the guidelines established in this policy are not followed, impacting individuals and the school environment.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes that social-emotional learning and growth are essential components of the educational process. The School Board further recognizes that providing this learning has a direct impact on student behavior and overall success. The school district will support students in continually learning social-emotional skills and understanding school expectations.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Learning best takes place when students feel safe and connected in their environment, which provides options and stresses student self-direction, decision-making, and responsibility. When students act in a manner inconsistent with school policies, the school district needs to assist the student in repairing the harm caused and engaging in relearning practices.

The school district recognizes that despite efforts to build a safe, welcoming, and inclusive climate for all students, there will be times when the policies will be broken, resulting in harm to the learning community. When harm is caused, rebuilding of the community is essential, and student actions may result in a variety of interventions. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the School Board, with the participation of school district administrators, teachers, employees, students, parents/guardians, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The School Board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02

and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. School Board: The School Board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent: The Superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents/guardians responsible for following this policy, and support all school personnel in performing their duties within the framework of this policy. The Superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians in upholding this policy. Any guidelines or directives established to implement this policy shall be attached as an addendum to this policy.
- C. Building Administrator: The building administrator is given the responsibility and authority to formulate building rules and regulations

necessary to uphold this policy. The building administrator is responsible for ensuring staff understand this policy as well as ensuring that all students are taught this policy and other relevant policies. The building administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The building administrator shall consult with parents/guardians of students conducting themselves in a manner contrary to the policy. The building administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians. A building administrator, in exercising their lawful authority, may use reasonable force only when it is necessary under the circumstances to correct or restrain a student to prevent ~~imminent~~ bodily harm or death to the student or another. A building administrator shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- D. Teachers: It is recognized that teachers have a direct impact on the culture and climate of their classroom and the school environment as a whole. Teachers are responsible for providing a well-planned teaching/learning environment focused on student needs, teaching and reteaching both academic and social/emotional skills. Teaching student expectations, with appropriate assistance from the administration, is a primary task for teachers. When school rules are not followed, teachers must support students relearning of school rules and assist in repairing any harm caused within the community as prescribed by district or individual school/site procedures. A teacher, in ~~in-exercising their the teacher's~~ lawful authority, ~~a teacher~~ may use reasonable force only when it is necessary under the circumstances to correct or restrain a student to prevent ~~imminent~~ bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- E. Other School District Personnel: All school district personnel are responsible for contributing to the culture and climate of the school district. All district personnel support efforts to establish a safe, welcoming, and inclusive school environment by following district procedures when responding to situations in which school rules are not followed. All staff support students relearning of school rules and assist in repairing any harm caused within the community. School district personnel should only act in ways authorized and directed by the Superintendent. A school employee, school bus driver, or other agent of

a school district, in exercising their lawful authority, may only use reasonable force when it is necessary under the circumstances to restrain a student to prevent ~~imminent~~ bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- F. Parents and Legal Guardians: Parents/guardians shall be held responsible for the actions of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the actions of their children.
- G. Students: All students shall be held individually responsible for their actions and for knowing and following the Code of Student Conduct and this policy.
- H. Community Members: Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent ~~imminent~~ bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent ~~imminent~~ bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to

the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have a right to an education and the right to learn in an environment in which they are supported, valued, respected, and safe.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. To assist in building a school culture and climate where all students are supported, valued, respected, and safe;
- B. When rules are not followed, students are to support and engage in repairing any harm caused to others, the community, or the environment;
- C. For their actions and for learning and following all school rules, regulations, policies, and procedures;
- D. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- E. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- F. To make necessary arrangements for making up work when absent from school;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and follow federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health;

- L. To avoid inaccuracies in student newspapers, school-sponsored social media accounts, shared virtual spaces, or publications and refrain from indecent or obscene language; and
- M. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable actions subject to intervention by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be responded to and supported in repairing and restoring harm caused in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, trips, virtual learning spaces, and school-sponsored social media platforms. School district property also may mean a student's walking route to and from school for purposes of attending school or school-related functions, activities, or events. While the school district will provide interventions when students do not follow school rules and policies in this policy and others alike in these locations, settings, and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose actions at any time or in any place, including online, interfere with or obstruct the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language or materials, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Violation of the school district's Student Attendance Policy;
 - 6. Opposition to authority using physical force or violence;

7. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Devices; Vaping Awareness and Prevention Instructions Policy;
8. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property, including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons, or other dangerous objects;
12. Violation of the school district's Weapons Policy;
13. Violation of the school district's Violence Prevention Policy;
14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
16. Possession, use, or distribution of fireworks or any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation;
17. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

18. Violation of any local, state, or federal law as appropriate;
19. Acts disruptive of the educational process, including, but not limited to, verbal and physical assault, disruptions in the classroom leading to interruptions in teaching and learning, cheating, failure to identify oneself, improper activation of fire alarms, or bomb threats;
20. Violation of the school district's Electronic Technologies Acceptable Use Policy;
21. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
22. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
23. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
24. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
25. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
26. Possession or distribution of slanderous, libelous, or pornographic materials;
27. Violation of the school district's Bullying Prevention Policy;
28. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing that bears a message that is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group;
29. Criminal activity;
30. Falsification of any records, documents, notes, or signatures;
31. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

32. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
33. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
34. Violation of the school district's Harassment and Violence Policy;
35. Actions, including fighting or any other assaultive actions, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
36. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
37. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
38. Verbal assaults or verbally abusive actions including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
39. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
40. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
41. Violation of the school district's Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees Policy;
42. Violation of the school district's one-to-one device rules and regulations;

43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel, or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development, promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section, 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive levels of discipline focused on student learning and repairing relationships and the school environment to the extent reasonable and appropriate based upon the specific facts and circumstances of the incident. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of the school district code of conduct, rules, regulations, policies, or procedures will result in a restorative discussion. The school district has authority to impose more severe disciplinary responses for any violation, including exclusion or expulsion, if warranted by the student's actions. However, the school district recognizes that exclusionary practices impact students' achievement and learning. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Teaching and/or reteaching of school policies and expectations;
- B. Engaging with the students in social-emotional learning through tiered levels of support based on student needs;
- C. Engaging in restorative conversation with students and others involved, which may include staff members. Restorative practices in classrooms or with a targeted group of students are appropriate when others involved consent to participating;
- D. Student conference with the teacher, building administrator, counselor, or other school district personnel, to discuss with the student the cause of the student's actions and alternative actions the student could take in the future when faced with a similar situation. In addition, the staff member facilitating this discussion will determine with the student what supports the student may need in order to be able to engage in those alternative actions in the future. This conversation may also include a review of the Code of Student Conduct and potential responses to future actions;

- E. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing; prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or things will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation;
- F. Parent/guardian contact;
- G. Parent/guardian conference;
- H. Removal from class;
- I. In-school suspension;
- J. Suspension from extracurricular activities;
- K. Detention or restriction of privileges;
- L. Loss of school privileges;
- M. In-school monitoring or revised class schedule;
- N. Referral to in-school support services;
- O. Referral to community resources or outside agency services;
- P. Financial restitution;
- Q. Referral to police, other law enforcement agencies, or other appropriate authorities;
- R. Out-of-school suspension under The Pupil Fair Dismissal Act;
- S. Preparation of an admission or readmission plan;
- T. Expulsion under The Pupil Fair Dismissal Act;
- U. Exclusion under The Pupil Fair Dismissal Act; and/or
- V. Other responses as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of teaching school expectations to students, while also maintaining a safe, welcoming, and inclusive learning environment for all students. When incidents occur that disrupt the environment, it is the responsibility of the teacher to attempt to

redirect actions and restore relationships in the environment within the guidelines established by the school district or school. Teachers may accomplish this by engaging in coaching and listening conversations with the student, using positive reinforcement, providing alternatives in learning practices or the environment to meet students needs, consulting with a student support team or other resources when interfering actions persist, or contacting the student's parents/guardians when ongoing needs arise. The teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, building administrator, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

- B. Grounds for removal from class shall include any of the following:
1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
 3. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
 4. Other conduct, which, at the discretion of the teacher or administration, requires removal of the student from class.

Such removal will be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- C. Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students violating the Code of Student Conduct may be removed from class at the discretion of the classroom teacher for the duration of the class or activity period. If the student is to be removed for additional time, the

duration and the conditions for return to class will be determined at a conference between the principal/designee and the teacher. The principal/designee will have the responsibility, if necessary, to consult with the student's case manager. Students removed from class shall be the responsibility of the principal or designee. The principal or designee shall inform the student and the student's parent/guardian of the condition for returning to class.

- D. If a student is frequently removed from class for recurring behaviors, the school district shall notify the parent/guardian and make reasonable attempts to convene a meeting with the student's parent/guardian to discuss the problem that is causing the student to be removed from class.

XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process of equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners, as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any reasonable School Board regulation, including those found in this policy;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A, and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the Superintendent or designee with a reason for the longer term of suspension. This definition does not apply to dismissal for less than one school day, except as may be provided in federal law for a student with a disability.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent/guardian before subsequently removing the student from school and, with the permission of the parent/guardian, arrange for a mental health screening for the student at the parent/guardian expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent/guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action shall include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission, which must not be used to extend the current suspension. A readmission plan must not obligate a parent/guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent/guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress towards meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10)

days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. The school district recognizes that exclusionary practices impact student's achievement and learning. Therefore, after the school administration notifies a student of the grounds for suspension, the school administration may provide alternative options when possible.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40 - 121A.56, shall be personally served upon the student at or before the time of suspension is to take effect, and upon the student's parent/guardian by mail within forty-eight (48) hours of the conference.
10. The school administration shall make reasonable efforts to notify the student's parent/guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent/guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the School Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a School Board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.
2. "Exclusion" means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40 - 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent/guardian.
5. The student and parent/guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and their parent/guardian personally or by mail, and shall contain: a complete statement of the facts; a list of the witnesses, and a description of their testimony; state the date, time, and place of the hearing; be accompanied by a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40 - 121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and informing the student and parent/guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district

must advise the student's parent/guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, or parent/guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student and the parent/guardian and shall be closed, unless the student or the parent/guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent/guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The School Board may appoint an attorney to represent the school district in any proceedings.
10. If the student designates a representative other than the parent/guardian, the representative must have a written authorization from the student and the parent/guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath, and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent/guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent/guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to

confront and cross-examine any witnesses testifying for the school district.

14. The student, parent/guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which will be made to the school district and served upon the parties within two (2) days after the closing of the hearing.
17. The School Board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The School Board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation, provided that neither party presents any evidence not admitted at the hearing. The decision by the School Board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the School Board may appeal the decision to the Commissioner within twenty-one (21) calendar days of School Board action pursuant to Minnesota Statutes, section 121A.49. The decision of the School Board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion, or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given to the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and their parent/guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include preventative strategies and skill building. The School Board recognizes that parent/guardian involvement is important for student success. School administrators are expected to involve the parent/guardian in the admission and readmission process. School administrators will review the Code of Student Conduct and potential responses to future actions. The readmission plan must not obligate the parent/guardian to provide mental health or related medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by The Pupil Fair Dismissal Act, or other applicable law. The teacher, building administrator, or other school district officials may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a student, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the student and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the student's IEP team and the student's parent/guardian shall, consistent with federal law, conduct a manifestation determination and determine whether the student's behavior ~~was~~ ~~were~~ (i) caused by or had a direct and substantial relationship to the student's disability and (ii) whether the student's conduct was a direct result of a failure to implement the student's IEP. If the student's educational program is appropriate and the behavior ~~was~~ ~~were~~ not a manifestation of the student's disability, the school district will proceed with discipline - up to and including expulsion - as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student, provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for behavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, section 124D.08) at the end of the school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Option Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair

Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

A. The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy, including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents/guardians of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parent/guardian at the commencement of each school year and to all new students and parent/guardian upon enrollment. This policy will also be available upon request in each building administrator's office.

XX. REVIEW OF POLICY

The building administrator and representatives of parent/guardian, students, and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes will be submitted to the Superintendent for consideration by the School Board, which shall conduct an annual review of this policy.

Legal Reference: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40 -121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; and Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students From Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross Reference: WBLASB Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
WBLASB Policy 503 (Student Attendance)
WBLASB Policy 505 (Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees)

WBLASB Policy 514 (Bullying Prevention Policy)
WBLASB Policy 524 (Electronic Technologies Acceptable Use Policy)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
WBLASB Policy 610 (Student Field Trips, Fees and Fines)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 711 (Video Recording on School Buses)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

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White Bear Lake Area
School District #624 Policy 507

Revised: April 11, 2022
Revised: January 8, 2024

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on **the** use of corporal punishment and prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

A. “Corporal punishment” means conduct involving:

1. hitting or spanking a person with or without an object; or
2. unreasonable physical force that causes bodily harm or substantial emotional harm.

B. **“Employee or agent of the district” does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).**

C. “Prone restraint” means placing a child in a face-down position.

IV. PROHIBITIONS

A. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct.

B. **An employee or agent of the school district shall not use prone restraint.**
~~An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone or compressive restraint except that the restrictions on prone~~

~~and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.~~

- C. An employee or agent of a district, ~~including a school resource officer, security personnel, or police officer contracted with a district,~~ shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. The use of reasonable force, as set forth in Section V, does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

V. REASONABLE FORCE ~~EXCEPTIONS~~

- A. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority to restrain a child or student to prevent bodily harm or death to the child, student, or another.
- B. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or student when necessary to restrain the child or student to prevent bodily harm or death to the child, student, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force, including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
- C. An employee or agent of the school district may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees and agents of the school district who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to, and in accordance, with applicable statutory authority, collective bargaining agreements, and school district policies. Violation of this policy may also result in civil or criminal liability for those school district employees and agents.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)
Minn. Stat. § 125A.0941 (Definitions)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 609.06 ~~Subd. 1 (6)(7)~~ (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)
~~Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)~~
~~Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)~~

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 506 (Student Discipline)

AGENDA ITEM: **Policy 507, Corporal Punishment and Prone Restraint**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 507, Corporal Punishment and Prone Restraint, 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, III, IV, V and VI, and the legal references.

The purpose of this policy is to describe limitations on the use of corporal punishment and prone restraint upon a student.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

AGENDA ITEM: **Policy 512, School Sponsored Student Publications and Activities**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 512, School Sponsored Student Publications and Activities, 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, III and IV, and the legal references.

The purpose of this policy is to protect students' rights to free speech in the production of official school publications and activities, while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: August 12, 1996
Revised: January 9, 2012
Revised: May 10, 2021
Revised: _____

White Bear Lake Area
School District #624 Policy 512

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in **the** production of official school publications and activities, while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions or representations of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 - 2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.

- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.
- C. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

- D. "Minor" means any person under the age of eighteen (18).
- E. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, ~~or~~ ~~and~~ ~~lewd~~ exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks ~~serious~~ ~~important~~ literary, artistic, political, or scientific value for minors.
- F. "Official school publications" means school newspapers, yearbooks, digital or online ~~or~~ e-newsletters or websites, or material produced in communications, journalism, or other writing classes as a part of the curriculum.

- G. "School activities" means any activity of students sponsored by the school, including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, music concerts, school plays, and other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. advertises or promotes any product or service not permitted for minors by law;
 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
 5. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
 6. distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content as long as the school district's actions are reasonably related to legitimate pedagogical or other district-related concerns. These pedagogical concerns may include, but are not limited to, the desire of the school district to maintain the following assurances:
1. assuring that participants learn whatever lessons the activity is designed to teach;
 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
 3. assuring that the views of the individual speaker are not erroneously attributed to a school or ~~to~~ the school district;
 4. assuring that the school district maintains a neutral position on matters of political controversy;

5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour, and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entryways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References: U.S. Const., Amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Bystrom v. Fridley High School, 1 ~~S.D.~~ ~~D.S.~~ No. 14, 822 F.2d 747 (8th Cir. 1987)

Morse v. Frederick, 551 U.S. 393, ~~127 S.Ct. 2618, 168 L.Ed.2d 290~~ (2007)

Cross References: WBLASB Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premise by Students and Employees)

WBLASB Policy 506 (Student Discipline)

WBLASB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 514, Bullying Prevention, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections I, II, III, V, VII, VIII and IX, and the legal references.

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

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: November 14, 2005
Revised: November 8, 2007
Revised: May 9, 2011
Revised: October 13, 2014
Revised: November 8, 2021
Revised: September 11, 2023

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

Revised: April 8, 2019
Revised: January 9, 2023
Revised: _____

514 BULLYING PREVENTION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or group of students is expressly prohibited:
 - 1. on school premises, on school district property, at school functions or activities, or on school transportation.
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying behavior or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and/or substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such an act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, sexual orientation, and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.
- Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- F. The White Bear Lake Area School District prohibits hate speech that has a nexus to any school activity. Any student who engages in hate speech that has a nexus to any school activity is subject to discipline, up to and including expulsion. Any District employee who engages in hate speech is subject to discipline, up to and including discharge.
- G. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- H. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- I. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- J. False accusations or reports of bullying against a student are prohibited.
- K. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into

account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

- L. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s

educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Hate speech” means speech that lacks serious literary, artistic, political, or scientific value and:
 - 1. disparages or demeans a person or group based on protected class status;
 - 2. targets a person or group based on protected class status; or
 - 3. threatens or harasses a person or group based on protected class status.
- D. “Immediately” means as soon as reasonably possible.
- E. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined

in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- F. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- G. "Nexus" means a direct connection. Speech has a nexus to a school activity if the speech occurs during the activity, on property that is owned or operated by the district in connection with the activity, or through any district property or resource, such as a school-issued computer or a district-operated computer network.
- H. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- I. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- J. "Protected class status" means race, color, creed, religion, disability, national origin, marital status, familial status, age, sex, gender, sexual orientation, or gender identity.
- K. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- L. "School activity" means any school-sponsored event or activity, any school program, any school operation, or any school function, including, but not limited to, any instructional program or extracurricular activity. School activity also encompasses any district resource, such as a school website, which exists to support a school operation.

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

IV. REPORTING PROCEDURE

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.G. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Public Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. ~~Consistent with its applicable policies and practices, the~~ ~~The~~ school district ~~must shall~~ discuss this policy with ~~students,~~ school personnel, and volunteers and provide appropriate training ~~for all to~~ school district personnel ~~to prevent, identify, and respond to prohibited conduct.~~ ~~regarding this policy.~~ The school district ~~must shall~~ establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs will provide developmentally appropriate programmatic instruction to help students identify, prevent, and reduce prohibited conduct; value diversity in school and society; develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to and reporting prohibited conduct.
- G. The school district shall inform affected students and their parents of

rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See school district Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. ~~This policy~~ Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor if the contractor regularly interacts with students at the time of employment with the district or the school. ~~hiring or contracting.~~
- ~~ED.~~ Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- ~~FE.~~ This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- F. Each school must develop a process for discussing this policy with students, parents/guardians of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the School Board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312, and other applicable law. Revisions shall be made in consultation with students,

parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 423 (Employee-Student Relationships)
WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 515 (Protection and Privacy of Student Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Title IX Student Sex Nondiscrimination Policy, Grievance Procedure And Process)
WBLASB Policy 524 (Electronic Technologies Acceptable Use Policy)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 529 (Notification to Staff Regarding Placement of Students with Violent Behavior)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 711 (Video Recording on School Buses)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

AGENDA ITEM: **Policy 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches, 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, III, IV, VI and VII, and the legal and cross references.

The purpose of this policy is to provide guidelines for the use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: December 10, 2001
Revised: March 2, 2015
Revised: May 10, 2021
Revised: _____

*White Bear Lake Area
School District #624 Policy 527*

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for **the** use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the students' educational experience. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item, possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes", alcoholic beverages, controlled substances and "look-alikes", and other materials belonging to the school district, and stolen property.
- B. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age, and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include any site where a school function occurs, such as a school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campuses during the school day only if there is an emergency and or permission has been granted to the student by the a designated school official ~~to use a motor vehicle~~. Except for situations where students have completed the appropriate form and received permission, or when district transportation is not provided, students representing the school district through their participation in district events, sports, and activities, are required to use district provided transportation to and from district events.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot(s) and/or section of the parking lot(s) designated for student parking only. Students will not park vehicles in driveways, on private property, on street locations where parking is restricted, or in other designated areas, e.g. parking lots designated for use only by staff or by the general public, including designated visitor parking areas. Students who park in designated student parking areas must display a valid, school-issued parking permit. A valid permit is one that has been paid in full and has been issued by the school for the current term. The vehicle that is parked with the permit must be on record with the school. Information about purchasing a parking permit can be found on the school's website and in the main office.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property, or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors and plain-view interiors of student vehicles. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School personnel may conduct routine patrols of student parking lots and other school district locations and routine inspections of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to law enforcement officials.

E. Dissemination of Policy

A copy of this policy will be printed in the high school student handbook and/or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The Superintendent or Superintendent's designee is authorized to develop ~~and present for School Board review and approval,~~ reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be provided to students.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to law enforcement when appropriate.

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
Minn. Stat. § 123B.38 (Hearing)
~~New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)~~

Cross Reference: WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 418 (Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School)
WBLASB Policy 501 (School Weapons)
WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

AGENDA ITEM: **Policy 534, School Meals**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 534, School Meals, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in the title, sections II and IV.

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: May 9, 2022
Revised: September 11, 2023
Revised: _____

White Bear Lake Area
School District #624 Policy 534

534 SCHOOL MEALS ~~UNPAID MEAL CHARGES~~

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All a la carte items or second meal purchases are to be prepaid before meal service begins. Families may add money to students' accounts through the district's online payment page. Students may also deposit cash or checks into their accounts before school ~~or during lunch in the school cafeteria~~. A student who does not have sufficient funds will not be allowed to charge meals or a la carte items or a second meal until additional money is deposited in the student's account.

If the school district participates in the United States Department of Agriculture National School Lunch Program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision, the district must participate in the free school meals program.

- B. A school that participates in the United States Department of Agriculture National School Lunch Program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- C. Each school that participates in the free school meals program must:
1. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

2. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- EF.** When a student has a negative account balance, the student will not be allowed to charge an a la carte item.
- FG.** If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES - NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches two charged meals. Communication methods for notifying families may include automated calling system, email, or letter.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for educational benefits for their children.
 1. A student who has been determined eligible for free and reduced-price lunch must always be served a reimbursable meal even if the student has an outstanding debt.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

- C. Negative balances of more than \$25, not paid prior to the end of the school year, will be turned over to the Superintendent or Superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required notification described above.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
 USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
 USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
 USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

AGENDA ITEM: **Policy 606, Selection and Review of Instructional Texts and Materials**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 606, Selection and Review of Instructional Texts and Materials, 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 provide direction for the selection of instructional texts and materials.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: September 8, 1997

Revised: June 11, 2001

Revised: May 9, 2005

Revised: December, 2012

Revised: May 10, 2021

*White Bear Lake Area
School District #624 Policy 606*

Revised: May 13, 2013

Revised: _____

606 SELECTION AND REVIEW OF INSTRUCTIONAL TEXTS AND MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for **the** selection of instructional texts and materials.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes that **the** selection of instructional texts and materials is a vital component of the school district's curriculum. The School Board also recognizes that it has the authority to make final decisions on **the** selection of all instructional texts and materials.

The academic standards and course outlines developed by staff will serve as the **basis** ~~bases~~ for instructional text and materials selection. Professional staff will access libraries, online resources, instructional materials' centers, student support services, community resources, and other appropriate resources in an effort to provide effective instruction for all students.

III. RESPONSIBILITY OF SELECTION

- A. While the School Board retains its authority to make final decisions on the selection of instructional texts and materials, the School Board recognizes the expertise of the professional staff and the vital need **for** ~~of~~ such staff to be involved in the recommendation of instructional texts and materials. Accordingly, the School Board delegates its related authority to the Superintendent or Superintendent's designee. The School Board shall regularly look to the Superintendent for an accounting of the application of that authority.
- B. In reviewing instructional texts and materials during the selection process, the professional staff shall select materials **that** ~~which~~:
 - 1. support the academic standards of the education programs;
 - 2. consider the needs, age, and maturity of students;
 - 3. foster respect and appreciation for cultural diversity and varied opinion;

4. fit within the constraints of the school district budget; ~~and~~
 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes, section ~~Stat. §~~ 124D.61 or for reading materials assigned for a world language course.
 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The Superintendent or Superintendent's designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of instructional texts and materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION AND REVIEW OF INSTRUCTIONAL TEXTS AND MATERIALS

- A. The Superintendent or Superintendent's designee shall be responsible for keeping the School Board informed of progress on the part of staff and others involved in the instructional texts and materials review and selection process.

V. REQUEST FOR REVIEW OF INSTRUCTIONAL TEXTS AND MATERIALS

- A. The School Board recognizes there can be differences of opinion within the school district community relating to certain areas of the instructional program. The school district will provide a process for district families and/or community members to request a review of select instructional texts or other materials.
- B. The Superintendent or Superintendent's designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of instructional texts or other materials.

Attachments: Appendix A - Material Review Process
Appendix B - Form
Appendix C - Controversial Issues

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction—~~Curriculum~~)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59 - 124D.61 (Education for English Learners Act ~~Limited English Proficiency~~)
Minn. Stat. § 127A. 10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. V. Kuhlmeier, 484 U.S. 260, ~~108 S. Ct. 562, 98 L. Ed. 2d 592~~ (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F. 2d 771 (8th Cir. 1982)

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

AGENDA ITEM: **Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, 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 and cross references.

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: December 10, 2001
Revised: December 13, 2010
Revised: March 2, 2015
Revised: July 11, 2022

White Bear Lake Area
School District #624 Policy 704
Revised: _____

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is that a fixed asset accounting system and an inventory of fixed assets will be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the School Board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

When a piece of land, land improvement, building, piece of machinery, equipment, or licensed vehicle has an original cost of \$5,000 **individually, or \$175,000 in the aggregate,** or greater, it will be capitalized and placed on the fixed asset inventory. Land improvements, buildings, pieces of machinery, equipment and licensed vehicles will be depreciated over their useful life.

Criteria for capitalization include all of the following:

- It retains its original shape and appearance with use.
- It is nonexpendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- It does not lose its identity through incorporation into a different or more complex unit or substance.

- It has a useful life of greater than five years.

IV. REPORT

The value of the District's fixed assets will be included in the annual audit report presented to the Board.

Legal References: Minn. Stat. 123B.02 (General Powers of Independent School Districts~~Powers~~)
Minn. Stat. 123B.09 (~~School~~ Boards of Independent School Districts~~Powers~~)
Minn. Stat. 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings ~~Access for Noncurricular Purposes~~)

Cross References: WBLASB Policy 702 (Accounting)
GASB Implementation Guide No. 2021-1 Amending Capitalization Requirements
~~MSBA Service Manual, Chapter 7, Education Funding~~

AGENDA ITEM: **Policy 714, Fund Balances**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 714, Fund Balances, 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, III and V, and the cross references.

The purpose of this policy is to ensure the financial stability of White Bear Lake Area Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to respond to unforeseen budget expenditures and revenue shortfalls.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 8, 2024 or a subsequent School Board meeting agenda for action.

Adopted: February 9, 2015
Revised: May 10, 2021
Revised: _____

White Bear Lake Area
School District #624 Policy 714

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to ensure the financial stability of ~~the~~ White Bear Lake Area Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to respond to unforeseen budget expenditures and revenue shortfalls.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are composed of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are composed of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the School Board and that remain binding unless removed by the School Board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are composed of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are composed of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned General Fund balance of 8 percent, which equates to 1 month of operating expenses, excluding Long-Term Facilities Maintenance (LTFM) expenses. This policy shall also apply to the administration of the Food Service Operating Fund and the Community Education Fund with proper consideration and adjustment to conform with reserve limits established by statute.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the School Board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the Board.

VIII. ASSIGNING FUND BALANCE

The School Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The Board also delegates the power to assign fund balances to the following: Superintendent and Assistant Superintendent for Finance and Operations.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The School Board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level as part of the annual budgeting process.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: ~~MSBA Service Manual, Chapter 7, Education Funding~~

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Fiscal Year 2024-25 Preliminary Budget**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Below is a summary of the fiscal year 2024-25 preliminary budget that is presented for approval this evening. This budget was presented at the work session at the School Board Work Session on May 20, 2024. The attached Annual Operating Plan contains additional information regarding the budget. A summary of the revenues and expenditures presented for approval are as follows:

	General Fund	Nutrition Services Fund	Community Services Fund	Debt Service Fund
Revenues	142,343,263	6,571,360	8,466,251	30,610,105
Expenditures	141,524,484	6,933,975	8,231,602	31,204,395

RECOMMENDATION:

Approve the fiscal year 2024-25 preliminary budget as presented.

**WHITE BEAR LAKE AREA SCHOOLS
ANNUAL OPERATING PLAN**



FISCAL YEAR 2024-25

SCHOOL BOARD

	Term Expires
Jessica Ellison, Chairperson	2026
Angela Thompson, Vice Chairperson	2024
Deb Beloyed, Treasurer	2026
Scott Arcand, Clerk	2024
Kathleen Daniels, Director	2026
Margaret Newmaster, Director	2024
Chris Streiff Oji, Director	2026

DISTRICT ADMINISTRATION

Superintendent	Dr. Wayne A. Kazmierczak
Assistant Superintendent for Finance & Operations	Timothy Wald
Assistant Superintendent for Teaching & Learning	Dr. Alison Gillespie
Director of Communications & Community Relations	Marisa Vette
Director of Community Services & Recreation	Timothy Maurer
Director of Educational Equity & Achievement	Brenton Shavers
Director of Finance	Andi Johnson
Director of Human Resources and General Counsel	Matt Mons
Director of Student Support Services	Lisa Ouren
Director of Teaching & Learning	Jennifer Babiash
Director of Technology & Innovation	TBD

SCHOOL ADMINISTRATION

Normandy Park Education Center – Early Childhood Programs	Kristen Nelson
Normandy Park Education Center – Early Childhood Special Education	Angela Drange
Birch Lake Elementary School	Julian Stanke
Lakeaires Elementary School	Cary Krusemark
Lincoln Elementary School	Brian Morris
Matoska Elementary School	John Leininger
Oneka Elementary School	Lori Mosser
Otter Lake Elementary School	Angela Nelson
North Star Elementary School	Dan Schmidt
Vadnais Heights Elementary School	Sara Svir
Willow Lane Elementary School	Matthew Menier
Central Middle School	Cathryn Peterson
Sunrise Park Middle School	Dr. Christina Pierre
White Bear Lake Area High School	Russell Reetz
White Bear Lake Area Learning Center	Jenni Sjosten
Transition Education Center	Sara Derby
Principal on Special Assignment – District Literacy Specialist	Cynthia Mueller

WHITE BEAR LAKE AREA SCHOOLS INDEPENDENT SCHOOL DISTRICT 624

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 experiences
- Exceptional staff and families committed to student success
- Abundant and engaged community partners

EQUITY COMMITMENT

To nurture the whole student, we disrupt systemic inequities by recognizing, honoring, and embracing all cultures with humility and respect.

4-Way Equity Decision Making Protocol:

1. How does this help to provide opportunities to students who have been marginalized within the system in the past?
2. How does this help to ensure equitable access for all?
3. How does this help to eliminate barriers based on race/ethnicity, gender, disability, age, or other protected groups?
4. How does this ensure that the same rigorous standards for academic performance exist for all students?

THE SCHOOL ENTITY

In January 1857, James F. Murray and other White Bear Lake settlers decided to establish their own school district. Upon approval from the county for this new district, Murray donated property along Bald Eagle Lake for a new school. At a cost of \$100, and with the help of community labor, the first schoolhouse in White Bear Lake was opened in 1857, a year before Minnesota became the 32nd state in the Union.

The District, which is located about 15 miles northeast of St. Paul, Minnesota, the state capital, was officially formed in its current structure through legislative action in 1957. The governing body consists of a seven-member Board of Education elected from within the District's boundaries. The District serves about 8,258 students in pre-kindergarten through Grade 12. Geographically, the District's boundaries include portions of Anoka, Ramsey, and Washington counties, and serves all or part of the following municipalities: Birchwood, Gem Lake, Hugo,

Lino Lakes, Little Canada, North Oaks, Vadnais Heights, White Bear Lake, and White Bear Township.

The District provides a full range of public education services appropriate to grade levels ranging from pre-kindergarten through Grade 12. This includes regular and enriched academic education and special education for exceptional children. Nutrition services and transportation are provided as support programs. The District's community education program includes early childhood and extended day programs, along with a myriad of classes for lifelong learning experiences for children and adults.

BUDGET PROCESS

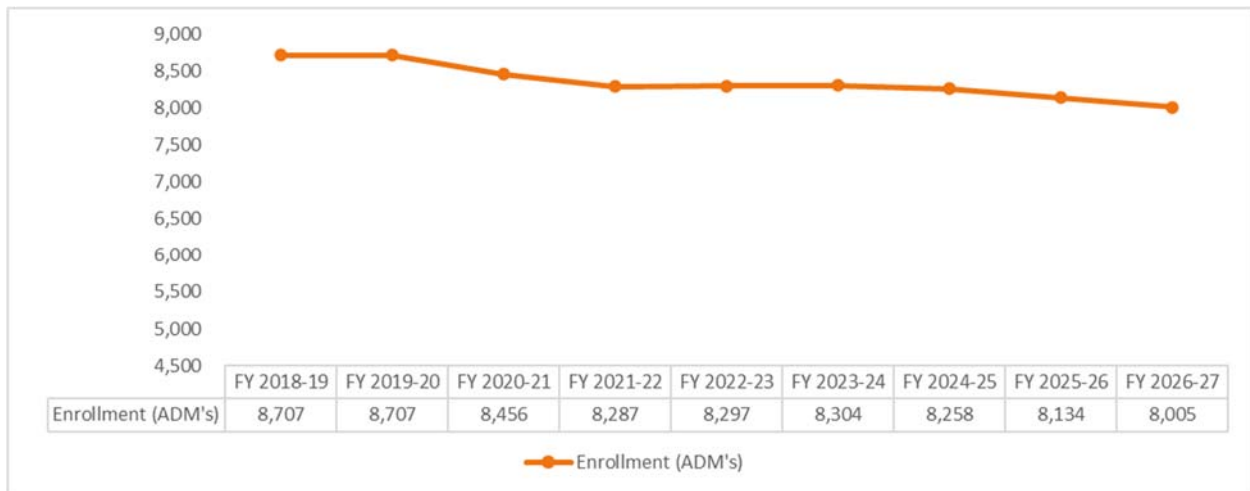


ENROLLMENT

Enrollment is a key variable in calculating school district revenue. Enrollment projections are determined using a variety of methods, including analyzing historical trends and known growth in new construction throughout the district. Kindergarten projections are based on historical resident birth rate data received from Ramsey, Washington, and Anoka Counties as well as the Minnesota Department of Health. The birth rates are then analyzed based on historical trends in capture rates in the district to project the number of kindergarteners expected to enroll.

White Bear Lake Area Schools, like most schools nationwide, felt the impact of the COVID-19 pandemic on student enrollment, as can be seen in the figure below. The 2024-25 budget reflects an estimated 8,258 Average Daily Membership (ADM). Enrollment projections are calculated based on recent years' cohort survival rate (for example, the number of 1st grade students who returned to 2nd grade in the following school year). COVID-19 had a larger impact at the elementary level than at the secondary level, and as larger secondary cohorts graduate, the impact of smaller elementary grade levels moving through the system suggests a decline in enrollment will continue for several years.

In late 2022, Teamworks International completed a comprehensive study of demographic, enrollment, and housing trends for White Bear Lake Area Schools. The study reports that while birth rates indicate a decline, resulting enrollment from future development and targeted market share gains will positively impact enrollment over the next decade. The district will continue to closely monitor enrollment and adjust operations accordingly.

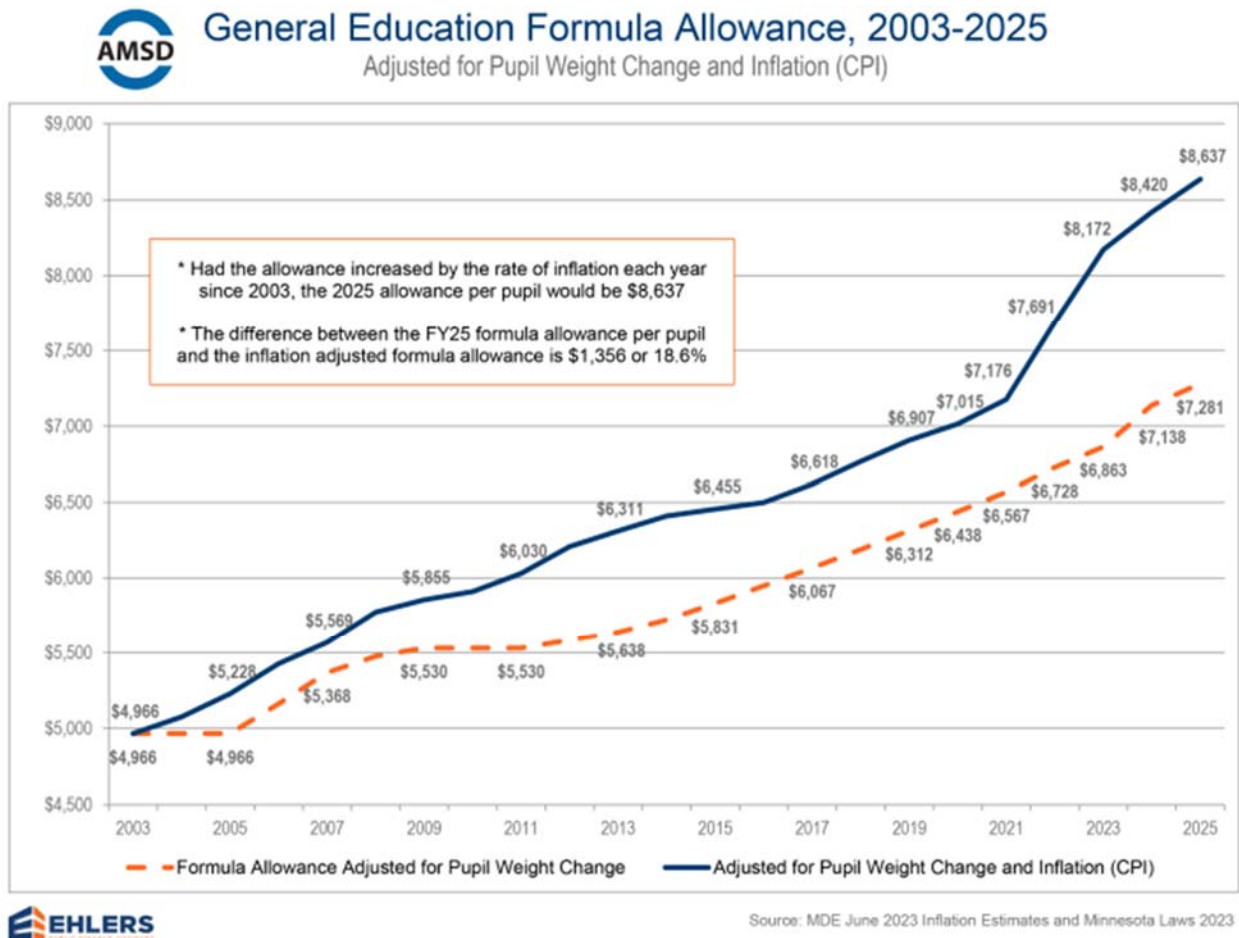


GENERAL FUND

The General Fund is used to account for all revenue and expenses related to the general day-to-day operations of the school district. This includes instructional and student support programs, administration, operations and maintenance, transportation, and capital expenditures.

KEY BUDGET ASSUMPTIONS

The general education formula allowance is the largest funding source for Minnesota school districts. For the 2024-25 school year, the allowance is \$7,281 per adjusted pupil unit. Over the last 20 years, the formula allowance has continued to lag behind the rate of inflation; if the formula allowance had kept pace with inflation since 2003, White Bear Lake Area Schools would have an additional \$11,000,000 in state revenue available for student programming during the 2024-25 school year.



On March 26, 2024 the School Board approved the following budget adjustments, which have been incorporated into the 2024-25 Preliminary Budget:

Program	Description	Amount
Transportation	Reduced reliance on contracted student transportation routes	419,000
Special Education Revenue	Revised assumption based on updated MDE calculation	300,000
Secondary Education	Align staffing to projected enrollment	300,000
Elementary Education	Align staffing to projected enrollment; maintains target staffing ratio	262,500
Buildings & Grounds	Revised assumptions for utilities expenses	235,000
Investment Revenue	Revised assumption based on anticipated market conditions	100,000
Elementary & Secondary Education	Clerical/Paraprofessional reduction	65,000
		1,681,500

REVENUE

The General Fund receives its revenue from three broad sources: local sources, state aids and federal aids. More information on each of these revenue sources can be found below. Detailed information can be found in [Minnesota School Finance: A Guide for Legislators](#), a document provided by the Minnesota House Research Department.

	Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
1 Revenue				
2 Local sources				
3 Property taxes	\$ 24,780,915	\$ 26,687,502	\$ 28,477,369	\$ 28,716,759
4 Long Term Facilities Maintenance (LTFM) property taxes	6,970,358	3,231,437	4,332,868	6,470,399
5 Investment earnings	16,139	326,516	150,000	150,000
6 Other	3,328,586	3,037,439	2,451,726	2,355,230
7 State sources	68,410,781	67,971,854	74,032,110	75,507,680
8 Special Education	17,925,284	19,930,092	25,088,944	25,967,403
9 Federal sources	2,962,256	2,899,968	3,346,565	3,175,792
10 Federal COVID-19 relief funding	6,237,923	6,184,264	753,820	—
11 Total revenue	130,632,242	130,269,072	138,633,402	142,343,263

PROPERTY TAXES

LINE 3

Property taxes account for 24% of the revenue in the general fund. There are several components of property taxes including voter-approved operating referendum, voter-approved capital projects levy, operating capital, and Long-Term Facilities Maintenance (LTFM). Taxpayers approved a 10-year operating referendum in November 2017 and a 10-year capital projects levy in November 2022. The district's capital projects levy is equal to 2.2% of the district's net tax capacity and generates approximately \$2.7 million for FY2024-25. The operating referendum is annually adjusted by an inflation factor provided by the Minnesota Department of Education; the operating referendum is equal to \$1,565.81 per pupil unit for 2024-25 and generates approximately \$14.0 million.

LONG TERM FACILITIES MAINTENANCE (LTFM) PROPERTY TAXES

LINE 4

This revenue is available to school districts to address the ongoing maintenance needs of district facilities. This program requires school boards to annually approve a 10-year LTFM plan.

INVESTMENT EARNINGS

LINE 5

Interest rates have been volatile the last few years but are expected to stabilize in the future.

OTHER**LINE 6**

Other revenue includes donations, participation fees for extracurricular activities, ticket sales from activity events, concessions, and other miscellaneous sources.

STATE SOURCES**LINE 7**

State sources (including Special Education) account for approximately 71% of total revenue. This aid is comprised of several components, each with its own formula to calculate the amount the district can expect to receive from the Minnesota Department of Education in a given fiscal year. The state general education aid is the single largest source of revenue for the school district; it is calculated by multiplying the district's pupil units by the general education formula allowance:

	2020-21	2021-22	2022-23	2023-24	2024-25
General Education Formula Allowance per Pupil Unit	\$ 6,567	\$ 6,728	\$ 6,863	\$ 7,138	\$ 7,281

SPECIAL EDUCATION**LINE 8**

This state aid is provided to Districts to partially fund the costs associated with providing required services to students with disabilities. White Bear Lake Area Schools serves approximately 1,750 students with disabilities.

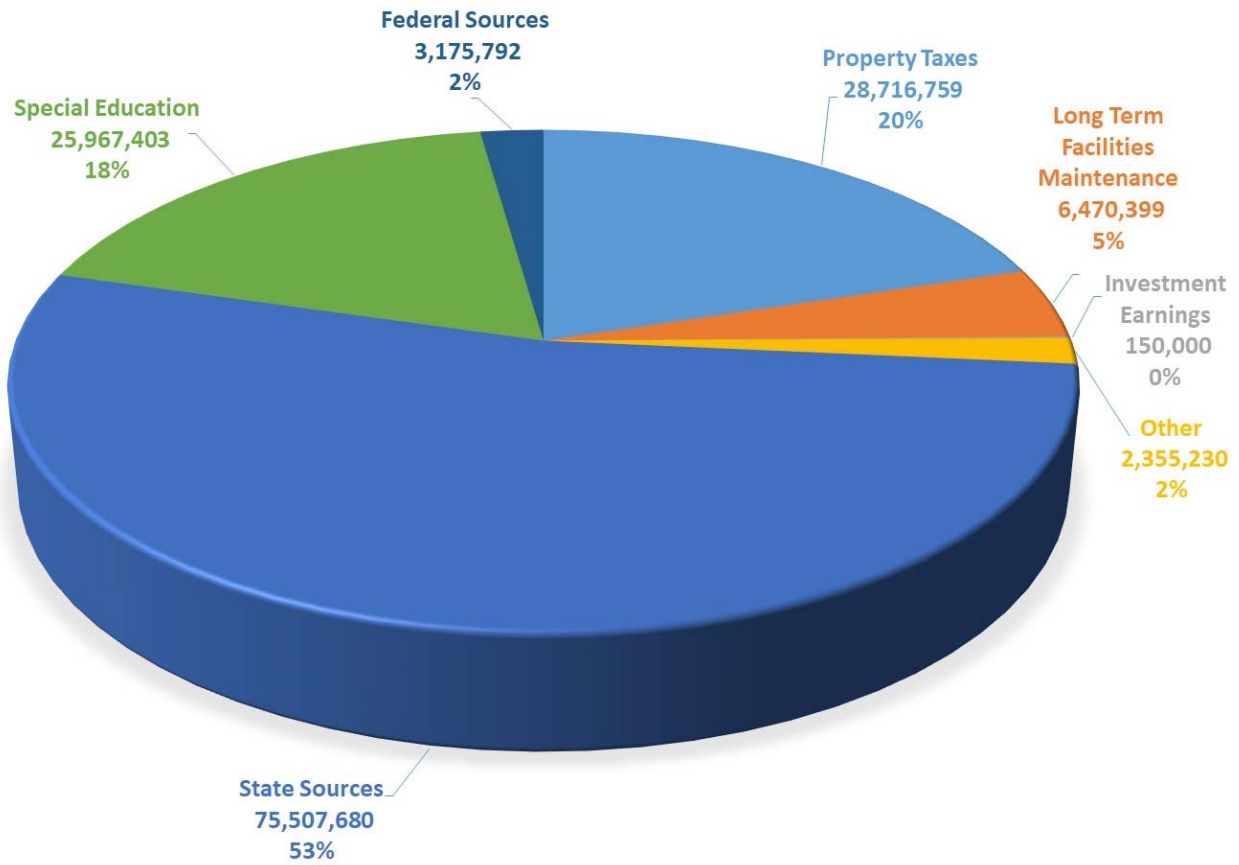
FEDERAL SOURCES**LINE 9**

The district receives several federal grants, both directly and through the State of Minnesota, the largest of which help to fund the district's Title I and Special Education programs.

FEDERAL COVID-19 RELIEF FUNDING**LINE 10**

This category was comprised of one-time relief afforded to school districts by the federal government to reduce the impact of the COVID-19 pandemic on school operations. White Bear Lake Area Schools is not anticipating any such revenue going forward.

GENERAL FUND REVENUE BY SOURCE



EXPENDITURES

The majority of general fund expenditures are salaries and benefits, which account for 79% of the budget. All district employment agreements expire on June 30, 2025 and appropriate increases have been incorporated into the 2024-25 preliminary budget.

The district records expenses in the following six sub-categories:

- **SALARIES** – Expenditures in this category include salary payments to board members, administrators, teachers, paraprofessionals, clerical support, maintenance employees, bus drivers or any individual who is deemed to be an employee of the school district.
- **EMPLOYEE BENEFITS** – Benefit expenditures include employer portions of payroll taxes, retirement contributions, employer paid insurance premiums, and all benefits agreed to within negotiated union contracts and labor policies.
- **PURCHASED SERVICES** – This category includes payments to individuals or organizations for professional services such as auditors, attorneys, contracted service providers, or consultants. This category also includes postage, communication services, utilities, travel and training costs, operating leases, tuition payments, chargebacks, and transportation contracts.
- **SUPPLIES AND MATERIALS** – This category includes supplies purchased for both instructional and non-instructional purposes. This category includes items such as classroom and office supplies, textbooks, standardized tests, media resources, and electronic replacements of instructional resources (such as applications for electronic devices).
- **CAPITAL EXPENDITURES** – Expenditures in this category would include the purchase of land, improvements made to buildings, vehicles, machinery, equipment, and all other assets that are used in operations that have lives extending beyond a single reporting period.
- **OTHER EXPENDITURES** – The Minnesota Department of Education provides for a miscellaneous category of expenditure for those items that do not fit within the other categories. Examples of this type of expenditure are dues, memberships, licenses, debt service, transfers, and other miscellaneous expenditures.

ADMINISTRATION

LINES 14-20

This includes all costs for general administration, instructional administration, and school site administration for the school district, including activities of the school board, superintendent, assistant superintendents, and building principals.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
14	Administration				
15	Salaries	3,389,532	3,454,253	3,600,436	3,562,820
16	Employee benefits	1,197,999	1,215,915	1,287,059	1,273,563
17	Purchased services	157,116	182,227	216,670	216,670
18	Supplies and materials	26,560	24,294	16,321	16,321
19	Other expenditures	88,154	73,234	61,184	61,184
20	Total administration	4,859,361	4,949,923	5,181,670	5,130,558

DISTRICT SUPPORT SERVICES**LINES 22-29**

This includes all district-level support services including business office, human resources, communications, and technology.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
22	District support services				
23	Salaries	1,503,680	1,525,341	1,678,760	1,742,385
24	Employee benefits	552,559	558,970	579,505	601,471
25	Purchased services	407,989	464,465	473,457	473,457
26	Supplies and materials	92,011	155,652	117,730	117,730
27	Capital expenditures	—	4,038	—	—
28	Other expenditures	15,854	8,536	25,543	25,543
29	Total district support services	2,572,093	2,717,002	2,874,995	2,960,586

ELEMENTARY AND SECONDARY REGULAR INSTRUCTION**LINES 31-40**

Regular instruction includes all activities dealing directly with the teaching of students, interaction between teachers and students in the classroom and co-curricular activities and athletics.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
31	Elementary and secondary regular				
32	instruction				
33	Salaries	37,552,901	36,980,820	35,728,368	36,575,978
34	Employee benefits	13,028,805	12,811,977	12,670,220	13,132,595
35	Purchased services	2,296,262	2,043,393	1,934,422	1,192,509
36	Supplies and materials	1,628,063	1,818,139	2,094,764	2,094,764
37	Capital expenditures	375,825	332,198	217,102	217,102
38	Other expenditures	491,640	465,596	249,889	249,889
39	Total elementary and secondary				
40	regular instruction	55,373,496	54,452,123	52,894,765	53,462,837

VOCATIONAL EDUCATION INSTRUCTION**LINES 42-50**

This includes courses which develop knowledge, skills, attitudes, and behavioral characteristics for students seeking career exploration and employability.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
42	Vocational education instruction				
43	Salaries	644,013	1,073,137	934,384	969,797
44	Employee benefits	242,884	382,302	315,625	327,586
45	Purchased services	284,698	234,208	236,787	243,859
46	Supplies and materials	46,215	44,910	46,210	46,210
47	Capital expenditures	—	6,970	—	—
48	Other expenditures	7,316	4,010	—	—
49	Total vocational education				
50	instruction	1,225,126	1,745,537	1,533,006	1,587,452

SPECIAL EDUCATION INSTRUCTION**LINES 52-59**

This includes activities providing learning experiences for any student with a disability who would benefit by educational programs differentiated from those provided for students in regular or vocational instruction.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
52	Special education instruction				
53	Salaries	17,781,022	18,828,452	20,356,757	21,128,287
54	Employee benefits	6,962,383	7,232,011	8,229,781	8,531,619
55	Purchased services	1,584,610	1,596,475	1,779,324	1,806,545
56	Supplies and materials	168,736	208,054	113,346	113,346
57	Capital expenditures	165,291	7,545	20,000	20,000
58	Other expenditures	103,532	98,128	30,553	30,553
59	Total special education instruction	26,765,574	27,970,665	30,529,761	31,630,350

INSTRUCTIONAL SUPPORT SERVICES**LINES 61-68**

This includes instructional support services for assisting teachers with the content and process of providing learning experiences for students. This includes curriculum and instruction support, media centers, instruction-related technology, and professional development.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
61	Instructional support services				
62	Salaries	5,643,875	5,644,536	7,075,711	7,314,327
63	Employee benefits	1,860,814	1,961,456	1,618,863	1,680,219
64	Purchased services	555,932	403,718	559,813	578,216
65	Supplies and materials	2,323,753	954,877	1,229,590	1,229,590
66	Capital expenditures	112,704	345,714	500,000	500,000
67	Other expenditures	97,197	55,606	8,593	8,593
68	Total instructional support services	10,594,275	9,365,907	10,992,570	11,310,945

PUPIL SUPPORT SERVICES**LINES 69-76**

This includes all services provided to students which do not qualify as instruction services, including school counselors, nursing/health services, and social workers.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
69	Pupil support services				
70	Salaries	3,978,260	3,734,652	4,213,906	4,422,681
71	Employee benefits	1,544,850	1,370,503	1,672,710	1,731,212
72	Purchased services	956,342	451,382	309,081	335,251
73	Supplies and materials	161,890	231,976	27,061	27,061
74	Capital expenditures	—	94,343	—	—
75	Other expenditures	29,898	140,520	—	—
76	Total pupil support services	6,671,241	6,023,376	6,222,758	6,516,205

TRANSPORTATION**LINES 78-85**

This includes all costs to transport students to and from school.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
78	Transportation				
79	Salaries	1,486,023	1,572,102	1,712,283	1,777,179
80	Employee benefits	518,231	533,812	557,071	578,186
81	Purchased services	5,928,031	6,298,333	6,433,076	6,336,444
82	Supplies and materials	389,439	471,624	469,572	469,572
83	Capital expenditures	—	463,545	510,000	510,000
84	Other expenditures	—	—	—	—
85	Total transportation	8,321,723	9,339,416	9,682,002	9,671,381

SITES AND BUILDINGS**LINES 87-94**

This includes all costs related to the maintenance of district buildings and grounds, including custodial costs as well as utilities such as electricity, water, sewer, trash, etc. This includes costs related to the district's Long Term Facilities Maintenance (LTFM) program.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
87	Sites and buildings including LTFM				
88	Salaries	3,777,660	3,586,016	3,834,332	4,445,303
89	Employee benefits	1,435,253	1,524,493	1,907,356	1,979,641
90	Purchased services	9,726,551	7,870,414	6,462,900	8,637,228
91	Supplies and materials	897,775	903,635	1,131,463	1,131,463
92	Capital expenditures	109,783	1,012,135	499,191	499,191
93	Other expenditures	38,457	37,361	29,185	29,185
94	Total sites and buildings	15,985,479	14,934,054	13,864,427	16,722,011

FISCAL AND OTHER FIXED COST PROGRAMS**LINES 96-97**

This includes costs related to the district's property and liability and workers' compensation insurance programs.

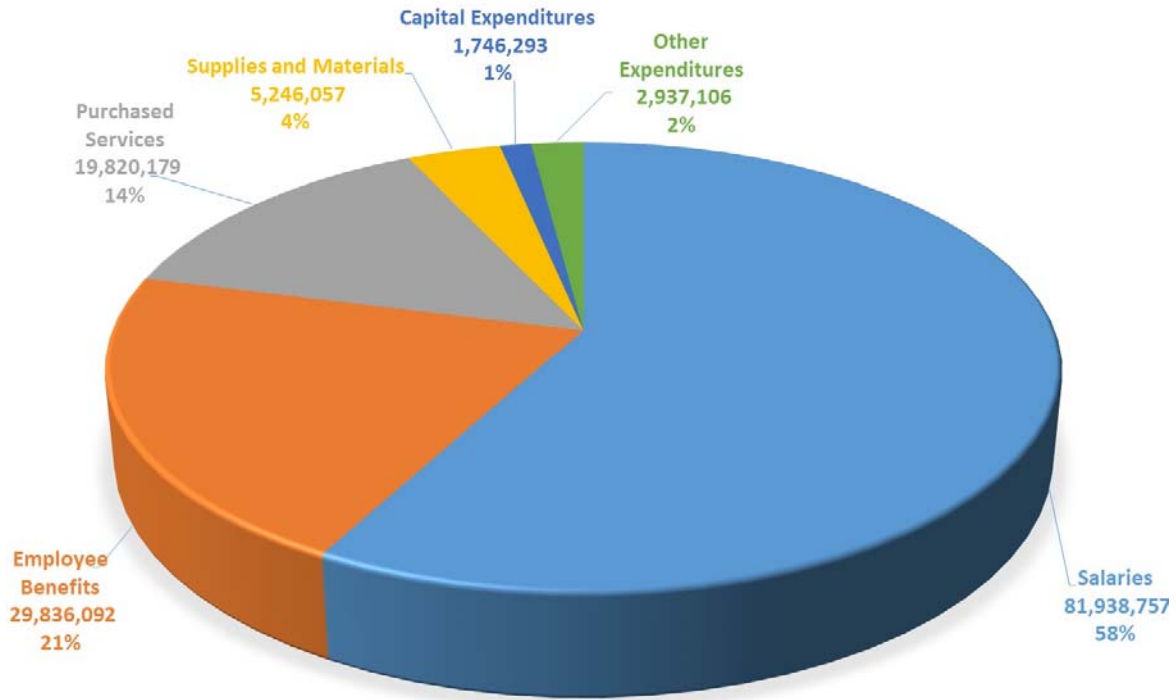
		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
96	Fiscal and other fixed cost programs				
97	Purchased services	(166,473)	600,003	671,531	772,261

DEBT SERVICE**LINES 99-102**

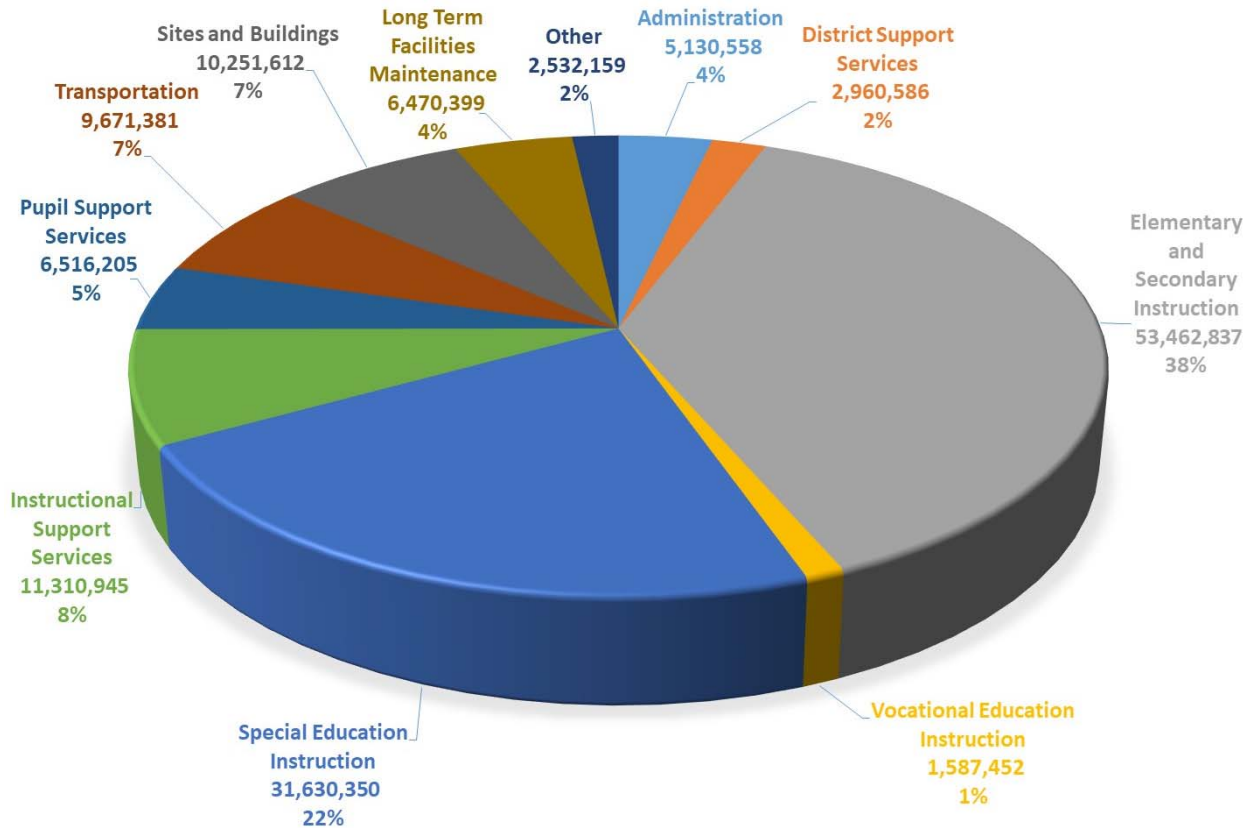
This includes costs related to the district's general fund portion of debt issued to finance building additions funded through lease levy revenue.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
99	Debt service				
100	Principal	785,406	817,244	1,516,548	1,516,548
101	Interest and fiscal charges	293,382	268,342	243,350	243,350
102	Total debt service	1,078,788	1,085,586	1,759,898	1,759,898

GENERAL FUND EXPENDITURE BY OBJECT



GENERAL FUND EXPENDITURE BY PROGRAM



FUND BALANCES

LINES 108-121

The district has several fund balance categories as required by state statute and Governmental Accounting Standards Board (GASB) Statement No. 54. The majority of General Fund activity is reported in the Unassigned Fund Balance. The School Board has adopted School Board Policy 714 – Fund Balances to ensure the financial stability of the district. Policy 714 requires a minimum Unassigned General Fund balance of 8%. The district is projecting an Unassigned General Fund Balance of 7.8% for 2023-24 and 8.2% for 2024-25, in keeping with the district policy.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
11	Total revenue	130,632,242	130,269,072	138,633,402	142,343,263
104	Total expenditures	133,280,683	133,183,592	136,207,383	141,524,484
105					
106	Net change in fund balances	(2,648,441)	(2,914,520)	2,426,019	818,779
107					
108	Fund balances				
109	Beginning of year	16,804,504	14,156,063	11,241,543	13,840,617
110					
111	End of year	14,156,063	11,241,543	13,667,562	14,659,396
112					
113	Ending Fund Balance (Assigned for Student Activities)	440,281	385,624	385,624	385,624
114	Ending Fund Balance (Restricted for Operating Capital)	2,293,520	2,043,797	2,043,797	2,043,797
115	Ending Fund Balance (Restricted for Capital Projects)	712,279	882,647	882,647	882,647
116	Ending Fund Balance (Restricted for Achievement & Integration)	84,219	54,161	54,161	54,161
117	Ending Fund Balance (Nonspendable)	712,804	44,626	44,626	44,626
118	Ending Fund Balance (Unassigned)	\$ 9,912,960	\$ 7,830,688	\$ 10,256,707	\$ 11,075,486
119	Ending Fund Balance Percentage *	7.8%	6.2%	7.8%	8.2%
120					
121	* Ending Fund Balance Percentage calculation: Ending Fund Balance (Unassigned) divided by total operating expenses excluding LTFM expenses				

NUTRITION SERVICES FUND

The Nutrition Services Fund is used to record financial activities of the district's food service program.

MISSION STATEMENT

The mission of the WBLAS Nutrition Services, an exceptional team vital to our district dedicated to the nutritional needs of our students, is to ensure nutritionally enticing meals in a safe and welcoming environment that acknowledges and values each student through a system distinguished by:

- A student driven menu
- Sustainable and locally sourced foods
- Innovative equipment and technology
- Knowledgeable staff; and
- Students with life-long healthy eating habits

NUTRITION SERVICES SUMMARY

Only costs related to food preparation and service, application processing, meal accountability, kitchen and lunchroom custodial service and lunchroom supervision may be accounted for in this fund.

During 2023, legislation was passed to provide free meals for students beginning in 2023-24 with the State of Minnesota reimbursing school districts for meals served. The projected deficit for the 2024-25 school year is the result of one-time spending to improve or replace kitchen equipment at various sites across the district. Administration will carefully monitor the Nutrition Services Fund to ensure it returns to cost-neutral operations.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
122	Nutritional Services Fund				
123	Revenues	\$ 6,998,355	\$ 5,310,011	\$ 7,243,841	\$ 6,571,360
124	Expenditures	5,308,456	6,140,663	7,200,385	6,933,975
125					
126	Excess (deficiency) of revenue over expenditures	1,689,899	(830,652)	43,456	(362,615)
127	Ending Fund Balance	\$ 3,095,048	\$ 2,264,396	\$ 2,307,852	\$ 1,945,237
128	Ending Fund Balance (as % of expenditures)	58.3%	36.9%	32.1%	28.1%

COMMUNITY SERVICES FUND

Community Services programs offer opportunities for youth and adults throughout the district to connect and engage in lifelong learning.

MISSION STATEMENT

The mission of Community Services & Recreation, a dynamic department at the leading edge of community programming, is to connect and engage individuals and the community in lifelong learning and enrichment through a vital system distinguished by:

- Safe, nurturing environments and accessible spaces
- Inclusive, varied programs and experiences
- Participants, volunteers, and staff who reflect and embrace the diversity of our community
- Synergistic partnerships and meaningful relationships
- Dedicated, qualified, and supported staff and volunteers

COMMUNITY SERVICES SUMMARY

Community Services and Recreation offers a wide variety of programs including adult enrichment classes, adult recreation, Adult Basic Education, adults with disabilities programming, senior programs, youth enrichment and development, youth recreation, driver education, middle school athletics, Early Childhood programs, Extended Day School Age Care and provides facility reservation options for community members and organizations. Community Services programming was significantly impacted by the COVID-19 pandemic over the last several years and is working its way back to a balanced budget. Administration is committed to adjusting operations to return to a positive fund balance in accordance with the fund balance policy in the near future.

		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
129	Community Services Fund				
130	Revenues	\$ 7,159,633	\$ 7,335,528	\$ 7,700,644	\$ 8,466,251
131	Expenditures	7,287,402	8,175,477	8,000,228	8,231,602
132					
133	Excess (deficiency) of revenue over expenditures	(127,769)	(839,949)	(299,584)	234,649
134	Ending Fund Balance	\$ 667,408	\$ (172,541)	\$ (472,125)	\$ (237,476)
135	Ending Fund Balance (as % of expenditures)	9.2%	-2.1%	-5.9%	-2.9%

DEBT SERVICE FUND

The Debt Service Fund is used to record the financial activity related to the school district's outstanding bonded indebtedness. The revenue in the Debt Service Fund reflects the required levies for ongoing debt service payments. Expenses are related to scheduled principal and interest payments on voter-approved bonded projects and associated costs.

		Actual	Actual	Revised	Preliminary
		2021-22	2022-23	2023-24	2024-25
136	Debt Service Fund				
137	Revenues	\$ 33,644,221	\$ 23,846,197	\$ 28,217,881	\$ 30,610,105
138	Expenditures	32,381,772	24,618,921	27,280,110	31,204,395
139					
140	Excess (deficiency) of revenue over expenditures	1,262,449	(772,724)	937,771	(594,290)
141	Ending Fund Balance	\$ 4,975,001	\$ 4,202,277	\$ 5,140,048	\$ 4,545,758
142	Ending Fund Balance (as % of expenditures)	15.4%	17.1%	18.8%	14.6%

White Bear Lake Area Schools
General Fund - Revenues and Expenditures Summary
Preliminary FY2024-25 & Projected FY2025-26 Budgets

General Fund		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25	Projected 2025-26
1	Revenue					
2	Local sources					
3	Property taxes	\$ 24,780,915	\$ 26,687,502	\$ 28,477,369	\$ 28,716,759	\$ 28,968,412
4	Long Term Facilities Maintenance (LTFM) property taxes	6,970,358	3,231,437	4,332,868	6,470,399	6,527,578
5	Investment earnings	16,139	326,516	150,000	150,000	150,000
6	Other	3,328,586	3,037,439	2,451,726	2,355,230	2,359,221
7	State sources	68,410,781	67,971,854	74,032,110	75,507,680	76,307,672
8	Special Education	17,925,284	19,930,092	25,088,944	25,967,403	27,193,738
9	Federal sources	2,962,256	2,899,968	3,346,565	3,175,792	3,175,792
10	Federal COVID-19 relief funding	6,237,923	6,184,264	753,820	—	—
11	Revenues	130,632,242	130,269,072	138,633,402	142,343,263	144,682,413
12						
13	Expenditures					
14						
15	Administration	4,859,360	4,949,923	5,181,670	5,130,558	5,275,654
16	District support services	2,571,817	2,717,002	2,874,995	2,960,586	3,030,904
17	Elementary and secondary regular instruction	54,617,415	54,452,123	52,894,765	53,462,837	55,435,839
18	Vocational education instruction	1,225,126	1,745,537	1,533,006	1,587,452	1,633,662
19	Special education instruction	26,765,265	27,970,665	30,529,761	31,630,350	32,540,223
20	Instructional support services	10,594,212	9,365,907	10,992,570	11,310,945	11,567,440
21	Pupil support services	6,671,240	6,023,376	6,222,758	6,516,205	6,926,934
22	Transportation	8,321,723	9,339,416	9,682,002	9,671,381	10,188,009
23	Sites and buildings	9,139,020	8,749,790	9,531,559	10,251,612	10,605,220
24	Long Term Facilities Maintenance	6,970,358	6,184,264	4,332,868	6,470,399	6,527,578
25	Fiscal and other fixed cost programs	466,359	600,003	671,531	772,261	888,100
26	Debt service					
27	Principal	785,406	817,244	1,516,548	1,516,548	1,516,548
28	Interest and fiscal charges	293,382	268,342	243,350	243,350	243,350
29						
30	Expenditures	133,280,683	133,183,592	136,207,383	141,524,484	146,379,461
31						
32	Excess (deficiency) of revenue over expenditures before adjustments	(2,648,441)	(2,914,520)	2,426,019	818,779	(1,697,048)
33						
34	Projected budget adjustments					(1,750,000)
35						
36	Net change in fund balances after adjustments	(2,648,441)	(2,914,520)	2,426,019	818,779	52,952
37						
38	Fund balances					
39	Beginning of year	16,804,504	14,156,063	11,241,543	13,667,562	14,486,341
40						
41	Ending Fund Balance (Assigned, Restricted and Unassigned)	14,156,063	11,241,543	13,667,562	14,486,341	14,539,293
42						
43	Ending Fund Balance (Assigned for Student Activities)	440,281	385,624	385,624	385,624	385,624
44	Ending Fund Balance (Restricted for Operating Capital)	2,293,520	2,043,797	2,043,797	2,043,797	2,043,797
45	Ending Fund Balance (Restricted for Capital Projects)	712,279	882,647	882,647	882,647	882,647
46	Ending Fund Balance (Restricted for Achievement & Integration)	84,219	54,161	54,161	54,161	54,161
47	Ending Fund Balance (Nonspendable)	712,804	44,626	44,626	44,626	44,626
48	Ending Fund Balance (Unassigned)	\$ 9,912,960	\$ 7,830,688	\$ 10,256,707	\$ 11,075,486	\$ 11,128,438
49	Ending Fund Balance Percentage *	7.8%	6.2%	7.8%	8.2%	8.0%
50						

51 * Ending Fund Balance Percentage calculation: Ending Fund Balance (Unassigned) divided by total operating expenses excluding LTFM expenses

White Bear Lake Area Schools
Nutritional Services, Community Services, and Debt Service Funds - Revenues and Expenditures Summary
Preliminary FY2024-25 Budget

Nutritional Services Fund		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
52	Revenues	\$ 6,998,355	\$ 5,310,011	\$ 7,243,841	\$ 6,571,360
53	Expenditures	5,308,456	6,140,663	7,200,385	6,933,975
54					
55	Excess (deficiency) of revenue over expenditures	1,689,899	(830,652)	43,456	(362,615)
56	Ending Fund Balance	\$ 3,095,048	\$ 2,264,396	\$ 2,307,852	\$ 1,945,237
57	Ending Fund Balance (as % of expenditures)	58.3%	36.9%	32.1%	28.1%

Community Services Fund		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
58	Revenues	\$ 7,159,633	\$ 7,335,528	\$ 7,700,644	\$ 8,466,251
59	Expenditures	7,287,402	8,175,477	8,000,228	8,231,602
60					
61	Excess (deficiency) of revenue over expenditures	(127,769)	(839,949)	(299,584)	234,649
62	Ending Fund Balance	\$ 667,408	\$ (172,541)	\$ (472,125)	\$ (237,476)
63	Ending Fund Balance (as % of expenditures)	9.2%	-2.1%	-5.9%	-2.9%

Debt Service Fund		Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
64	Revenues	\$ 33,644,221	\$ 23,846,197	\$ 28,217,881	\$ 30,610,105
65	Expenditures	32,381,772	24,618,921	27,280,110	31,204,395
66					
67	Excess (deficiency) of revenue over expenditures	1,262,449	(772,724)	937,771	(594,290)
68	Ending Fund Balance	\$ 4,975,001	\$ 4,202,277	\$ 5,140,048	\$ 4,545,758
69	Ending Fund Balance (as % of expenditures)	15.4%	17.1%	18.8%	14.6%

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
FY2021-22 - FY2024-25

	Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
1 Revenue				
2 Local sources				
3 Property taxes	\$ 24,780,915	\$ 26,687,502	\$ 28,477,369	\$ 28,716,759
4 Long Term Facilities Maintenance (LTFM) property taxes	6,970,358	3,231,437	4,332,868	6,470,399
5 Investment earnings	16,139	326,516	150,000	150,000
6 Other	3,328,586	3,037,439	2,451,726	2,355,230
7 State sources	68,410,781	67,971,854	74,032,110	75,507,680
8 Special Education	17,925,284	19,930,092	25,088,944	25,967,403
9 Federal sources	2,962,256	2,899,968	3,346,565	3,175,792
10 Federal COVID-19 relief funding	6,237,923	6,184,264	753,820	—
11 Total revenue	130,632,242	130,269,072	138,633,402	142,343,263
12				
13 Expenditures				
14 Administration				
15 Salaries	3,389,532	3,454,253	3,600,436	3,562,820
16 Employee benefits	1,197,999	1,215,915	1,287,059	1,273,563
17 Purchased services	157,116	182,227	216,670	216,670
18 Supplies and materials	26,560	24,294	16,321	16,321
19 Other expenditures	88,154	73,234	61,184	61,184
20 Total administration	4,859,361	4,949,923	5,181,670	5,130,558
21				
22 District support services				
23 Salaries	1,503,680	1,525,341	1,678,760	1,742,385
24 Employee benefits	552,559	558,970	579,505	601,471
25 Purchased services	407,989	464,465	473,457	473,457
26 Supplies and materials	92,011	155,652	117,730	117,730
27 Capital expenditures	—	4,038	—	—
28 Other expenditures	15,854	8,536	25,543	25,543
29 Total district support services	2,572,093	2,717,002	2,874,995	2,960,586
30				
31 Elementary and secondary regular				
32 instruction				
33 Salaries	37,552,901	36,980,820	35,728,368	36,575,978
34 Employee benefits	13,028,805	12,811,977	12,670,220	13,132,595
35 Purchased services	2,296,262	2,043,393	1,934,422	1,192,509
36 Supplies and materials	1,628,063	1,818,139	2,094,764	2,094,764
37 Capital expenditures	375,825	332,198	217,102	217,102
38 Other expenditures	491,640	465,596	249,889	249,889
39 Total elementary and secondary				
40 regular instruction	55,373,496	54,452,123	52,894,765	53,462,837
41				
42 Vocational education instruction				
43 Salaries	644,013	1,073,137	934,384	969,797
44 Employee benefits	242,884	382,302	315,625	327,586
45 Purchased services	284,698	234,208	236,787	243,859
46 Supplies and materials	46,215	44,910	46,210	46,210
47 Capital expenditures	—	6,970	—	—
48 Other expenditures	7,316	4,010	—	—
49 Total vocational education				
50 instruction	1,225,126	1,745,537	1,533,006	1,587,452
51				
52 Special education instruction				
53 Salaries	17,781,022	18,828,452	20,356,757	21,128,287
54 Employee benefits	6,962,383	7,232,011	8,229,781	8,531,619
55 Purchased services	1,584,610	1,596,475	1,779,324	1,806,545
56 Supplies and materials	168,736	208,054	113,346	113,346
57 Capital expenditures	165,291	7,545	20,000	20,000
58 Other expenditures	103,532	98,128	30,553	30,553
59 Total special education instruction	26,765,574	27,970,665	30,529,761	31,630,350
60				
61 Instructional support services				
62 Salaries	5,643,875	5,644,536	7,075,711	7,314,327
63 Employee benefits	1,860,814	1,961,456	1,618,863	1,680,219
64 Purchased services	555,932	403,718	559,813	578,216
65 Supplies and materials	2,323,753	954,877	1,229,590	1,229,590
66 Capital expenditures	112,704	345,714	500,000	500,000
67 Other expenditures	97,197	55,606	8,593	8,593
68 Total instructional support services	10,594,275	9,365,907	10,992,570	11,310,945

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
FY2021-22 - FY2024-25

	Actual 2021-22	Actual 2022-23	Revised 2023-24	Preliminary 2024-25
69 Pupil support services				
70 Salaries	3,978,260	3,734,652	4,213,906	4,422,681
71 Employee benefits	1,544,850	1,370,503	1,672,710	1,731,212
72 Purchased services	956,342	451,382	309,081	335,251
73 Supplies and materials	161,890	231,976	27,061	27,061
74 Capital expenditures	—	94,343	—	—
75 Other expenditures	29,898	140,520	—	—
76 Total pupil support services	6,671,241	6,023,376	6,222,758	6,516,205
77				
78 Transportation				
79 Salaries	1,486,023	1,572,102	1,712,283	1,777,179
80 Employee benefits	518,231	533,812	557,071	578,186
81 Purchased services	5,928,031	6,298,333	6,433,076	6,336,444
82 Supplies and materials	389,439	471,624	469,572	469,572
83 Capital expenditures	—	463,545	510,000	510,000
84 Other expenditures	—	—	—	—
85 Total transportation	8,321,723	9,339,416	9,682,002	9,671,381
86				
87 Sites and buildings including LTFM				
88 Salaries	3,777,660	3,586,016	3,834,332	4,445,303
89 Employee benefits	1,435,253	1,524,493	1,907,356	1,979,641
90 Purchased services	9,726,551	7,870,414	6,462,900	8,637,228
91 Supplies and materials	897,775	903,635	1,131,463	1,131,463
92 Capital expenditures	109,783	1,012,135	499,191	499,191
93 Other expenditures	38,457	37,361	29,185	29,185
94 Total sites and buildings	15,985,479	14,934,054	13,864,427	16,722,011
95				
96 Fiscal and other fixed cost programs				
97 Purchased services	(166,473)	600,003	671,531	772,261
98				
99 Debt service				
100 Principal	785,406	817,244	1,516,548	1,516,548
101 Interest and fiscal charges	293,382	268,342	243,350	243,350
102 Total debt service	1,078,788	1,085,586	1,759,898	1,759,898
103				
104 Total expenditures	133,280,683	133,183,592	136,207,383	141,524,484
105				
106 Net change in fund balances	(2,648,441)	(2,914,520)	2,426,019	818,779
107				
108 Fund balances				
109 Beginning of year	16,804,504	14,156,063	11,241,543	13,840,617
110				
111 End of year	14,156,063	11,241,543	13,667,562	14,659,396
112				
113 Ending Fund Balance (Assigned for Student Activities)	440,281	385,624	385,624	385,624
114 Ending Fund Balance (Restricted for Operating Capital)	2,293,520	2,043,797	2,043,797	2,043,797
115 Ending Fund Balance (Restricted for Capital Projects)	712,279	882,647	882,647	882,647
116 Ending Fund Balance (Restricted for Achievement & Integration)	84,219	54,161	54,161	54,161
117 Ending Fund Balance (Nonspendable)	712,804	44,626	44,626	44,626
118 Ending Fund Balance (Unassigned)	\$ 9,912,960	\$ 7,830,688	\$ 10,256,707	\$ 11,075,486
119 Ending Fund Balance Percentage *	7.8%	6.2%	7.8%	8.2%
120				
121				

* Ending Fund Balance Percentage calculation: Ending Fund Balance (Unassigned) divided by total operating expenses excluding LTFM expenses

AGENDA ITEM: **Action on Workers Compensation Agreement for 2024-25**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

We have received the renewal proposal for the District's workers compensation insurance for 2024-25. We have worked with Risk Administration Services, Inc. (RAS) for the last several years and have been pleased with the level of service. The renewal rate for 2024-25 is \$511,590, an increase of 19% over the 2023-24 year. This rate is in response to the increase in the District's workers compensation experience mod from 0.82 to 1.23.

Please see the attached documents for an executive summary of the 2024-25 renewal as well as a breakdown of the costs of the program.

RECOMMENDED ACTION:

Move to accept the quote of \$511,590 from Risk Administration Services for workers compensation insurance effective July 1, 2024 through June 30, 2025.

2024-25 Workers Compensation Insurance

Year	Premium	% Change	Experience Mod Rate (EMR)
2016-17	\$702,760	1.55%	
2017-18	\$612,908	-12.8%	1.09
2018-19	\$573,885	- 6.4%	1.11
2019-20	\$597,003	4.0%	1.10
2020-21	\$595,828	- 0.05%	1.10
2021-22	\$443,658	- 25.5%	.97
2022-23	\$406,859	-8.5%	.79
2023-24	\$429,255	5.5%	.82
2024-2025	\$511,590	14%	1.23



White Bear Lake Public Schools ISD #624

Executive Summary
07/01/2024 – 07/01/2025

Nick Lano | Area Vice President
Nick_Lano@ajg.com | 952.358.7579

06/05/2024



Gallagher

Insurance | Risk Management | Consulting

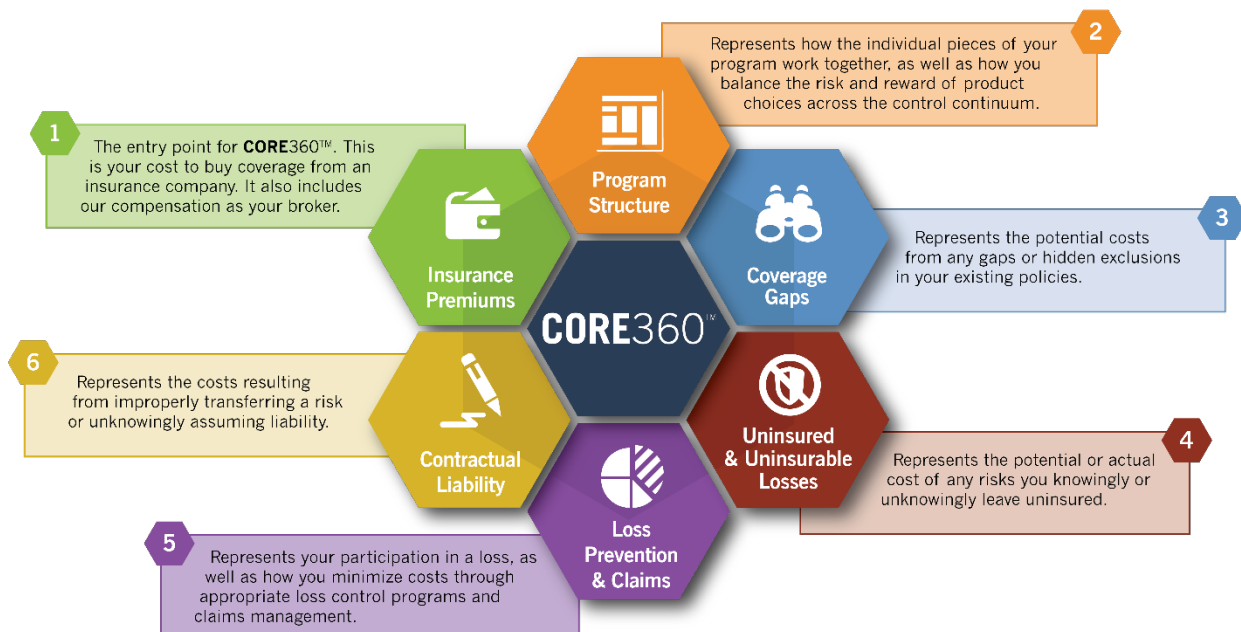
Overview

On behalf of the Gallagher team, we would like to thank White Bear Lake Area Schools ISD #624 for the continued opportunity to serve the district. This Executive Summary is a shorter version of our proposal and is intended to summarize the renewal and outline our **CORE360™** approach for the district. The intent of our **CORE360™** approach is to help you optimize your total cost of risk and thereby improving the district's profitability to better serve the community. We highlight each **CORE360™** cost driver, beginning with Insurance Premiums and ending with Contractual Liability. Highlighting each cost driver will not only summarize the key accomplishments, but also ensure that we are deliberate in driving value to each of your six cost drivers which represent your total cost of risk.

The Executive Summary also follows the decisions made and action items we discussed during our Strategic Review call on April 10th. During the discussion we established the following goals and objectives for 2024:

- Agreed to negotiate and leverage partnership with RAS – commit to a renewal rate increase of no more than 27%. Estimated premium before any change in payrolls of \$545,738.
- Continue to provide the greatest deliverable to ISD 624 – program stability and carrier partnership.
- Continue to provide extensive loss prevention services and claims advocacy to drive down the district's total cost of risk.

We believe we have delivered on these results and look forward to reviewing the Executive Summary in further detail. We know that you have a choice and we appreciate your business and continued support.



2024 CORE360™ Stewardship Scorecard

Your **CORE360™** Stewardship Scorecard has been developed for you to get a quick snapshot of how we've impacted your total cost of risk over time, by monetizing the cost of risk changes by cost driver.



Insurance Premiums

- 2024 Workers' Compensation premium increased 19% - adverse loss history and strong headwind from Experience Mod.
- 2024 Workers' Compensation rate increased 14% to \$0.57, which is still well \$0.20+ below 2015-2020 rate.
- Experience Mod Increased 41 points in 2024.
- **Overall net rate has decreased 54% in eight years working with Gallagher.**
- Program marketed in 2014, 2016 & 2021.



Program Structure

- Total payroll increased 4% in 2024.
- Total Payroll for the district has increased 32.5% in nine years.
- Program structure has remained stable with RAS since 2014.
- Discussion of Retention Program.
- Discussed the implementation of RAS's nurse hotline service.



Uninsured & Uninsurable Losses

- There have been no changes in our understanding of the district's uninsured or uninsurable risks since our last discussion.



Loss Prevention & Claims

- Coordinated RAS Loss Control Inspection
- Claim Review Meeting – 3/29/2021
- Provided clarification to the district on indemnity calculations for teachers pay structure.
- Risk Analysis completed on 2.16.17 by RAS.
- 2024 Experience Mod Analysis completed.
- Aggravated Inequities Completed
- Ergo Assessments Completed by RAS.



Contractual Liability

- Hidden risk transfers & unknown assumption of liability – Snow removal companies, General Contractors and Construction Managers (for example).



Coverage Gaps

- Our review revealed no actionable coverage gaps at this time.

Insurance Market Report – May 2024

US Public Sector & K-12 Education Market Addendum

Gallagher captures meaningful data about every line of coverage for our clients, and we publish a report on market conditions several times each year. The Gallagher Insurance Market Report of March 2024 can help public sector and K-12 education clients think about the broader environment that shapes the insurance market. This addendum will reference key takeaways from the general market report and provide more specific detail on public sector market conditions.

Based upon our experience placing insurance for public entities of all types and sizes for more than 50 years, we know that insurance conditions for public agencies vary from general market conditions. There are fewer markets willing to write public sector business, which creates a lack of competition for both coverage and pricing. Many public entities struggle to meet underwriting criteria and may be challenged to provide accurate data; these factors also influence the availability and pricing of insurance. It is also true that public entities and K-12 schools operate under a mandate to provide services to the public, which limits their ability to curtail risky operations. Providing law enforcement protection, guarding the health and welfare of school children, delivering clean water, maintaining public roads, and firefighting are all examples of high-risk services delivered by the sector which must be managed and insured or financed. These factors, in addition to the expectations of the public and societal views of government, all contribute to the creation of a challenging insurance environment.

Property

Overall, the property market is stabilizing and gradually improving. The Gallagher Insurance Market Report of March 2024 stated that challenges within the commercial property market continue, but clients are likely to find more stability at renewal, with continued rate increases. This is certainly true for the public sector as well, although rate improvements are slower to materialize. Comparing the property rate changes for all clients and public sector clients (as of April 30, 2024) demonstrates the difference.

Property Rates	All Industries	Public Sector & K-12 Schools
Rate decrease	17.2%	15.5%
No change	3.2%	.3%
Rate increase	79.5%	84.2%

Key Issues

Extreme weather events: Severe convective storms (SCS) were a significant driver of insured losses in 2023, and insured losses from natural catastrophes exceeded \$100 billion. It is likely carriers will continue to reevaluate their exposures to SCS, wildfire, and flood, among other perils.

Data accuracy and information gaps: Inadequate renewal information, incomplete property inventories, and missing components of COPE data all contribute to poor renewal outcomes.

Lack of updated property values: Many schools and public agencies struggle to keep up-to-date valuation records that adequately reflect the entity's property exposures. Carriers remain highly focused on insuring to appropriate values and inflation costs. Those with incomplete or inaccurate data are likely to experience increased pricing and less choice at renewal time.

ISD 624

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Alternative solutions: Although typically adverse to new, complicated or nontraditional risk financing solutions, a number of public entities are now considering creative buying strategies such as group purchasing, structured reinsurance, captives and parametric coverages.

Preparation: It is important to start early, prepare thoroughly, and explore all options. Prices are still increasing for most, and there will still be tough renewals ahead.

“We believe climate change will continue to impact the property market for the foreseeable future, beyond the short term. Catastrophe models and Gallagher forecasts are helpful to run “what if” scenarios. We are also helping our public sector clients understand and budget for the changes in their deductibles for severe weather events.

Scott Thomason, Regional Director – Southeast Region
Gallagher Public Sector & K-12 Education Practice

Casualty/Liability

The Gallagher Insurance Market Report of March 2024 reported that a sensible casualty market is emerging, with median rate increases largely stabilizing. That is not the case across the public sector, however. A comparison of all industries to the public sector and K-12 school sector shows an even starker contrast in rate changes.

General Liability Rates	All Industries	Public Sector & K-12 Schools
Rate decrease	27.4%	12.3%
No change	17.4%	10.8%
Rate increase	55.2%	76.9%

Key Issues

Adverse trends: The impact of social inflation, nuclear verdicts, and rising medical costs are key issues across all industries. Among public entities, there is also a rise in litigation funders, plaintiff advertising and event-driven litigation.

Statute of limitations for SAM claims: The requirements for filing a sexual abuse and molestation (SAM) claim against a school vary state by state and are subject to change every year. Many states have extended the statute to allow decades-old claims to be brought forward; that number increases every year. Layer on top of that the differences in legal jurisdictions and jury awards, and a claim that could be settled for \$300,000 in one jurisdiction may be worth more than a million in another. Governmental immunity differs by state as well, which means that a liability claim may be capped at \$500,000 in one state while other states have no cap. There are fewer insurance markets willing to provide this coverage, which limits public entities’ ability to leverage competitive bids.

Law enforcement liability and employment practice liability: Claim trends are significantly greater and more volatile for these areas of operation, and these difficult lines of coverage are exacerbated by social unrest, racial inequality, staffing challenges and the public’s general dissatisfaction with government.

Emerging risks: The possibility of a wave of future claims from emerging risks such as PFAS (forever chemicals) and biometric privacy breaches are of concern.

Volatile conditions: All of these factors combine to make casualty market conditions more volatile for public entities and K-12 schools.

“The reality is the landscape has changed. Today’s public sector decision-makers have to be open-minded to new insurance solutions and invest in significant risk control to reduce and mitigate the severity of claims.”

John Chino, Regional Director – Northwest & Southwest Regions
Gallagher Public Sector & K-12 Education Practice

Workers’ Compensation

Workers’ compensation remains a profitable and stable class of business, with similar rate trends across both general industry and the public sector.

General Liability Rates	All Industries	Public Sector & K-12 Schools
Rate decrease	50.3%	45.5%
No change	2.1%	4.5%
Rate increase	47.6%	50.0%

Package Policies and Other Lines

The Gallagher Insurance Market Report of March 2024 comments on specific lines of coverage that are not typically purchased separately by public agencies (Commercial Auto, Directors & Officers, Professional Liability and Umbrella). Those lines are usually included in a Package or Multi-Line policy, depending upon the risk financing structure of the individual entity or pool (if the entity is a pool member). For package policies, the pattern of difference holds when comparing the rate changes for all clients in all industries to the public sector. Public entities and K-12 schools have higher percentages of increases and lower percentages of decreases.

Package Policy Rates	All Industries	Public Sector & K-12 Schools
Rate decrease	27.7%	23.9%
No change	4.0%	2.7%
Rate increase	68.3%	73.4%

Cyber

Cyber claims activity has been steadily increasing as the cyber insurance market continues to mature. In the public sector world, it is important to remember that this is an area of exposure that is extremely difficult to control and is still evolving. Ten years ago, this was not top of mind for mayors or school superintendents. Now we know that schools and cities are often targeted by hackers and cyber criminals.

Volatility of pricing is likely to remain a feature of this segment of the market. In the July 2023 public sector webinar on the insurance market, we reported that cyber insurance coverage was flat or decreasing across all regions of the US. The data from April 2024 shows the pricing volatility that we expect to continue.

Cyber Liability Rates	Public Sector & K-12 Schools
Rate decrease	44.5%
No change	25.3%
Rate increase	30.2%

Cyber is another example of a challenging exposure for public entities because of underwriting and exposure criteria. Many K-12 schools are particularly challenged to implement multi-factor authentication and avoid phishing schemes and ransomware attacks. The ever-increasing use of AI and its deployment by malicious actors is a real and ominous threat to cyber security across this sector.

Conclusion

Current market conditions for public entity and K-12 buyers are challenging. Environmental, social and political influences contribute to these difficult conditions in addition to claims trends, pricing and capacity. Understanding what to expect is one piece of this puzzle. Other pieces include preparation, due diligence and attention to detail. Creative solutions and opportunities exist for those willing to embrace change and consider alternatives. Experts and consultants in the Gallagher Public Sector & K-12 Education Practice are ready to help, along with our company partners in Artex, Gallagher Bassett, Gallagher Benefit Services, Risk Program Administrators and Gallagher Re.

“Starting the renewal process early is the most important thing. Put in the time and ensure that your data is accurate and tells a compelling risk management story. If you dedicate yourself to this, you will get more favorable results from the insurance market.”

Dorothy Gjerdrum, Senior Managing Director
Gallagher Public Sector & K-12 Education Practice

Our Methodology

All data is from April 30, 2024. Gallagher Drive is a premier data and analytics platform that uses both the change in premium and total insured values (TIVs) to calculate the rate change each month. The rate change is broken down by class of business and focused on renewals within the mid-market and large account spaces.

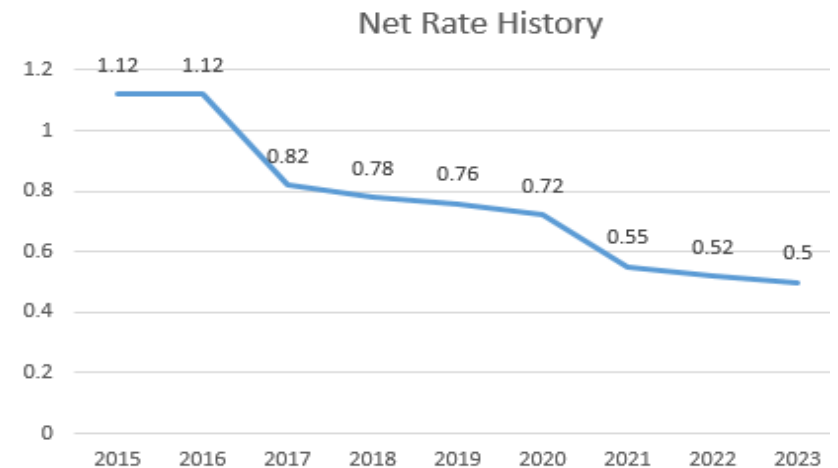
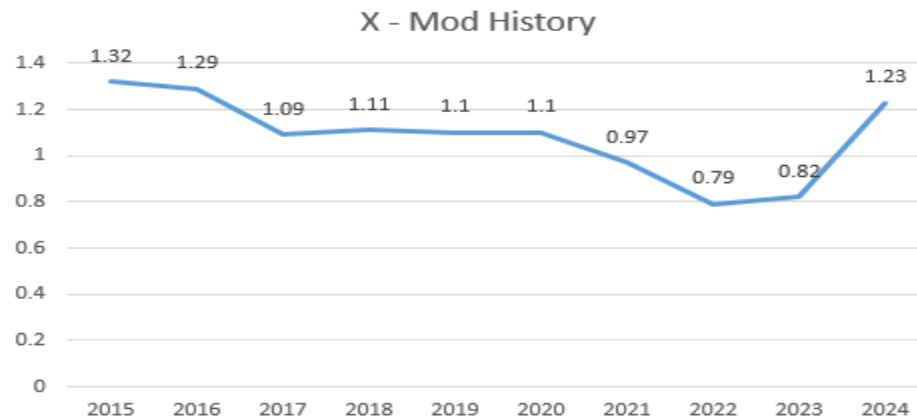
The account and methodology give a representation of the actual rate change, not just the premium change.

Note that the data is calculated as one standard deviation for all renewals. The Gallagher Drive insights capture intermediated renewals and exclude rate change data from risk pools and captive insurers.

Historical Program Exposures

Class Code	Description	2018 – 2019 AUDITED	2019 – 2020 AUDITED	2020 – 2021 AUDITED	2021 – 2022 AUDITED	2022 – 2023 AUDITED	2023 – 2024 ESTIMATED	2024 – 2025 ESTIMATED
7380	Chauffeurs & Helpers	\$96,762	\$99,775	\$100,015	\$108,541	\$116,663	\$107,298	\$111,590
7382	Bus Co. – All Other Employees & Drivers	\$1,348,236	\$1,338,880	\$1,009,975	\$1,112,533	\$1,569,994	\$1,645,911	\$1,711,747
8385	Bus Co – Garage Employee	\$118,277	\$114,058	\$104,086	\$102,740	\$136,223	\$131,156	\$136,402
8868	College Professional Employee	\$69,780,719	\$70,647,781	\$72,611,915	\$75,365,276	\$76,312,844	\$78,197,009	\$81,324,889
9101	College – All Other Employee	\$4,370,951	\$4,351,078	\$4,467,144	\$5,067,116	\$5,973,861	\$5,016,155	\$5,216,801
Total		\$75,714,945	\$76,551,572	\$78,293,135	\$81,756,206	\$84,109,585	\$85,097,529	\$88,501,429

Historical Characteristics:



ISD 624

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Workers' Compensation Claims Summary

HISTORICAL FIVE YEARS

WORKERS' COMPENSATION											
POLICY TERM	CARRIER NAME	IND / PD PAID	MED / BI PAID	EXPENSES PAID	TOTAL PAID	TOTAL RESERVES	TOTAL RECOVERIES	TOTAL INCURRED	# OF OPEN CLAIMS	# OF CLOSED CLAIMS	# OF CLAIMS
07/01/2019 to 07/01/2020	RAS	\$17,998	\$69,537	\$2,815	\$90,350	\$0	\$0	\$90,350	0	167	167
07/01/2020 to 07/01/2021	RAS	\$87,333	\$84,860	\$27,462	\$199,655	\$0	\$0	\$199,655	0	180	180
07/01/2021 to 07/01/2022	RAS	\$421,604	\$77,116	\$133,293	\$250,044	\$38,581	\$0	\$288,625	1	214	215
07/01/2022 to 07/01/2023	RAS	\$424,296	\$105,220	\$172,458	\$308,316	\$150,851	\$0	\$459,167	3	182	185
07/01/2023 to 07/01/2024	RAS	\$416,108	\$34,041	\$109,146	\$145,612	\$128,073	\$0	\$273,685	11	95	106
TOTALS:		\$2,366,219	\$321,708	\$569,294	\$993,977	\$317,505	\$0	\$1,311,482	16	788	804

ISD 624

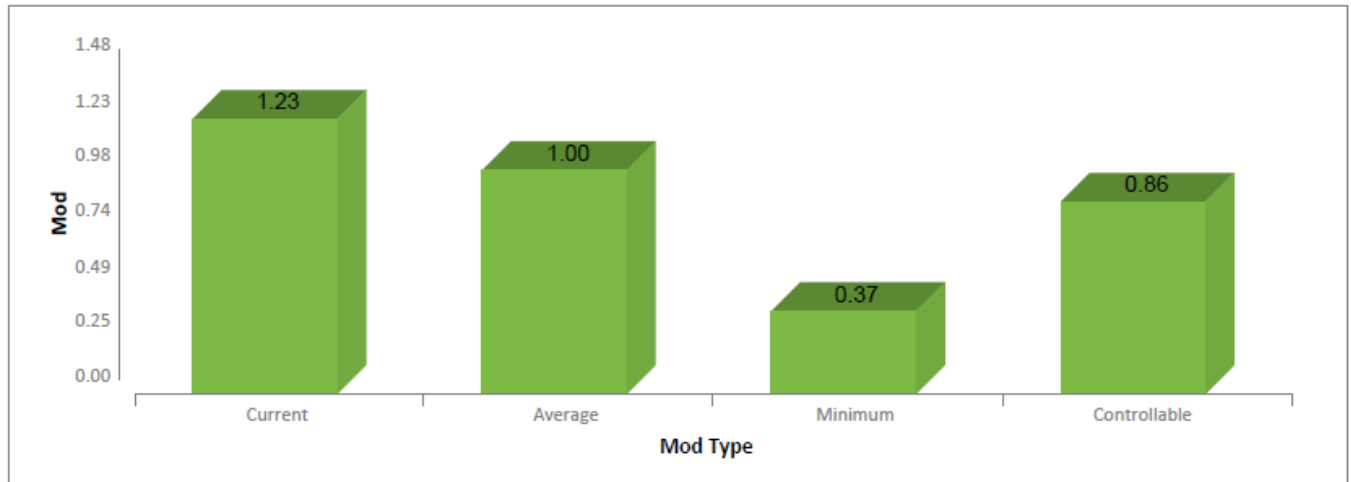
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Workers' Compensation

EXPERIENCE MODIFICATION VALIDATION

Mod Analysis for INDEPENDENT SCHOOL DISTRICT 624

Mod Impact on Premium Analysis



Mod Type	Mod Value	Description
Current	1.23	Your actual mod.
Average	1.00	The average mod is always 1.00.
Minimum	0.37	The lowest mod you could achieve if you had zero losses in the experience rating period.
Controllable	0.86	The mod points you could have saved if you had zero losses in the experience rating period.

2024 Strategic Review

RECAP OF EARLY RENEWAL RATE EXPECTATIONS AND RATE RESULTS FROM INCUMBENT MARKETS

Coverage	Carrier	Rate Indication	Rate Results	Comments
Workers' Compensation	RAS	Initial renewal indication of \$545,738 or 27% premium increase before any change in payroll figures. Net rate of \$0.64 No change on credit, remaining at 33%. Program in RAS's lowest rate tier – DTU 2024 Loss Projection - \$331,880 (60% Loss Ratio)	Overall exceeded goal and secured a 14% rate increase. Final net rate of \$0.57. Final premium increase of 19% after a 4% increase in payroll figures.	3 year loss ratio 92% 5 year loss ratio 60% - Current loss ratio 86% 2024 Experience Mod increasing 41 points or 50% from 0.82 to 1.23 - RAS school book starting to feel claim pressure. - No change to program structure.



Insurance Premiums

2024 WORKERS' COMPENSATION RESULTS

Workers' Compensation	2023 – 2024 Expiring	2024 – 2025 Renewal	% Change
Carrier	RAS	RAS	
Exposure (Payroll)	\$85,097,529	\$88,501,429	4%
Average Rate Per \$100 of Payroll	\$0.50	\$0.57	14%
Premium	\$429,255	\$511,590	19%

ISD 624

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Thank You for Your Business

On behalf of the Gallagher Scholastic Team, we would like to thank the district for the continued opportunity, partnership, support and confidence you have placed in us to handle the insurance program. We have enjoyed the long-term partnership and look forward to continue earning the district's business year-over-year. We enjoyed implementing the agreed upon renewal strategy in 2024 and thus reducing the district's total cost of risk. Thank you

AGENDA ITEM: **Action on Property and Liability Insurance for 2024-25**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The District is a member of the Minnesota Insurance Scholastic Trust (MIST), a cooperative venture allowing member districts to utilize a risk sharing and cooperative purchasing structure to purchase property and casualty insurance.

The District's expiring premium for property and casualty insurance is \$671,497 and the proposed renewal rate is \$752,114, an increase of 12% compared to the existing premium. The MIST policy includes the following coverage :

- Liability - Lloyds Syndicate
- Excess Property - Travelers
- Equipment Breakdown - Liberty Mutual Fire
- Pollution - Ironshore Specialty
- Cyber Liability - Lloyds of London

Please see the attached documents for an executive summary of the 2024-25 renewal as well as a breakdown of the costs of the program.

RECOMMENDED ACTION:

Approve the property and casualty insurance package with the Minnesota Insurance Scholastic Trust (MIST) in the amount of \$752,114 effective July 1, 2024 through June 30, 2025.

FY2024-25 Property & Liability Insurance

Year	Notes	Premium	% change
2014-15	MIST	\$305,558	(31.5%)
2015-16	MIST	\$314,951	3.22%
2016-17	MIST	\$315,286	(1.59%)
2017-18	MIST	\$282,176	(10.41)
2018-19	MIST	\$289,140	2.47%
2019-20	MIST	\$326,520	12.93%
2020-21	MIST	\$489,541	49.9%
2021-22	additional property	\$504,598	3.1
2022-23	MIST, Cyber up 41%	\$527,978	4.6%
2023-24	Valuation +44%	\$671,497	27.2%
2024-2025	MIST	\$752,114	12.4%

- White Bear Lake Area Schools is a members of the **Minnesota Insurance Scholastic Trust (MIST)**, an insurance cooperative for Minnesota schools.
- MIST pool continues to outperform the market
 - 12.4% increase below 15% budgeted estimate

Policy Includes:

- Liability - Lloyds of London
- Excess Property - Travelers
- Equipment Breakdown - Liberty Mutual Fire
- Pollution - Ironshore Specialty
- Cyber Liability - Lloyds of London

AGENDA ITEM: **Action on Tentative Contract 2023-25 FY with Non-Affiliated and Administrative Employees**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The District has reached a tentative agreement with the District's Non-Affiliated and Administrative Employees. Matt Mons, Director of Human Resources will be available to answer questions.

RECOMMENDATION:

Approve the proposed salaries and benefit contributions for Non-Affiliated and Administrative Employees for the 2023-25 fiscal years by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on recommended salary values and insurance contributions;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District No. 624 approves the 2023-25 salaries and insurance contributions and authorizes the Chair and Clerk to execute the agreement on behalf of the School Board.

AGENDA ITEM: **Action on Tentative Contract 2023-25 FY with
White Bear Lake Schools' Cabinet Members**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The District has reached a tentative agreement with White Bear Lake Area Schools' Cabinet members. Matt Mons, Director of Human Resources will be available to answer questions.

RECOMMENDATION:

Approve the proposed salaries and benefit contributions for White Bear Lake Area Schools' Cabinet members for the 2023-25 fiscal years by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on recommended salary values and insurance contributions;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District No. 624 approves the 2023-25 salaries and insurance contributions and authorizes the Chair and Clerk to execute the agreement on behalf of the School Board.

AGENDA ITEM: **Action on School District Population Adjustment**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Funding for Community Education in Minnesota is calculated on total school district population determined by the U.S. census taken every ten years. This same figure is used until the information is updated either by data from the next full census or by board resolution establishing a new district population based on data provided by the Minnesota State Demographer. Based on the 2020 census, White Bear Lake Area Schools' population was 65,587. According to Dr. Susan Brower, Minnesota State Demographer, the 2023 district population estimate is 66,764.

RECOMMENDED ACTION:

Approve the change of White Bear Lake Area Schools' total population from 65,587 to 66,764 as indicated by the Minnesota State Demographer.

AGENDA ITEM: **Action on Resolution Establishing Dates for
Filing Affidavits of Candidacy**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

The period for filing Affidavits of Candidacy for the office of School Board member will be from July 30, 2024 to August 13, 2024. The attached resolution has been provided by Peter Martin of Kennedy & Graven, Chartered to formally establish the filing dates for the 2024 School Board election.

RECOMMENDED ACTION:

Approve the resolution establishing dates for filing Affidavits of Candidacy for the 2024 School Board election.

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

HELD: Monday, June 10, 2024

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in the School District on Monday, June 10, 2024, at 5:30 p.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2024 School District general election.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing Affidavits of Candidacy for the office of school board member of Independent School District No. 624 shall begin on July 30, 2024, and shall close on August 13, 2024. An Affidavit of Candidacy must be filed in the office of the School District Clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

2. The Clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the School District at least two (2) weeks prior to the first day to file Affidavits of Candidacy. Publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

3. The Clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the School District at least ten (10) days prior to the first day to file Affidavits of Candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing Affidavits of Candidacy for the office of School Board member of Independent School District No. 624 shall begin on July 30, 2024, and shall close at 5:00 o'clock p.m. on August 13, 2024.

The general election shall be held on Tuesday, November 5, 2024. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the School District Clerk, Independent School District No. 624, Independent School District No. 624, 4855 Bloom Avenue, Suite 300, White Bear Lake, MN 55110-5418. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the School District from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The Affidavits of Candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

Dated: _____, 2024

BY ORDER OF THE SCHOOL BOARD

/s/
School District Clerk
Independent School District No. 624
(White Bear Lake Area Schools)
State of Minnesota

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

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

WITNESS MY HAND officially as such clerk this ____ day of _____, 2024.

School District Clerk



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

Candidate Information

Name, Office, and Party

Candidate Name (as it will appear on the ballot) _____

Office Sought _____ District # _____

Political Party or Principle (State or Federal offices only) _____

Name of Incumbent (Judicial seats only) _____

Contact Information

Required (federal, judicial, county attorney, and county sheriff candidates are exempt) ☐ Check box if you do not have an email address ☐

Phone number _____ Email (non-government issued) _____

Address Information

Residence Address Required (unless box is checked; federal, judicial, county attorney, and county sheriff candidates are exempt)

☐ My residence address is to be classified as private data.
☐ I certify a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family's safety; or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Residence Address _____

City _____ State _____ Zip Code _____

Campaign Contact Information (Address required if box above is checked)

Campaign Address _____

City _____ State _____ Zip Code _____

Campaign Website _____

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election except as authorized by Minn. Stat. 204B.06, subd. 9;
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- United States Senator – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- United States Representative – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- Governor or Lieutenant Governor – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
- Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
- Supreme Court Justice, Court of Appeals Judge, or District Court Judge – I will not turn 70 years of age before the first Monday of next January.
- State Senator or State Representative – I will have maintained residence in Minnesota not less than one year and in this district for six months on the day of the general or special election.
- County Sheriff – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
- School Board Member – I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
- County, Municipal, School District, or Special District Office – I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

Rev. 7/2023

Office of the Minnesota Secretary of State

ADDRESS OF RESIDENCE FORM

Instructions

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to *Minnesota Statutes*, section 204B.06, subd. 1b (b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate's name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.

Candidate and Address of Residence

Candidate Name
Office Sought
Street Address
City MN ZIP Code

Statement

Pursuant to *Minnesota Statutes* 204B.06, subd. 1b (c), I certify that a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family's safety; or my address is otherwise private by Minnesota law.

Signature of candidate Date

Filing Officer Verification of Residence

For offices where a residency requirement must be satisfied by the close of the filing period (Governor, Lieutenant Governor, State Senator, and State Representative). Must be completed by the filing officer within one business day of receiving the filing.

I have determined that the address provided by the candidate on this form is within the area represented by the office the candidate is seeking.

Signature of filing officer Date

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

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 517, Student Recruiting, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. The changes recommended to this policy are in section IV, and the cross references.

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

RECOMMENDED ACTION:

Approve School Board Policy 517, Student Recruiting, as recommended by the School Board Policy Committee and Cabinet.

Adopted: August 12, 1996
Revised: June 11, 2001
Revised: January 11, 2021
Revised: _____

*White Bear Lake Area
School District #624 Policy 517*

517 STUDENT RECRUITING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. PROCEDURES

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

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

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

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

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

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

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 518, DNR-DNI Orders, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. The changes recommended to this policy are in section II.

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

RECOMMENDED ACTION:

Approve School Board Policy 518, DNR-DNI Orders, as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997
Revised: January 14, 2013
Revised: January 11, 2021
Revised: _____

White Bear Lake Area
School District #624 Policy 518

518 DNR-DNI ORDERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

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

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

RECOMMENDED ACTION:

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

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the **Reporting of** Maltreatment of Minors Act, **Minnesota Statutes, Chapter 260E, Minn. Stat. § 626.556, Subd. 10**, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to **Minnesota Statutes, Chapter 260E Minn. Stat. § 626.556, Subd. 10 (c)** may specify that school district

officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

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

Legal Reference: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)~~§ 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law enforcement agency upon receipt of a report)~~

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

AGENDA ITEM: **Policy 705, Investments**

MEETING DATE: **June 10, 2024**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 705, Investments, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. The changes recommended to this policy are in sections IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, and XVI, and the legal and cross references.

The purpose of this policy is to establish guidelines for the investment of school district funds.

RECOMMENDED ACTION:

Approve School Board Policy 705, Investments, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 28, 1997
Revised: September 14, 2009
Revised: January 10, 2011
Revised: October 12, 2020

White Bear Lake Area
School District #624 Policy 705

Revised: _____

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the School Board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes, Chapter 118A, and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and

budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Assistant Superintendent for Finance and Operations of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the School Board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees ~~who that~~ are a part of the investment process shall act professionally and responsibly as custodians of the public trust. ~~and They~~ shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner, and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the School Board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to control of collusion, separation of functions, separation of transaction authority from accounting and record keeping, custodial safekeeping, avoidance of bearer form securities, clear delegation of authority to applicable staff members, limitations regarding securities losses and remedial action, written confirmation of telephone transactions, supervisory control of employee actions, minimizing the number of authorized investment officials, and documentation of transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes, sections ~~Minn. Stat. §§~~ 118A.04 and 118A.05, as those sections may be amended from time to time, or any other law governing the investment of school district funds.

The assets of ~~another~~ an Other ~~p~~Post-~~e~~Employment ~~b~~Benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes, section ~~Minn. Stat. §~~ 471.6175 to pay post-employment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes, Chapter ~~Minn. Stat. Ch.~~ 118A or Minnesota Statutes, section ~~§~~ 356A.06, subdivision ~~Subd.~~ 7.

Investment of funds in an OPEB trust or trust account under Minnesota Statutes, section ~~§~~ 356A.06, subdivision ~~Subd.~~ 7, as well as the overall asset allocation strategy for OPEB trust investments, shall be governed by the district's Investment Policy Statement (IPS) developed in conjunction with the district's Finance Committee and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities.
1. The investment officer shall prepare and present a table to the School Board for its review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc.
 2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, ~~as well as~~ and anticipated dates of receipt of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated needs. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments ~~that which~~ meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous.

Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid ~~that which~~ provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions, which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds. The broker must acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this written agreement to the school district. The notification form to be used shall be ~~that~~ prepared by the State Auditor. A copy of this investment policy, including any amendments to it ~~thereto~~, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes, section § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes, section § 118A.03 for any amount exceeding FDIC, SAIF, BIF, or FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate transaction reports for management purposes, as needed. In addition, the School Board shall be

provided a quarterly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

- B. 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 report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the School Board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record-keeping system shall be reviewed annually by the independent auditor or ~~by~~ another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The School Board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the School Board to designate a depository. The School Board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes, section §-118A.03, and any other applicable law, including any provisions relating to the designation of a

depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes, section ~~§~~471.38.

Legal References: Minn. Stat. § 118A.01 (Definitions ~~Public Funds; Depositories and Investments~~)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity ~~Authorization for Deposit and Investment~~)
Minn. Stat. § 118A.03 (When and What Collateral Required ~~Depositories and Collateral~~)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (~~Delivery and~~ Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties ~~Authorized Investment Securities~~)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: WBLASB Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 7, Education Funding~~
Minnesota Legal Compliance Audit Guide for School Districts
~~p~~Prepared by the Office of the State Auditor