

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

March 3, 2025

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: February 26, 2025

A meeting of the White Bear Lake Area School Board will be held on **Monday, March 3, 2025** at 5:30 p.m. in Community Room 200 at the District Service Center at Sunrise Park, 2399 Cedar 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](mailto:publiccomment@isd624.org), or by phone at 651-407-7563.
4. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Speakers must be in person to be recognized.

Only those individuals who have been recognized by the School Board Chair will be allowed to speak during the public comment period.

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

#### **C. INFORMATION ITEMS**

1. Student Recognition
2. Superintendent's Report
3. American Indian Parent Advisory Committee Resolution of Concurrence or Nonconcurrence

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

1. Elementary Specialists Update
2. First Reading of School Board Policies:
  - a. 420, Students and Employees with Communicable or Infectious Diseases;
  - b. 427, Workload Limits for Certain Special Education Teachers;
  - c. 508, Extended School Year for Certain Students With Individualized Education Programs;
  - d. 533, Wellness;
  - e. 701, Establishment and Adoption of School District Budget;
  - f. 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System; and
  - g. 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources.The policies listed above will be on the April 14, 2025 agenda or subsequent agenda for a second reading.

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

1. Action on Bid for Central Middle School Security Package

2. Action on Elementary Specialists
3. Action on School Board Policies:
  - a. 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees;
  - b. 599, Academic Recognition;
  - c. 610, Student Field Trips, Fees, and Fines; and
  - d. 999, Partnerships.

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **March 3, 2025**  
SUGGESTED DISPOSITION: **Action Items**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

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

**Consent Agenda**

- a) Approval of Minutes
- b) Payment of Invoices
- c) 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: **March 3, 2025**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Scott Arcand, School Board Clerk**

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**BACKGROUND:**

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

**RECOMMENDED ACTION:**

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, February 10, 2025** 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 Arcand called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison, Skaar. Absent: none.  
Ex-Officio: Dr. Wayne Kazmierczak.
3. Pledge of Allegiance.
4. Ellison moved and Streiff Oji seconded to approve the agenda as presented.  
***Voice vote: Ayes, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison, Skaar. Nays, none. Motion carried.***
5. Beloyed moved and Thompson seconded to approve the consent agenda consisting of:
  - a) Minutes for Board meetings on January 13, 2025, and January 27, 2025;
  - 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**  
HANNAH BEARL  
Extended Day Program Assistant - Oneka Elementary  
Employed by District 624 since 01/02/2025  
Effective Date: 01/06/2025  
DARNISHA HANNA  
Nutrition Service Assistant - WBLAHS  
Employed by District 624 since 09/03/2024  
Effective Date: 01/08/2025  
LILY KONETCHY  
Extended Day Program Assistant - Oneka Elementary  
Employed by District 624 since 09/03/2024  
Effective Date: 01/08/2025  
SAVANNAH LANE  
Early Childhood Assistant - Normandy Park  
Employed by District 624 since 09/03/2024  
Effective Date: 02/19/2025  
COURTNEY PETERSON  
Paraeducator - Central Middle School  
Employed by District 624 since 09/02/2024  
Effective Date: 02/03/2025
    - ❖ **RESIGNATION/TERMINATION/NON-RENEWAL - NON-AFFILIATED STAFF**  
JULIE VANG

- Educational Equity Specialist - District Wide  
Employed by District 624 since 01/09/2023  
Effective Date: 02/07/2025
- ❖ **EXTRA ASSIGNMENT - CERTIFIED STAFF**  
SARAH ATKINS  
0.2 FTE Position - WBLAHS  
MA+60 Step 11, \$8,466.22  
Effective Date: 01/23/2025 - 06/09/2025  
THOMAS BREAUULT  
0.2 FTE Position - WBLAHS  
BA+30 Step 13, \$8,049.64  
Effective Date: 01/23/2025 - 06/09/2025  
LEANN BURRIS  
0.2 FTE Position - ALC  
BA Step 13, \$3,960.93  
Effective Date: 01/21/2025 - 03/31/2025  
BRIETTA HUTSON  
0.2 FTE Position - WBLAHS  
MA+60 Step 13, \$10,100.19  
Effective Date: 01/23/2025 - 06/09/2025  
CASSANDRA LYDON  
0.2 FTE Position - WBLAHS  
MA+60 Step 13, \$10,100.19  
Effective Date: 01/23/2025 - 06/09/2025  
JONATHAN PRATT  
0.2 FTE Position - WBLAHS  
MA+60 Step 13, \$10,100.19  
Effective Date: 01/23/2025 - 06/09/2025  
BRENDA SAMMON  
0.1 FTE Position - WBLAHS  
MA Step 13, \$5,295.84  
Effective Date: 01/23/2025 - 06/09/2025  
HANNA SEYB ENSMAN  
0.2 FTE Position - WBLAHS  
MA Step 13, \$7,054.37  
Effective Date: 01/23/2025 - 06/09/2025
- ❖ **CHANGE IN ASSIGNMENT - CERTIFIED STAFF**  
CHLOE OUREN  
From Paraeducator - WBLAHS To Special Education Teacher - WBLAHS  
Effective Date: 01/24/2025  
JULIA VELKY  
From Paraeducator - WBLAHS To Special Education Teacher - WBLAHS  
Effective Date: 01/24/2025
- ❖ **NEW PERSONNEL - CERTIFIED STAFF**  
ELEANGE ALIENDRES  
Kindergarten Teacher Dual Immersion - Matoska/Otter Lake Elementary  
1.0 FTE BA Step 1 \$51,257  
Effective Date: 08/25/2025
- ❖ **NEW PERSONNEL - CLASSIFIED STAFF**

KIMBERLY BUIE

NS Production Lead - District Wide

\$21.62 per hour 25 hours per week

Effective Date: 01/27/2025

JULIANNA GIENGER

Paraeducator - North Star Elementary

\$22.91 per hour 32.5 hours per week

Effective Date: 01/13/2025

DANIEL JOHNSON

OST Paraprofessional - Oneka Elementary

\$22.91 per hour 15-17.49 hours per week

Effective Date: 01/13/2025

ANNA KAZMIERCZAK

Early Childhood Instructional Assistant - Birch Lake Elementary

\$21.52 per hour 27.5 hours per week

Effective Date: 01/13/2025

MACKENZIE LEVERTY

Student Supervisor - WBLAHS

\$22.91 per hour 32.5 hours per week

Effective Date: 02/03/2025

TEMITOPE PRAISE OYEKUNLE

OST Program Assistant - Birch Lake Elementary

\$19.39 per hour 17.5-19.99 hours per week

Effective Date: 01/16/2025

BRITTANY ROCK

Paraeducator - Lakeaires Elementary

\$22.91 per hour 32.5 hours per week

Effective Date: 01/28/2025

LAURA SMITH

NS Nutrition Assistant - WBLAHS

\$19.31 per hour 18.75 hours per week

Effective Date: 01/27/2025

RICHELLE VANYO

NS Nutrition Assistant - Lincoln Elementary

\$19.31 per hour 15 hours per week

Effective Date: 01/23/2025

❖ **LONG-TERM SUBSTITUTE - CERTIFIED STAFF**

JOEL GIESE

2nd Grade Teacher - Lincoln Elementary

1.0 FTE BA Step 5 \$24,960

Effective Date: 02/20/2025 - 06/09/2025

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

**B. PUBLIC FORUM**

**C. INFORMATION ITEMS**

1. Student Recognition - Students who participated in the Legally Blonde Fall Musical as a cast member, orchestra member or on the technical team received

honors from the Hennepin Theatre Trust Spotlight Awards and were recognized and congratulated.

2. Superintendent's Report - Dr. Kazmierczak invited community members to join him at the upcoming *Coffee with Dr. K* on February 27, 2025. He mentioned how to nominate a teacher for the WBLAE Teacher of the Year Award. He spoke about the District Service Center move to 2399 Cedar Avenue in White Bear Lake. He finished with information about K-12 enrollment and Kindergarten Spanish Dual Immersion Program Registration for the 2024-25 school year.

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

1. Mid-Year Update on Academic Progress - Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning along with Jen Babiash, Director of Teaching and Learning and Cynthia Mueller, Principal on Special Assignment/District Literacy Specialist provided a mid-year update on academic progress.
2. First Reading of School Board Policies: a) 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees; b) 599, Academic Recognition; c) 610, Student Field Trips, Fees, and Fines; and d) 999, Partnerships. The policies listed above will be on the March 3, 2025 or subsequent agenda for a second reading.

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

1. Daniels moved and Streiff Oji seconded to approve the action on Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. ***Roll call vote: Ayes, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison, Skaar. Nays, none. Motion carried.***

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

- G. ADJOURNMENT** - Ellison moved and Thompson seconded to adjourn the meeting at 6:09 p.m. ***Voice vote: Ayes, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison, Skaar. Nays, none. Motion carried.***

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Submitted by: Kathleen Daniels, clerk

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

A work session of the White Bear Lake Area School Board was held on **Monday, February 24, 2025** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public and a recording is posted on the website.

**AGENDA**

**A. PROCEDURAL ITEMS**

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

**B. DISCUSSION ITEMS**

1. Update on MDE After School Community Learning Grant Programs - Tim Maurer, Director of Community Services and Recreation and Nicole Oswald, Assistant Director of Out of School Time Programs, provided an update on MDE After School Community Learning Grant Programs.
2. Mariner Middle School Update - Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, and Dr. Christina Pierre, Principal of Mariner Middle School gave an update on Mariner Middle School.
3. Willow Lane Elementary Update - Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, and Matt Menier, Principal of Willow Lane Elementary gave an update on Willow Lane Elementary School.
4. Student Transportation Primary Vendor Proposal - Tim Wald, Assistant Superintendent for Finance and Operations, Dave Johnson, Director of Transportation, and Tom Watson, owner of Watson Consulting, provided an overview of the expectations for the primary student transportation vendor and the RFQ process.

**C. ADJOURNMENT** - Ellison moved and Skaar seconded to adjourn the meeting at 7:15 p.m. ***Voice vote: Ayes, Thompson, Arcand, Ellison, Skaar. Nays, none. Motion carried.***

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Submitted by: Jessica Ellison, acting clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Action Item**

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

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**BACKGROUND:**

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

**RECOMMENDED ACTION:**

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

**White Bear Lake Area Schools**  
**Electronic Transfers - February 2025**

|                |                       | <u>2/14/2025</u> | <u>2/28/2025</u> |
|----------------|-----------------------|------------------|------------------|
| Direct Deposit | 900730208 - 900731708 | 2,403,491.06     |                  |
| Direct Deposit | 900731709 - 900733170 |                  | 2,383,176.41     |
| <hr/>          |                       |                  |                  |

| Check Number | Vendor                           | Amount       | Check Date | Check Type |
|--------------|----------------------------------|--------------|------------|------------|
| 143104       | 95 PERCENT GROUP LLC             | (\$415.00)   | 2/26/2025  | V          |
| 144743       | MINNEAPOLIS PUBLIC SCHOOLS       | (\$6,727.98) | 2/19/2025  | V          |
| 144894       | DEL RIO, AMARIE L.               | (\$486.42)   | 2/12/2025  | V          |
| 145070       | AG PARTS LTD                     | (\$649.50)   | 2/19/2025  | V          |
| 145209       | TWIN CITIES THANKSGIVING TIP OFF | (\$500.00)   | 2/19/2025  | V          |
| 145222       | WEVIDEO INC                      | (\$89.00)    | 2/19/2025  | V          |
| 145229       | WBL AREA EDUCATIONAL FOUNDATION  | \$508.40     | 2/12/2025  | R          |
| 145230       | SCHOOL SERVICE EMPLOYEES         | \$7,743.68   | 2/12/2025  | R          |
| 145231       | SCHOOL SERVICE EMPLOYEES         | \$0.00       | 2/12/2025  | C          |
| 145232       | MINNESOTA TEAMSTERS NO. 320      | \$656.50     | 2/12/2025  | R          |
| 145233       | IUOE LOCAL 70                    | \$1,464.25   | 2/12/2025  | R          |
| 145234       | GREATER TWIN CITIES UNITED WAY   | \$25.00      | 2/12/2025  | R          |
| 145235       | ACOUSTICS ASSOCIATES INC         | \$118,051.46 | 2/14/2025  | R          |
| 145236       | ADAPTIVE TRIKE SPECIALTIES       | \$150.00     | 2/14/2025  | R          |
| 145237       | AGPARTS WORLDWIDE INC            | \$649.50     | 2/14/2025  | R          |
| 145238       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145239       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145240       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145241       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145242       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145243       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145244       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145245       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145246       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145247       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145248       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145249       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145250       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145251       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145252       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145253       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145254       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145255       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145256       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145257       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145258       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145259       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145260       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145261       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145262       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145263       | AMAZON CAPITAL SERVICES          | \$0.00       | 2/14/2025  | C          |
| 145264       | AMAZON CAPITAL SERVICES          | \$25,715.01  | 2/14/2025  | R          |
| 145265       | ANDERSON, PATRICIA M.            | \$45.05      | 2/14/2025  | R          |
| 145266       | ANOKA-HENNEPIN SCHOOL DISTRICT   | \$8.82       | 2/14/2025  | R          |
| 145267       | APPLE FORD WHITE BEAR LAKE       | \$227.02     | 2/14/2025  | R          |
| 145268       | APPLE INC.                       | \$1,066.00   | 2/14/2025  | R          |

|                                                    |             |             |
|----------------------------------------------------|-------------|-------------|
| 145269 ASFAHA, SELAM                               | \$800.00    | 2/14/2025 R |
| 145270 BALFOUR YEARBOOKS                           | \$1,040.00  | 2/14/2025 R |
| 145271 BE EXTRAORDINARY BE YOU                     | \$750.00    | 2/14/2025 R |
| 145272 BELLAND, MARY                               | \$7.50      | 2/14/2025 R |
| 145273 BERWALD ROOFING COMPANY INC                 | \$32,883.07 | 2/14/2025 R |
| 145274 BINMAN, DEBRA                               | \$40.00     | 2/14/2025 R |
| 145275 BOEKE, MARGOT                               | \$29.00     | 2/14/2025 R |
| 145276 BREWINSKI, ERICA                            | \$665.00    | 2/14/2025 R |
| 145277 BROADWAY, SALADIN                           | \$162.00    | 2/14/2025 R |
| 145278 BSN SPORTS, LLC                             | \$0.00      | 2/14/2025 C |
| 145279 BSN SPORTS, LLC                             | \$22,007.12 | 2/14/2025 R |
| 145280 BURGRAFF, HALEY                             | \$3,956.62  | 2/14/2025 R |
| 145281 CALL4                                       | \$270.00    | 2/14/2025 R |
| 145282 CAMP ESQUAGAMA                              | \$4,144.00  | 2/14/2025 R |
| 145283 CANEFF, JAKE A.                             | \$164.00    | 2/14/2025 R |
| 145284 CAPITAL ONE TRADE CREDIT                    | \$0.00      | 2/14/2025 C |
| 145285 CAPITAL ONE TRADE CREDIT                    | \$381.43    | 2/14/2025 R |
| 145286 CARDINAL, KATHLEEN T.                       | \$94.78     | 2/14/2025 R |
| 145287 CARLSON, JEREMY                             | \$134.00    | 2/14/2025 R |
| 145288 CENTRAL ROOFING COMPANY                     | \$95,359.94 | 2/14/2025 R |
| 145289 CHAMPION, DANIEL                            | \$201.00    | 2/14/2025 R |
| 145290 CHANHASSEN HIGH SCHOOL                      | \$161.00    | 2/14/2025 R |
| 145291 CINTAS CORP                                 | \$381.14    | 2/14/2025 R |
| 145292 CITY OF WHITE BEAR LAKE                     | \$825.00    | 2/14/2025 R |
| 145293 CLARK, CORY                                 | \$95.00     | 2/14/2025 R |
| 145294 CLASS CREATOR                               | \$512.00    | 2/14/2025 R |
| 145295 CNC ROUTER & PLASMA, INC                    | \$3,650.00  | 2/14/2025 R |
| 145296 COMMERCIAL DRYWALL INC                      | \$913.33    | 2/14/2025 R |
| 145297 CONCORDIA UNIVERSITY                        | \$396.00    | 2/14/2025 R |
| 145298 COOPS SPORTSWEAR                            | \$18,662.00 | 2/14/2025 R |
| 145299 CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS | \$171.00    | 2/14/2025 R |
| 145300 COURTNEY, MICHAEL                           | \$67.00     | 2/14/2025 R |
| 145301 CREATIVE COMPASS                            | \$1,100.00  | 2/14/2025 R |
| 145302 CUMMINS SALES AND SERVICE                   | \$325.36    | 2/14/2025 R |
| 145303 DAHLBERG DIKEMAN, MONICA L.                 | \$85.00     | 2/14/2025 R |
| 145304 DEIBERT, JACOB                              | \$300.00    | 2/14/2025 R |
| 145305 DEJARLAIS, MARILYN                          | \$215.90    | 2/14/2025 R |
| 145306 DEL RIO, AMARIE L.                          | \$486.42    | 2/14/2025 R |
| 145307 DONATELLI'S                                 | \$1,362.35  | 2/14/2025 R |
| 145308 DOYLE, GREG                                 | \$164.00    | 2/14/2025 R |
| 145309 DOYLE, MELISSA                              | \$181.00    | 2/14/2025 R |
| 145310 DRY LAW PLLC                                | \$7,508.45  | 2/14/2025 R |
| 145311 EASTERN CARVER COUNTY ARCHERY CLUB          | \$330.00    | 2/14/2025 R |
| 145312 EVANS, DANIEL M.                            | \$134.00    | 2/14/2025 R |
| 145313 FIDELITY SECURITY LIFE INSURANCE CO         | \$5,578.96  | 2/14/2025 R |
| 145314 FIRKUS, ZACHARY                             | \$67.00     | 2/14/2025 R |
| 145315 FIRST BOOK                                  | \$322.69    | 2/14/2025 R |

|        |                                   |             |           |   |
|--------|-----------------------------------|-------------|-----------|---|
| 145316 | FOUR ACE PRODUCTIONS              | \$1,275.00  | 2/14/2025 | R |
| 145317 | GAGNER, JAMES                     | \$162.00    | 2/14/2025 | R |
| 145318 | GARVEY, PATRICIA                  | \$127.08    | 2/14/2025 | R |
| 145319 | GATEWAY MUSIC FESTIVALS & TOURS   | \$5,830.00  | 2/14/2025 | R |
| 145320 | GREATAMERICA FINANCIAL SERVICES   | \$699.70    | 2/14/2025 | R |
| 145321 | GROSKREUTZ, WILLIAM               | \$164.00    | 2/14/2025 | R |
| 145322 | GROUP MEDICAREBLUE RX             | \$11,285.00 | 2/14/2025 | R |
| 145323 | HAAG, LOIS                        | \$82.88     | 2/14/2025 | R |
| 145324 | HAMER, KAREN                      | \$31.45     | 2/14/2025 | R |
| 145325 | HANSEN, COLE                      | \$164.00    | 2/14/2025 | R |
| 145326 | HANSON, EUGENE                    | \$190.00    | 2/14/2025 | R |
| 145327 | HANSON, JOAN                      | \$29.00     | 2/14/2025 | R |
| 145328 | HARRIS, JOSEPH W.                 | \$99.00     | 2/14/2025 | R |
| 145329 | HELM, KARA                        | \$589.60    | 2/14/2025 | R |
| 145330 | HER, ALEXANDER C.                 | \$85.00     | 2/14/2025 | R |
| 145331 | HERDER, SUSAN                     | \$260.00    | 2/14/2025 | R |
| 145332 | HOME DEPOT CREDIT SERVICES        | \$848.83    | 2/14/2025 | R |
| 145333 | HRUBY, MICHAEL L.                 | \$68.00     | 2/14/2025 | R |
| 145334 | HUGO BUSINESS ASSOCIATION         | \$105.00    | 2/14/2025 | R |
| 145335 | HUGO EQUIPMENT CO                 | \$807.20    | 2/14/2025 | R |
| 145336 | IMAGE BUILDERS                    | \$4,769.92  | 2/14/2025 | R |
| 145337 | IMPERIAL DADE                     | \$0.00      | 2/14/2025 | C |
| 145338 | IMPERIAL DADE                     | \$6,450.26  | 2/14/2025 | R |
| 145339 | INDEPENDENT SCHOOL DIST 199       | \$150.00    | 2/14/2025 | R |
| 145340 | INGINA LLC                        | \$4,320.00  | 2/14/2025 | R |
| 145341 | JENSEN, ETOILE W.                 | \$82.40     | 2/14/2025 | R |
| 145342 | JOHNSON, GERALD                   | \$95.00     | 2/14/2025 | R |
| 145343 | JOHNSON, MICHAEL                  | \$99.00     | 2/14/2025 | R |
| 145344 | JONES SCHOOL SUPPLY CO INC        | \$168.90    | 2/14/2025 | R |
| 145345 | JONES, TREMAYNE K.                | \$229.00    | 2/14/2025 | R |
| 145346 | JOSTENS INC                       | \$141.90    | 2/14/2025 | R |
| 145347 | JUNIOR ACHIEVEMENT                | \$720.00    | 2/14/2025 | R |
| 145348 | KIDCREATE STUDIO WDBY             | \$1,040.00  | 2/14/2025 | R |
| 145349 | KIEMEL, TIMOTHY H. JR             | \$95.00     | 2/14/2025 | R |
| 145350 | KLINGSPORN, TODD                  | \$95.00     | 2/14/2025 | R |
| 145351 | KNUTSON, ADAM                     | \$99.00     | 2/14/2025 | R |
| 145352 | KUM, BRIAN K.                     | \$170.00    | 2/14/2025 | R |
| 145353 | LAFAVE, NICK                      | \$181.00    | 2/14/2025 | R |
| 145354 | LARSEN, BRAD                      | \$181.00    | 2/14/2025 | R |
| 145355 | LARSON, VAUGHN P.                 | \$153.00    | 2/14/2025 | R |
| 145356 | LASCH, ANDREW                     | \$67.00     | 2/14/2025 | R |
| 145357 | LEDER, JARROD D.                  | \$238.00    | 2/14/2025 | R |
| 145358 | LEE, ANNIE                        | \$60.00     | 2/14/2025 | R |
| 145359 | LEVINSKI, MARY                    | \$150.00    | 2/14/2025 | R |
| 145360 | LISA'S PHOTOGRAPHY                | \$276.00    | 2/14/2025 | R |
| 145361 | LLOYD'S CONSTRUCTION SERVICES INC | \$70,269.66 | 2/14/2025 | R |
| 145362 | LUNDGREN, JOANNE M.               | \$51.00     | 2/14/2025 | R |

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| 145363 | MAERTENS-BRENNY CONSTRUCTION          | \$59,147.00    | 2/14/2025 R |
| 145364 | MAGNUSON CHRISTIAN SCHOOL             | \$13,268.77    | 2/14/2025 R |
| 145365 | MANKATO STATE UNIVERSITY              | \$250.00       | 2/14/2025 R |
| 145366 | MATH MASTERS OF MINNESOTA             | \$665.00       | 2/14/2025 R |
| 145367 | MN COMMUNITY EDUC ASSOC (MCEA)        | \$50.00        | 2/14/2025 R |
| 145368 | MEADOWOOD TOOL CO                     | \$234.00       | 2/14/2025 R |
| 145369 | MESA ALFREDO                          | \$95.00        | 2/14/2025 R |
| 145370 | MIDWEST BUS PARTS INC                 | \$2,479.65     | 2/14/2025 R |
| 145371 | MILLIGAN, THERESA                     | \$227.38       | 2/14/2025 R |
| 145372 | MITY-LITE INC                         | \$5,576.00     | 2/14/2025 R |
| 145373 | MN REC & PARK ASSN (MRPA)             | \$310.00       | 2/14/2025 R |
| 145374 | MURPHY WINDOW AND DOOR COMMERCIAL INC | \$149,897.09   | 2/14/2025 R |
| 145375 | NASP INC                              | \$1,814.00     | 2/14/2025 R |
| 145376 | NATIONAL STUDENT CLEARINGHOUSE        | \$595.00       | 2/14/2025 R |
| 145377 | NE METRO 916 CAREER AND TECH          | \$153,996.84   | 2/14/2025 R |
| 145377 | NE METRO 916 CAREER AND TECH          | (\$153,996.84) | 2/27/2025 V |
| 145378 | NEW PRAGUE ARCHERY CLUB               | \$330.00       | 2/14/2025 R |
| 145379 | NEWMAN, RACHEL                        | \$35.00        | 2/14/2025 R |
| 145380 | NICHOLAS-NELSON, TAMRA                | \$162.00       | 2/14/2025 R |
| 145381 | NORTH CENTRAL TRUCK EQUIPMENT         | \$0.00         | 2/14/2025 C |
| 145382 | NORTH CENTRAL TRUCK EQUIPMENT         | \$448.92       | 2/14/2025 R |
| 145383 | O'NEIL, LOIS                          | \$22.20        | 2/14/2025 R |
| 145384 | OBERLE, PAUL                          | \$67.00        | 2/14/2025 R |
| 145385 | OLSON'S SEWER SERVICE, INC            | \$990.00       | 2/14/2025 R |
| 145386 | OLSON, SUZANNE K.                     | \$148.75       | 2/14/2025 R |
| 145387 | OTTER LAKE ELEMENTARY                 | \$480.25       | 2/14/2025 R |
| 145388 | PARK HIGH SCHOOL                      | \$400.00       | 2/14/2025 R |
| 145389 | PARTS TOWN, LLC                       | \$495.87       | 2/14/2025 R |
| 145390 | PAULSON, MICHAEL J.                   | \$342.40       | 2/14/2025 R |
| 145391 | PEARSON, CHRIS                        | \$181.00       | 2/14/2025 R |
| 145392 | PERFORMANCE TOURS                     | \$3,486.46     | 2/14/2025 R |
| 145393 | PERREIRA, EMMA L.                     | \$199.00       | 2/14/2025 R |
| 145394 | PIONEER MIDWEST                       | \$426.44       | 2/14/2025 R |
| 145395 | PITNEY BOWES PURCHASE POWER           | \$360.54       | 2/14/2025 R |
| 145396 | PRESS PUBLICATIONS                    | \$390.14       | 2/14/2025 R |
| 145397 | QUADIENT LEASING                      | \$474.42       | 2/14/2025 R |
| 145398 | RADAR CONSULTING LLC                  | \$5,400.00     | 2/14/2025 R |
| 145399 | RAMSEY COUNTY PARKS/REC DEPT          | \$11,705.00    | 2/14/2025 R |
| 145400 | RAPTOR TECHNOLOGIES, LLC              | \$185.00       | 2/14/2025 R |
| 145401 | RELIFORD, JEROME J.                   | \$134.00       | 2/14/2025 R |
| 145402 | RICARD, CURTIS J.                     | \$120.00       | 2/14/2025 R |
| 145403 | ROETTGER, DEBRA                       | \$73.95        | 2/14/2025 R |
| 145404 | ROETTGER, DORIS                       | \$484.48       | 2/14/2025 R |
| 145405 | RTL CONSTRUCTION INC                  | \$22,195.13    | 2/14/2025 R |
| 145406 | RYDEL, JOE                            | \$120.00       | 2/14/2025 R |
| 145407 | SCHMIDT, RICHARD A.                   | \$134.00       | 2/14/2025 R |
| 145408 | SCHROEDER, JULIE                      | \$37.50        | 2/14/2025 R |

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|----------------------------------------------------|---------------|-------------|
| 145409 SKAAR, DANIEL P.                            | \$238.59      | 2/14/2025 R |
| 145410 STUEDEMANN, MICHAEL                         | \$70.00       | 2/14/2025 R |
| 145411 SUMMIT FIRE PROTECTION                      | \$13,126.62   | 2/14/2025 R |
| 145412 SUPERSET TILE & STONE                       | \$30,067.50   | 2/14/2025 R |
| 145413 T-MOBILE                                    | \$1,560.00    | 2/14/2025 R |
| 145414 TESSIER, NEIL                               | \$99.00       | 2/14/2025 R |
| 145415 THE CHILDREN'S HEALTH MARKET, INC           | \$6,963.25    | 2/14/2025 R |
| 145416 THE LINCOLN NATIONAL LIFE INSURANCE COMPANY | \$77,632.01   | 2/14/2025 R |
| 145417 THE PROPHET CORPORATION                     | \$320.11      | 2/14/2025 R |
| 145418 TRETTER, CHARLIE                            | \$134.00      | 2/14/2025 R |
| 145419 TWIN CITIES DOTS AND POP, LLC               | \$580.80      | 2/14/2025 R |
| 145420 TWOROSKI-WISE, MARCUS D.                    | \$95.00       | 2/14/2025 R |
| 145421 UKPOKOLO, ANITA I.                          | \$85.00       | 2/14/2025 R |
| 145422 UNITED JIU JITSU                            | \$200.00      | 2/14/2025 R |
| 145423 URBAN AIR                                   | \$2,779.20    | 2/14/2025 R |
| 145424 VAIL RESORTS MANAGEMENT CO., INC.           | \$1,599.00    | 2/14/2025 R |
| 145425 VADNAIS HEIGHTS ECONOMIC DEV CORP           | \$100.00      | 2/14/2025 R |
| 145426 VLASIN, DAWN                                | \$124.80      | 2/14/2025 R |
| 145427 VOIT, TAYLOR                                | \$95.00       | 2/14/2025 R |
| 145428 WALSWORTH PUBLISHING COMPANY INC            | \$4,255.22    | 2/14/2025 R |
| 145429 WARREN, MICHELE                             | \$575.20      | 2/14/2025 R |
| 145430 WAYZATA HIGH SCHOOL                         | \$105.00      | 2/14/2025 R |
| 145438 WHITE BEAR MONTESSORI                       | \$1,242.63    | 2/14/2025 R |
| 145439 WHITE BEAR LAKE ROTARY CLUB                 | \$320.00      | 2/14/2025 R |
| 145440 WBLAHS GYMNASTICS BOOSTER                   | \$925.00      | 2/14/2025 R |
| 145441 WBLHS CHEER BOOSTER CLUB                    | \$4,400.00    | 2/14/2025 R |
| 145442 WELCH, BONNIE                               | \$27.75       | 2/14/2025 R |
| 145443 WHITE BEAR LAKE BOYS CROSS COUNTRY INC      | \$1,250.00    | 2/14/2025 R |
| 145444 WOLD ARCHITECTS AND ENGINEERS               | \$0.00        | 2/14/2025 C |
| 145445 WOLD ARCHITECTS AND ENGINEERS               | \$236,873.46  | 2/14/2025 R |
| 145446 WHITE BEAR LAKE LICENSE BUREAU              | \$28.50       | 2/25/2025 R |
| 145447 95 PERCENT GROUP LLC                        | \$415.00      | 2/27/2025 R |
| 145447 95 PERCENT GROUP LLC                        | (\$415.00)    | 2/27/2025 V |
| 145448 ADVANCE TERRAZZO & TILE CO INC              | \$92,018.87   | 2/27/2025 R |
| 145448 ADVANCE TERRAZZO & TILE CO INC              | (\$92,018.87) | 2/27/2025 V |
| 145449 ADVANTAGE EDUCATIONAL PROGRAMS              | \$4,176.00    | 2/27/2025 R |
| 145449 ADVANTAGE EDUCATIONAL PROGRAMS              | (\$4,176.00)  | 2/27/2025 V |
| 145450 AFFINETY SOLUTIONS INC                      | \$2,585.00    | 2/27/2025 R |
| 145450 AFFINETY SOLUTIONS INC                      | (\$2,585.00)  | 2/27/2025 V |
| 145451 AIT SERVICES, LLC                           | \$7,278.74    | 2/27/2025 R |
| 145451 AIT SERVICES, LLC                           | (\$7,278.74)  | 2/27/2025 V |
| 145452 ALBRECHT, GARY A.                           | \$82.00       | 2/27/2025 R |
| 145452 ALBRECHT, GARY A.                           | (\$82.00)     | 2/27/2025 V |
| 145453 AMAZON CAPITAL SERVICES                     | \$0.00        | 2/27/2025 C |
| 145454 AMAZON CAPITAL SERVICES                     | \$0.00        | 2/27/2025 C |
| 145455 AMAZON CAPITAL SERVICES                     | \$0.00        | 2/27/2025 C |
| 145456 AMAZON CAPITAL SERVICES                     | \$0.00        | 2/27/2025 C |

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| 145457 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145458 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145459 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145460 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145461 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145462 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145463 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145464 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145465 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145466 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145467 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145468 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145469 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145470 AMAZON CAPITAL SERVICES        | \$0.00        | 2/27/2025 C |
| 145471 AMAZON CAPITAL SERVICES        | \$10,485.09   | 2/27/2025 R |
| 145471 AMAZON CAPITAL SERVICES        | (\$10,485.09) | 2/27/2025 V |
| 145472 APPLE INC.                     | \$1,347.00    | 2/27/2025 R |
| 145472 APPLE INC.                     | (\$1,347.00)  | 2/27/2025 V |
| 145473 ARVIG                          | \$3,974.00    | 2/27/2025 R |
| 145473 ARVIG                          | (\$3,974.00)  | 2/27/2025 V |
| 145474 AUTHENTIC AUTO GLASS, LLC      | \$351.15      | 2/27/2025 R |
| 145474 AUTHENTIC AUTO GLASS, LLC      | (\$351.15)    | 2/27/2025 V |
| 145475 BARNES & NOBLE                 | \$287.80      | 2/27/2025 R |
| 145475 BARNES & NOBLE                 | (\$287.80)    | 2/27/2025 V |
| 145476 BELL, DANIEL                   | \$164.00      | 2/27/2025 R |
| 145476 BELL, DANIEL                   | (\$164.00)    | 2/27/2025 V |
| 145477 BELL, ROYCE                    | \$134.00      | 2/27/2025 R |
| 145477 BELL, ROYCE                    | (\$134.00)    | 2/27/2025 V |
| 145478 BENSON, WILLIAM P.             | \$180.00      | 2/27/2025 R |
| 145478 BENSON, WILLIAM P.             | (\$180.00)    | 2/27/2025 V |
| 145479 BERGELAND, JOHN O.             | \$205.00      | 2/27/2025 R |
| 145479 BERGELAND, JOHN O.             | (\$205.00)    | 2/27/2025 V |
| 145480 BERWALD ROOFING COMPANY INC    | \$4,412.03    | 2/27/2025 R |
| 145480 BERWALD ROOFING COMPANY INC    | (\$4,412.03)  | 2/27/2025 V |
| 145481 BIBEAU, KARI A.                | \$32.98       | 2/27/2025 R |
| 145481 BIBEAU, KARI A.                | (\$32.98)     | 2/27/2025 V |
| 145482 BILL GOLDEN MUSIC SERVICES     | \$150.00      | 2/27/2025 R |
| 145482 BILL GOLDEN MUSIC SERVICES     | (\$150.00)    | 2/27/2025 V |
| 145483 BIO-RAD LABORATORIES           | \$89.85       | 2/27/2025 R |
| 145483 BIO-RAD LABORATORIES           | (\$89.85)     | 2/27/2025 V |
| 145484 BLUE CROSS / BLUE SHIELD OF MN | \$8,096.00    | 2/27/2025 R |
| 145484 BLUE CROSS / BLUE SHIELD OF MN | (\$8,096.00)  | 2/27/2025 V |
| 145485 BOWMAN, DON                    | \$95.00       | 2/27/2025 R |
| 145485 BOWMAN, DON                    | (\$95.00)     | 2/27/2025 V |
| 145486 BREWINSKI, ERICA               | \$1,102.50    | 2/27/2025 R |
| 145486 BREWINSKI, ERICA               | (\$1,102.50)  | 2/27/2025 V |
| 145487 BROSS, JACOB                   | \$185.00      | 2/27/2025 R |

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| 145487 BROSS, JACOB                    | (\$185.00)    | 2/27/2025 V |
| 145488 BSN SPORTS, LLC                 | \$22,464.70   | 2/27/2025 R |
| 145488 BSN SPORTS, LLC                 | (\$22,464.70) | 2/27/2025 V |
| 145489 BURGRAFF, HALEY                 | \$1,300.50    | 2/27/2025 R |
| 145489 BURGRAFF, HALEY                 | (\$1,300.50)  | 2/27/2025 V |
| 145490 CAMP ST CROIX                   | \$3,675.75    | 2/27/2025 R |
| 145490 CAMP ST CROIX                   | (\$3,675.75)  | 2/27/2025 V |
| 145491 CANEFF, CURT                    | \$164.00      | 2/27/2025 R |
| 145491 CANEFF, CURT                    | (\$164.00)    | 2/27/2025 V |
| 145492 CAPTIVATE MEDIA & CONSULTING    | \$3,500.00    | 2/27/2025 R |
| 145492 CAPTIVATE MEDIA & CONSULTING    | (\$3,500.00)  | 2/27/2025 V |
| 145493 CENTURY COLLEGE                 | \$12,000.00   | 2/27/2025 R |
| 145493 CENTURY COLLEGE                 | (\$12,000.00) | 2/27/2025 V |
| 145494 CHAPMAN, RONALD J. JR           | \$134.00      | 2/27/2025 R |
| 145494 CHAPMAN, RONALD J. JR           | (\$134.00)    | 2/27/2025 V |
| 145495 CHEAP SKATE                     | \$456.00      | 2/27/2025 R |
| 145495 CHEAP SKATE                     | (\$456.00)    | 2/27/2025 V |
| 145496 CHRISTIE, KATHRYN               | \$125.00      | 2/27/2025 R |
| 145496 CHRISTIE, KATHRYN               | (\$125.00)    | 2/27/2025 V |
| 145497 CINTAS CORP                     | \$226.51      | 2/27/2025 R |
| 145497 CINTAS CORP                     | (\$226.51)    | 2/27/2025 V |
| 145498 CLARK, CORY                     | \$95.00       | 2/27/2025 R |
| 145498 CLARK, CORY                     | (\$95.00)     | 2/27/2025 V |
| 145499 CMRS-FP                         | \$6,000.00    | 2/27/2025 R |
| 145499 CMRS-FP                         | (\$6,000.00)  | 2/27/2025 V |
| 145500 COLLER, RONALD B.               | \$181.00      | 2/27/2025 R |
| 145500 COLLER, RONALD B.               | (\$181.00)    | 2/27/2025 V |
| 145501 CONCORDIA ACADEMY               | \$396.00      | 2/27/2025 R |
| 145501 CONCORDIA ACADEMY               | (\$396.00)    | 2/27/2025 V |
| 145502 CONSTANTINE DANCE CLASSES       | \$536.00      | 2/27/2025 R |
| 145502 CONSTANTINE DANCE CLASSES       | (\$536.00)    | 2/27/2025 V |
| 145503 DAHLBERG DIKEMAN, MONICA L.     | \$170.00      | 2/27/2025 R |
| 145503 DAHLBERG DIKEMAN, MONICA L.     | (\$170.00)    | 2/27/2025 V |
| 145504 DASH SPORTS LLC                 | \$500.00      | 2/27/2025 R |
| 145504 DASH SPORTS LLC                 | (\$500.00)    | 2/27/2025 V |
| 145505 DEGARDNER, RICHARD D.           | \$321.50      | 2/27/2025 R |
| 145505 DEGARDNER, RICHARD D.           | (\$321.50)    | 2/27/2025 V |
| 145506 DEGEZELLE, KEVIN                | \$95.00       | 2/27/2025 R |
| 145506 DEGEZELLE, KEVIN                | (\$95.00)     | 2/27/2025 V |
| 145507 DONATELLI'S                     | \$2,322.00    | 2/27/2025 R |
| 145507 DONATELLI'S                     | (\$2,322.00)  | 2/27/2025 V |
| 145508 DROST, CANDACE L.               | \$241.94      | 2/27/2025 R |
| 145508 DROST, CANDACE L.               | (\$241.94)    | 2/27/2025 V |
| 145509 DEFINITIVE TECHNOLOGY SOLUTIONS | \$10,323.00   | 2/27/2025 R |
| 145509 DEFINITIVE TECHNOLOGY SOLUTIONS | (\$10,323.00) | 2/27/2025 V |
| 145510 EAU CLAIRE AREA SCHOOL DISTRICT | \$150.00      | 2/27/2025 R |
| 145510 EAU CLAIRE AREA SCHOOL DISTRICT | (\$150.00)    | 2/27/2025 V |

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|-----------------------------------------|----------------|-------------|
| 145511 ECKROTH MUSIC                    | \$1,378.29     | 2/27/2025 R |
| 145511 ECKROTH MUSIC                    | (\$1,378.29)   | 2/27/2025 V |
| 145512 EDGE MOBILE SHARPENING           | \$595.00       | 2/27/2025 R |
| 145512 EDGE MOBILE SHARPENING           | (\$595.00)     | 2/27/2025 V |
| 145513 EDWARDS, DANIEL                  | \$230.00       | 2/27/2025 R |
| 145513 EDWARDS, DANIEL                  | (\$230.00)     | 2/27/2025 V |
| 145514 EHLERS                           | \$5,290.00     | 2/27/2025 R |
| 145514 EHLERS                           | (\$5,290.00)   | 2/27/2025 V |
| 145515 FITE, SONNY J.                   | \$230.00       | 2/27/2025 R |
| 145515 FITE, SONNY J.                   | (\$230.00)     | 2/27/2025 V |
| 145516 FRANSEN DECORATING INC           | \$7,458.36     | 2/27/2025 R |
| 145516 FRANSEN DECORATING INC           | (\$7,458.36)   | 2/27/2025 V |
| 145517 FRONTRUNNER SCREEN PRINTING      | \$314.00       | 2/27/2025 R |
| 145517 FRONTRUNNER SCREEN PRINTING      | (\$314.00)     | 2/27/2025 V |
| 145518 GARDNER, TRAVIS                  | \$95.00        | 2/27/2025 R |
| 145518 GARDNER, TRAVIS                  | (\$95.00)      | 2/27/2025 V |
| 145519 THE GOOD ACRE                    | \$924.00       | 2/27/2025 R |
| 145519 THE GOOD ACRE                    | (\$924.00)     | 2/27/2025 V |
| 145520 GROTH MUSIC CO                   | \$430.26       | 2/27/2025 R |
| 145520 GROTH MUSIC CO                   | (\$430.26)     | 2/27/2025 V |
| 145521 H&B SPECIALIZED PRODUCTS INC     | \$1,225.00     | 2/27/2025 R |
| 145521 H&B SPECIALIZED PRODUCTS INC     | (\$1,225.00)   | 2/27/2025 V |
| 145522 HALO TRANSPORTATION              | \$62,167.50    | 2/27/2025 R |
| 145522 HALO TRANSPORTATION              | (\$62,167.50)  | 2/27/2025 V |
| 145523 HAMEL MAPLE SYRUP CO INC         | \$4,977.45     | 2/27/2025 R |
| 145523 HAMEL MAPLE SYRUP CO INC         | (\$4,977.45)   | 2/27/2025 V |
| 145524 HANSON, EUGENE                   | \$162.00       | 2/27/2025 R |
| 145524 HANSON, EUGENE                   | (\$162.00)     | 2/27/2025 V |
| 145525 HANSON, TRAVIS                   | \$181.00       | 2/27/2025 R |
| 145525 HANSON, TRAVIS                   | (\$181.00)     | 2/27/2025 V |
| 145526 HEALTHPARTNERS                   | \$100,740.89   | 2/27/2025 R |
| 145526 HEALTHPARTNERS                   | (\$100,740.89) | 2/27/2025 V |
| 145527 HENNEN, SCOTT                    | \$164.00       | 2/27/2025 R |
| 145527 HENNEN, SCOTT                    | (\$164.00)     | 2/27/2025 V |
| 145528 HER, ALEXANDER C.                | \$127.50       | 2/27/2025 R |
| 145528 HER, ALEXANDER C.                | (\$127.50)     | 2/27/2025 V |
| 145529 HOBART SERVICE                   | \$412.00       | 2/27/2025 R |
| 145529 HOBART SERVICE                   | (\$412.00)     | 2/27/2025 V |
| 145530 IDEAL ENERGIES SOLAR LEASING LLC | \$13,922.78    | 2/27/2025 R |
| 145530 IDEAL ENERGIES SOLAR LEASING LLC | (\$13,922.78)  | 2/27/2025 V |
| 145531 INDUSTRIAL LUMBER & PLYWOOD INC. | \$1,266.56     | 2/27/2025 R |
| 145531 INDUSTRIAL LUMBER & PLYWOOD INC. | (\$1,266.56)   | 2/27/2025 V |
| 145532 IRIS INC.                        | \$450.00       | 2/27/2025 R |
| 145532 IRIS INC.                        | (\$450.00)     | 2/27/2025 V |
| 145533 JEZORSKI, JEFF                   | \$164.00       | 2/27/2025 R |
| 145533 JEZORSKI, JEFF                   | (\$164.00)     | 2/27/2025 V |
| 145534 JOHNSON, KEITH                   | \$134.00       | 2/27/2025 R |

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| 145534 JOHNSON, KEITH                  | (\$134.00)    | 2/27/2025 V |
| 145535 KAUFMAN, MICHAEL                | \$180.00      | 2/27/2025 R |
| 145535 KAUFMAN, MICHAEL                | (\$180.00)    | 2/27/2025 V |
| 145536 KNIGHTON- JOHNSON, JASON A.     | \$1,000.00    | 2/27/2025 R |
| 145536 KNIGHTON- JOHNSON, JASON A.     | (\$1,000.00)  | 2/27/2025 V |
| 145537 KOLTES, GREGORY                 | \$67.00       | 2/27/2025 R |
| 145537 KOLTES, GREGORY                 | (\$67.00)     | 2/27/2025 V |
| 145538 KUBASCH, CHAD A.                | \$205.00      | 2/27/2025 R |
| 145538 KUBASCH, CHAD A.                | (\$205.00)    | 2/27/2025 V |
| 145539 KUHN, JOE                       | \$99.00       | 2/27/2025 R |
| 145539 KUHN, JOE                       | (\$99.00)     | 2/27/2025 V |
| 145540 LANGEVIN, JOE                   | \$95.00       | 2/27/2025 R |
| 145540 LANGEVIN, JOE                   | (\$95.00)     | 2/27/2025 V |
| 145541 LEDER, JARROD D.                | \$249.00      | 2/27/2025 R |
| 145541 LEDER, JARROD D.                | (\$249.00)    | 2/27/2025 V |
| 145542 LISA'S PHOTOGRAPHY              | \$150.00      | 2/27/2025 R |
| 145542 LISA'S PHOTOGRAPHY              | (\$150.00)    | 2/27/2025 V |
| 145543 LORENZ BUS SERVICE INC          | \$10,736.52   | 2/27/2025 R |
| 145543 LORENZ BUS SERVICE INC          | (\$10,736.52) | 2/27/2025 V |
| 145544 MADURA, JOHN P.                 | \$125.00      | 2/27/2025 R |
| 145544 MADURA, JOHN P.                 | (\$125.00)    | 2/27/2025 V |
| 145545 MAGNUSON, JEFFREY D.            | \$185.00      | 2/27/2025 R |
| 145545 MAGNUSON, JEFFREY D.            | (\$185.00)    | 2/27/2025 V |
| 145546 MAHTOMEDI COMMUNITY EDUCATION   | \$183.26      | 2/27/2025 R |
| 145546 MAHTOMEDI COMMUNITY EDUCATION   | (\$183.26)    | 2/27/2025 V |
| 145547 MARCO TECHNOLOGIES LLC          | \$7,236.56    | 2/27/2025 R |
| 145547 MARCO TECHNOLOGIES LLC          | (\$7,236.56)  | 2/27/2025 V |
| 145548 MATH MASTERS OF MINNESOTA       | \$375.00      | 2/27/2025 R |
| 145548 MATH MASTERS OF MINNESOTA       | (\$375.00)    | 2/27/2025 V |
| 145549 MCBRIDE, STACIE R.              | \$209.03      | 2/27/2025 R |
| 145549 MCBRIDE, STACIE R.              | (\$209.03)    | 2/27/2025 V |
| 145550 MCGRAW HILL LLC                 | \$12,990.19   | 2/27/2025 R |
| 145550 MCGRAW HILL LLC                 | (\$12,990.19) | 2/27/2025 V |
| 145551 MEDICINE CHEST PHARMACY         | \$724.95      | 2/27/2025 R |
| 145551 MEDICINE CHEST PHARMACY         | (\$724.95)    | 2/27/2025 V |
| 145552 MIDWEST MACHINERY CO            | \$923.80      | 2/27/2025 R |
| 145552 MIDWEST MACHINERY CO            | (\$923.80)    | 2/27/2025 V |
| 145553 MINNESOTA ACOUSTICS INC         | \$21,166.00   | 2/27/2025 R |
| 145553 MINNESOTA ACOUSTICS INC         | (\$21,166.00) | 2/27/2025 V |
| 145554 MINNESOTA XTREME ALL STAR CHEER | \$300.00      | 2/27/2025 R |
| 145554 MINNESOTA XTREME ALL STAR CHEER | (\$300.00)    | 2/27/2025 V |
| 145555 MINNESOTA TRUE TEAM TRACK       | \$200.00      | 2/27/2025 R |
| 145555 MINNESOTA TRUE TEAM TRACK       | (\$200.00)    | 2/27/2025 V |
| 145556 MIROCHA, ALEXANDRA              | \$131.92      | 2/27/2025 R |
| 145556 MIROCHA, ALEXANDRA              | (\$131.92)    | 2/27/2025 V |
| 145557 MN SOCIETY OF CPAS              | \$380.00      | 2/27/2025 R |
| 145557 MN SOCIETY OF CPAS              | (\$380.00)    | 2/27/2025 V |

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|----------------------------------------------|---------------|-------------|
| 145558 MN STATE HIGH SCHOOL MATH LEAGUE      | \$250.00      | 2/27/2025 R |
| 145558 MN STATE HIGH SCHOOL MATH LEAGUE      | (\$250.00)    | 2/27/2025 V |
| 145559 MNTOPSS ST CLOUD APOLLO H.S.          | \$30.00       | 2/27/2025 R |
| 145559 MNTOPSS ST CLOUD APOLLO H.S.          | (\$30.00)     | 2/27/2025 V |
| 145560 MOOREHEAD AREA PUBLIC SCHOOLS ISD 152 | \$104.00      | 2/27/2025 R |
| 145560 MOOREHEAD AREA PUBLIC SCHOOLS ISD 152 | (\$104.00)    | 2/27/2025 V |
| 145561 MOR GOLF AND UTILITY                  | \$300.00      | 2/27/2025 R |
| 145561 MOR GOLF AND UTILITY                  | (\$300.00)    | 2/27/2025 V |
| 145562 MORTENSON, PEYTON                     | \$230.00      | 2/27/2025 R |
| 145562 MORTENSON, PEYTON                     | (\$230.00)    | 2/27/2025 V |
| 145563 MOSER, TY                             | \$180.00      | 2/27/2025 R |
| 145563 MOSER, TY                             | (\$180.00)    | 2/27/2025 V |
| 145564 MOUNDS PARK ACADEMY                   | \$100.00      | 2/27/2025 R |
| 145564 MOUNDS PARK ACADEMY                   | (\$100.00)    | 2/27/2025 V |
| 145565 MN SCHOOL BOARDS ASSN                 | \$790.00      | 2/27/2025 R |
| 145565 MN SCHOOL BOARDS ASSN                 | (\$790.00)    | 2/27/2025 V |
| 145566 MN SUPERINTENDENTS OFC PERSONNEL      | \$250.00      | 2/27/2025 R |
| 145566 MN SUPERINTENDENTS OFC PERSONNEL      | (\$250.00)    | 2/27/2025 V |
| 145567 MUMBLEAU, JANE L.                     | \$0.00        | 2/27/2025 C |
| 145568 MUMBLEAU, JANE L.                     | \$603.00      | 2/27/2025 R |
| 145568 MUMBLEAU, JANE L.                     | (\$603.00)    | 2/27/2025 V |
| 145569 MUMBLEAU, RICHARD T.                  | \$0.00        | 2/27/2025 C |
| 145570 MUMBLEAU, RICHARD T.                  | \$603.00      | 2/27/2025 R |
| 145570 MUMBLEAU, RICHARD T.                  | (\$603.00)    | 2/27/2025 V |
| 145571 MUSCANTO, STEPHEN                     | \$225.00      | 2/27/2025 R |
| 145571 MUSCANTO, STEPHEN                     | (\$225.00)    | 2/27/2025 V |
| 145572 NATHE, KURT                           | \$120.00      | 2/27/2025 R |
| 145572 NATHE, KURT                           | (\$120.00)    | 2/27/2025 V |
| 145573 NELSON, DAN                           | \$180.00      | 2/27/2025 R |
| 145573 NELSON, DAN                           | (\$180.00)    | 2/27/2025 V |
| 145574 NIMBLE IMPRESSIONS LLC                | \$425.55      | 2/27/2025 R |
| 145574 NIMBLE IMPRESSIONS LLC                | (\$425.55)    | 2/27/2025 V |
| 145575 NORTH CENTRAL TRUCK EQUIPMENT         | \$2,913.90    | 2/27/2025 R |
| 145575 NORTH CENTRAL TRUCK EQUIPMENT         | (\$2,913.90)  | 2/27/2025 V |
| 145576 NORTH SHORE GYM SALES                 | \$544.00      | 2/27/2025 R |
| 145576 NORTH SHORE GYM SALES                 | (\$544.00)    | 2/27/2025 V |
| 145577 O'BRIEN, MATTHEW F.                   | \$2,984.31    | 2/27/2025 R |
| 145577 O'BRIEN, MATTHEW F.                   | (\$2,984.31)  | 2/27/2025 V |
| 145578 PARTS TOWN, LLC                       | \$604.96      | 2/27/2025 R |
| 145578 PARTS TOWN, LLC                       | (\$604.96)    | 2/27/2025 V |
| 145579 PEASE, STEVEN                         | \$134.00      | 2/27/2025 R |
| 145579 PEASE, STEVEN                         | (\$134.00)    | 2/27/2025 V |
| 145580 PETERSEN, BILL                        | \$67.00       | 2/27/2025 R |
| 145580 PETERSEN, BILL                        | (\$67.00)     | 2/27/2025 V |
| 145581 PETERSON COMPANIES INC                | \$33,725.19   | 2/27/2025 R |
| 145581 PETERSON COMPANIES INC                | (\$33,725.19) | 2/27/2025 V |
| 145582 PETRIK, JESSICA S.                    | \$85.00       | 2/27/2025 R |

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| 145582 PETRIK, JESSICA S.              | (\$85.00)     | 2/27/2025 V |
| 145583 PIONEER MIDWEST                 | \$71.08       | 2/27/2025 R |
| 145583 PIONEER MIDWEST                 | (\$71.08)     | 2/27/2025 V |
| 145584 PIONEER GOLF COMPANY            | \$46,802.13   | 2/27/2025 R |
| 145584 PIONEER GOLF COMPANY            | (\$46,802.13) | 2/27/2025 V |
| 145585 PREMIER BIOTECH                 | \$828.00      | 2/27/2025 R |
| 145585 PREMIER BIOTECH                 | (\$828.00)    | 2/27/2025 V |
| 145586 PRESS PUBLICATIONS              | \$0.00        | 2/27/2025 C |
| 145587 PRESS PUBLICATIONS              | \$4,146.00    | 2/27/2025 R |
| 145587 PRESS PUBLICATIONS              | (\$4,146.00)  | 2/27/2025 V |
| 145588 PRIMERO EDGE                    | \$990.00      | 2/27/2025 R |
| 145588 PRIMERO EDGE                    | (\$990.00)    | 2/27/2025 V |
| 145589 PRIOR LAKE HIGH SCHOOL          | \$126.00      | 2/27/2025 R |
| 145589 PRIOR LAKE HIGH SCHOOL          | (\$126.00)    | 2/27/2025 V |
| 145590 PRO-ED INC                      | \$77.00       | 2/27/2025 R |
| 145590 PRO-ED INC                      | (\$77.00)     | 2/27/2025 V |
| 145591 PRODUCTIVITY INC                | \$1,039.95    | 2/27/2025 R |
| 145591 PRODUCTIVITY INC                | (\$1,039.95)  | 2/27/2025 V |
| 145592 REAGAN, JOHN                    | \$335.00      | 2/27/2025 R |
| 145592 REAGAN, JOHN                    | (\$335.00)    | 2/27/2025 V |
| 145593 RED LUNA                        | \$943.07      | 2/27/2025 R |
| 145593 RED LUNA                        | (\$943.07)    | 2/27/2025 V |
| 145594 ROSE CITY SIGN                  | \$26,952.00   | 2/27/2025 R |
| 145594 ROSE CITY SIGN                  | (\$26,952.00) | 2/27/2025 V |
| 145595 SAARION, CARL A.                | \$67.00       | 2/27/2025 R |
| 145595 SAARION, CARL A.                | (\$67.00)     | 2/27/2025 V |
| 145596 SANDERS, CRAIG                  | \$230.00      | 2/27/2025 R |
| 145596 SANDERS, CRAIG                  | (\$230.00)    | 2/27/2025 V |
| 145597 SCHNEIDER, STEVEN A.            | \$67.00       | 2/27/2025 R |
| 145597 SCHNEIDER, STEVEN A.            | (\$67.00)     | 2/27/2025 V |
| 145598 SIMON, MICHAEL                  | \$82.00       | 2/27/2025 R |
| 145598 SIMON, MICHAEL                  | (\$82.00)     | 2/27/2025 V |
| 145599 SKOLD SPECIALTY CONTRACTING LLC | \$34,843.00   | 2/27/2025 R |
| 145599 SKOLD SPECIALTY CONTRACTING LLC | (\$34,843.00) | 2/27/2025 V |
| 145600 SCHOOL NUTRITION ASSOC (SNA)    | \$1,360.50    | 2/27/2025 R |
| 145600 SCHOOL NUTRITION ASSOC (SNA)    | (\$1,360.50)  | 2/27/2025 V |
| 145601 SPECIAL NEEDS WARE INC          | \$286.00      | 2/27/2025 R |
| 145601 SPECIAL NEEDS WARE INC          | (\$286.00)    | 2/27/2025 V |
| 145602 SPECIALTY PROMOTIONS INC        | \$929.25      | 2/27/2025 R |
| 145602 SPECIALTY PROMOTIONS INC        | (\$929.25)    | 2/27/2025 V |
| 145603 STARFALL PUBLICATIONS           | \$355.00      | 2/27/2025 R |
| 145603 STARFALL PUBLICATIONS           | (\$355.00)    | 2/27/2025 V |
| 145604 STILLWATER AREA HIGH SCHOOL     | \$150.00      | 2/27/2025 R |
| 145604 STILLWATER AREA HIGH SCHOOL     | (\$150.00)    | 2/27/2025 V |
| 145605 STRATEGIC STAFFING SOLUTIONS    | \$35,356.79   | 2/27/2025 R |
| 145605 STRATEGIC STAFFING SOLUTIONS    | (\$35,356.79) | 2/27/2025 V |
| 145606 STUMPF, DANIEL                  | \$99.00       | 2/27/2025 R |

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| 145606 STUMPF, DANIEL                      | (\$99.00)      | 2/27/2025 V |
| 145607 SZYMANSKI, RYAN                     | \$181.00       | 2/27/2025 R |
| 145607 SZYMANSKI, RYAN                     | (\$181.00)     | 2/27/2025 V |
| 145608 TEKTON CONSTRUCTION COMPANY         | \$2,465.21     | 2/27/2025 R |
| 145608 TEKTON CONSTRUCTION COMPANY         | (\$2,465.21)   | 2/27/2025 V |
| 145609 TESSIER, NEIL                       | \$99.00        | 2/27/2025 R |
| 145609 TESSIER, NEIL                       | (\$99.00)      | 2/27/2025 V |
| 145610 THE MINDFULNESS MOVEMENT            | \$720.00       | 2/27/2025 R |
| 145610 THE MINDFULNESS MOVEMENT            | (\$720.00)     | 2/27/2025 V |
| 145611 THE PROPHET CORPORATION             | \$125.17       | 2/27/2025 R |
| 145611 THE PROPHET CORPORATION             | (\$125.17)     | 2/27/2025 V |
| 145612 THOMPSON, AMANDA                    | \$85.00        | 2/27/2025 R |
| 145612 THOMPSON, AMANDA                    | (\$85.00)      | 2/27/2025 V |
| 145613 TRAINING HAUS                       | \$20,000.00    | 2/27/2025 R |
| 145613 TRAINING HAUS                       | (\$20,000.00)  | 2/27/2025 V |
| 145614 TWIN CITY HARDWARE COMPANY INC      | \$7,029.32     | 2/27/2025 R |
| 145614 TWIN CITY HARDWARE COMPANY INC      | (\$7,029.32)   | 2/27/2025 V |
| 145615 UKPOKOLO, ANITA I.                  | \$255.00       | 2/27/2025 R |
| 145615 UKPOKOLO, ANITA I.                  | (\$255.00)     | 2/27/2025 V |
| 145616 UPPER MIDWEST ATHLETIC CONSTRUCTION | \$21,579.25    | 2/27/2025 R |
| 145616 UPPER MIDWEST ATHLETIC CONSTRUCTION | (\$21,579.25)  | 2/27/2025 V |
| 145617 VIRGINA BOWLING GARDENS LLC         | \$579.00       | 2/27/2025 R |
| 145617 VIRGINA BOWLING GARDENS LLC         | (\$579.00)     | 2/27/2025 V |
| 145618 VOIT, JORDAN                        | \$95.00        | 2/27/2025 R |
| 145618 VOIT, JORDAN                        | (\$95.00)      | 2/27/2025 V |
| 145619 WHITE BEAR LAKE SPORTS CENTER       | \$13,200.00    | 2/27/2025 R |
| 145619 WHITE BEAR LAKE SPORTS CENTER       | (\$13,200.00)  | 2/27/2025 V |
| 145620 XCEL ENERGY                         | \$0.00         | 2/27/2025 C |
| 145621 XCEL ENERGY                         | \$243,322.29   | 2/27/2025 R |
| 145621 XCEL ENERGY                         | (\$243,322.29) | 2/27/2025 V |
| 145622 YOUNG, RAYDEL                       | \$134.00       | 2/27/2025 R |
| 145622 YOUNG, RAYDEL                       | (\$134.00)     | 2/27/2025 V |
| 145623 ZABADAL, GEORGE J.                  | \$201.00       | 2/27/2025 R |
| 145623 ZABADAL, GEORGE J.                  | (\$201.00)     | 2/27/2025 V |
| 145624 ZECH, GINA                          | \$162.00       | 2/27/2025 R |
| 145624 ZECH, GINA                          | (\$162.00)     | 2/27/2025 V |
| 145625 ZEN EDUCATE INC.                    | \$1,523.60     | 2/27/2025 R |
| 145625 ZEN EDUCATE INC.                    | (\$1,523.60)   | 2/27/2025 V |
| 145626 95 PERCENT GROUP LLC                | \$415.00       | 2/27/2025 R |
| 145627 ADVANCE TERRAZZO & TILE CO INC      | \$92,018.87    | 2/27/2025 R |
| 145628 ADVANTAGE EDUCATIONAL PROGRAMS      | \$4,176.00     | 2/27/2025 R |
| 145629 AFFINETY SOLUTIONS INC              | \$2,585.00     | 2/27/2025 R |
| 145630 AIT SERVICES, LLC                   | \$7,278.74     | 2/27/2025 R |
| 145631 ALBRECHT, GARY A.                   | \$82.00        | 2/27/2025 R |
| 145632 AMAZON CAPITAL SERVICES             | \$0.00         | 2/27/2025 C |
| 145633 AMAZON CAPITAL SERVICES             | \$0.00         | 2/27/2025 C |
| 145634 AMAZON CAPITAL SERVICES             | \$0.00         | 2/27/2025 C |

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| 145635 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145636 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145637 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145638 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145639 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145640 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145641 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145642 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145643 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145644 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145645 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145646 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145647 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145648 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145649 AMAZON CAPITAL SERVICES        | \$0.00      | 2/27/2025 C |
| 145650 AMAZON CAPITAL SERVICES        | \$10,485.09 | 2/27/2025 R |
| 145651 APPLE INC.                     | \$1,347.00  | 2/27/2025 R |
| 145652 ARVIG                          | \$3,974.00  | 2/27/2025 R |
| 145653 AUTHENTIC AUTO GLASS, LLC      | \$351.15    | 2/27/2025 R |
| 145654 BARNES & NOBLE                 | \$287.80    | 2/27/2025 R |
| 145655 BELL, DANIEL                   | \$164.00    | 2/27/2025 R |
| 145656 BELL, ROYCE                    | \$134.00    | 2/27/2025 R |
| 145657 BENSON, WILLIAM P.             | \$180.00    | 2/27/2025 R |
| 145658 BERGELAND, JOHN O.             | \$205.00    | 2/27/2025 R |
| 145659 BERWALD ROOFING COMPANY INC    | \$4,412.03  | 2/27/2025 R |
| 145660 BIBEAU, KARI A.                | \$32.98     | 2/27/2025 R |
| 145661 BILL GOLDEN MUSIC SERVICES     | \$150.00    | 2/27/2025 R |
| 145662 BIO-RAD LABORATORIES           | \$89.85     | 2/27/2025 R |
| 145663 BLUE CROSS / BLUE SHIELD OF MN | \$8,096.00  | 2/27/2025 R |
| 145664 BOWMAN, DON                    | \$95.00     | 2/27/2025 R |
| 145665 BREWINSKI, ERICA               | \$1,102.50  | 2/27/2025 R |
| 145666 BROSS, JACOB                   | \$185.00    | 2/27/2025 R |
| 145667 BSN SPORTS, LLC                | \$22,464.70 | 2/27/2025 R |
| 145668 BURGRAFF, HALEY                | \$1,300.50  | 2/27/2025 R |
| 145669 CAMP ST CROIX                  | \$3,675.75  | 2/27/2025 R |
| 145670 CANEFF, CURT                   | \$164.00    | 2/27/2025 R |
| 145671 CAPTIVATE MEDIA & CONSULTING   | \$3,500.00  | 2/27/2025 R |
| 145672 CENTURY COLLEGE                | \$12,000.00 | 2/27/2025 R |
| 145673 CHAPMAN, RONALD J. JR          | \$134.00    | 2/27/2025 R |
| 145674 CHEAP SKATE                    | \$456.00    | 2/27/2025 R |
| 145675 CHRISTIE, KATHRYN              | \$125.00    | 2/27/2025 R |
| 145676 CINTAS CORP                    | \$226.51    | 2/27/2025 R |
| 145677 CLARK, CORY                    | \$95.00     | 2/27/2025 R |
| 145678 CMRS-FP                        | \$6,000.00  | 2/27/2025 R |
| 145679 COLLER, RONALD B.              | \$181.00    | 2/27/2025 R |
| 145680 CONCORDIA ACADEMY              | \$396.00    | 2/27/2025 R |
| 145681 CONSTANTINE DANCE CLASSES      | \$536.00    | 2/27/2025 R |

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|-----------------------------------------|--------------|-------------|
| 145682 DAHLBERG DIKEMAN, MONICA L.      | \$170.00     | 2/27/2025 R |
| 145683 DASH SPORTS LLC                  | \$500.00     | 2/27/2025 R |
| 145684 DEGARDNER, RICHARD D.            | \$321.50     | 2/27/2025 R |
| 145685 DEGEZELLE, KEVIN                 | \$95.00      | 2/27/2025 R |
| 145686 DONATELLI'S                      | \$2,322.00   | 2/27/2025 R |
| 145687 DROST, CANDACE L.                | \$241.94     | 2/27/2025 R |
| 145688 DEFINITIVE TECHNOLOGY SOLUTIONS  | \$10,323.00  | 2/27/2025 R |
| 145689 EAU CLAIRE AREA SCHOOL DISTRICT  | \$150.00     | 2/27/2025 R |
| 145690 ECKROTH MUSIC                    | \$1,378.29   | 2/27/2025 R |
| 145691 EDGE MOBILE SHARPENING           | \$595.00     | 2/27/2025 R |
| 145692 EDWARDS, DANIEL                  | \$230.00     | 2/27/2025 R |
| 145693 EHLERS                           | \$5,290.00   | 2/27/2025 R |
| 145694 FITE, SONNY J.                   | \$230.00     | 2/27/2025 R |
| 145695 FRANSEN DECORATING INC           | \$7,458.36   | 2/27/2025 R |
| 145696 FRONTRUNNER SCREEN PRINTING      | \$314.00     | 2/27/2025 R |
| 145697 GARDNER, TRAVIS                  | \$95.00      | 2/27/2025 R |
| 145698 THE GOOD ACRE                    | \$924.00     | 2/27/2025 R |
| 145699 GROTH MUSIC CO                   | \$430.26     | 2/27/2025 R |
| 145700 H&B SPECIALIZED PRODUCTS INC     | \$1,225.00   | 2/27/2025 R |
| 145701 HALO TRANSPORTATION              | \$62,167.50  | 2/27/2025 R |
| 145702 HAMEL MAPLE SYRUP CO INC         | \$4,977.45   | 2/27/2025 R |
| 145703 HANSON, EUGENE                   | \$162.00     | 2/27/2025 R |
| 145704 HANSON, TRAVIS                   | \$181.00     | 2/27/2025 R |
| 145705 HEALTHPARTNERS                   | \$100,740.89 | 2/27/2025 R |
| 145706 HENNEN, SCOTT                    | \$164.00     | 2/27/2025 R |
| 145707 HER, ALEXANDER C.                | \$127.50     | 2/27/2025 R |
| 145708 HOBART SERVICE                   | \$412.00     | 2/27/2025 R |
| 145709 IDEAL ENERGIES SOLAR LEASING LLC | \$13,922.78  | 2/27/2025 R |
| 145710 INDUSTRIAL LUMBER & PLYWOOD INC. | \$1,266.56   | 2/27/2025 R |
| 145711 IRIS INC.                        | \$450.00     | 2/27/2025 R |
| 145712 JEZORSKI, JEFF                   | \$164.00     | 2/27/2025 R |
| 145713 JOHNSON, KEITH                   | \$134.00     | 2/27/2025 R |
| 145714 KAUFMAN, MICHAEL                 | \$180.00     | 2/27/2025 R |
| 145715 KNIGHTON- JOHNSON, JASON A.      | \$1,000.00   | 2/27/2025 R |
| 145716 KOLTES, GREGORY                  | \$67.00      | 2/27/2025 R |
| 145717 KUBASCH, CHAD A.                 | \$205.00     | 2/27/2025 R |
| 145718 KUHN, JOE                        | \$99.00      | 2/27/2025 R |
| 145719 LANGEVIN, JOE                    | \$95.00      | 2/27/2025 R |
| 145720 LEDER, JARROD D.                 | \$249.00     | 2/27/2025 R |
| 145721 LISA'S PHOTOGRAPHY               | \$150.00     | 2/27/2025 R |
| 145722 LORENZ BUS SERVICE INC           | \$10,736.52  | 2/27/2025 R |
| 145723 MADURA, JOHN P.                  | \$125.00     | 2/27/2025 R |
| 145724 MAGNUSON, JEFFREY D.             | \$185.00     | 2/27/2025 R |
| 145725 MAHTOMEDI COMMUNITY EDUCATION    | \$183.26     | 2/27/2025 R |
| 145726 MARCO TECHNOLOGIES LLC           | \$7,236.56   | 2/27/2025 R |
| 145727 MATH MASTERS OF MINNESOTA        | \$375.00     | 2/27/2025 R |
| 145728 MCBRIDE, STACIE R.               | \$209.03     | 2/27/2025 R |

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|--------|---------------------------------------|-------------|-----------|---|
| 145729 | MCGRAW HILL LLC                       | \$12,990.19 | 2/27/2025 | R |
| 145730 | MEDICINE CHEST PHARMACY               | \$724.95    | 2/27/2025 | R |
| 145731 | MIDWEST MACHINERY CO                  | \$923.80    | 2/27/2025 | R |
| 145732 | MINNESOTA ACOUSTICS INC               | \$21,166.00 | 2/27/2025 | R |
| 145733 | MINNESOTA XTREME ALL STAR CHEER       | \$300.00    | 2/27/2025 | R |
| 145734 | MINNESOTA TRUE TEAM TRACK             | \$200.00    | 2/27/2025 | R |
| 145735 | MIROCHA, ALEXANDRA                    | \$131.92    | 2/27/2025 | R |
| 145736 | MN SOCIETY OF CPAS                    | \$380.00    | 2/27/2025 | R |
| 145737 | MN STATE HIGH SCHOOL MATH LEAGUE      | \$250.00    | 2/27/2025 | R |
| 145738 | MNTOPSS ST CLOUD APOLLO H.S.          | \$30.00     | 2/27/2025 | R |
| 145739 | MOOREHEAD AREA PUBLIC SCHOOLS ISD 152 | \$104.00    | 2/27/2025 | R |
| 145740 | MOR GOLF AND UTILITY                  | \$300.00    | 2/27/2025 | R |
| 145741 | MORTENSON, PEYTON                     | \$230.00    | 2/27/2025 | R |
| 145742 | MOSER, TY                             | \$180.00    | 2/27/2025 | R |
| 145743 | MOUNDS PARK ACADEMY                   | \$100.00    | 2/27/2025 | R |
| 145744 | MN SCHOOL BOARDS ASSN                 | \$790.00    | 2/27/2025 | R |
| 145745 | MN SUPERINTENDENTS OFC PERSONNEL      | \$250.00    | 2/27/2025 | R |
| 145746 | MUMBLEAU, JANE L.                     | \$0.00      | 2/27/2025 | C |
| 145747 | MUMBLEAU, JANE L.                     | \$603.00    | 2/27/2025 | R |
| 145748 | MUMBLEAU, RICHARD T.                  | \$0.00      | 2/27/2025 | C |
| 145749 | MUMBLEAU, RICHARD T.                  | \$603.00    | 2/27/2025 | R |
| 145750 | MUSCANTO, STEPHEN                     | \$225.00    | 2/27/2025 | R |
| 145751 | NATHE, KURT                           | \$120.00    | 2/27/2025 | R |
| 145752 | NELSON, DAN                           | \$180.00    | 2/27/2025 | R |
| 145753 | NIMBLE IMPRESSIONS LLC                | \$425.55    | 2/27/2025 | R |
| 145754 | NORTH CENTRAL TRUCK EQUIPMENT         | \$2,913.90  | 2/27/2025 | R |
| 145755 | NORTH SHORE GYM SALES                 | \$544.00    | 2/27/2025 | R |
| 145756 | O'BRIEN, MATTHEW F.                   | \$2,984.31  | 2/27/2025 | R |
| 145757 | PARTS TOWN, LLC                       | \$604.96    | 2/27/2025 | R |
| 145758 | PEASE, STEVEN                         | \$134.00    | 2/27/2025 | R |
| 145759 | PETERSEN, BILL                        | \$67.00     | 2/27/2025 | R |
| 145760 | PETERSON COMPANIES INC                | \$33,725.19 | 2/27/2025 | R |
| 145761 | PETRIK, JESSICA S.                    | \$85.00     | 2/27/2025 | R |
| 145762 | PIONEER MIDWEST                       | \$71.08     | 2/27/2025 | R |
| 145763 | PIONEER GOLF COMPANY                  | \$46,802.13 | 2/27/2025 | R |
| 145764 | PREMIER BIOTECH                       | \$828.00    | 2/27/2025 | R |
| 145765 | PRESS PUBLICATIONS                    | \$0.00      | 2/27/2025 | C |
| 145766 | PRESS PUBLICATIONS                    | \$4,146.00  | 2/27/2025 | R |
| 145767 | PRIMERO EDGE                          | \$990.00    | 2/27/2025 | R |
| 145768 | PRIOR LAKE HIGH SCHOOL                | \$126.00    | 2/27/2025 | R |
| 145769 | PRO-ED INC                            | \$77.00     | 2/27/2025 | R |
| 145770 | PRODUCTIVITY INC                      | \$1,039.95  | 2/27/2025 | R |
| 145771 | REAGAN, JOHN                          | \$335.00    | 2/27/2025 | R |
| 145772 | RED LUNA                              | \$943.07    | 2/27/2025 | R |
| 145773 | ROSE CITY SIGN                        | \$26,952.00 | 2/27/2025 | R |
| 145774 | SAARION, CARL A.                      | \$67.00     | 2/27/2025 | R |
| 145775 | SANDERS, CRAIG                        | \$230.00    | 2/27/2025 | R |

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|-----------------------------------------------|--------------|-------------|
| 145776 SCHNEIDER, STEVEN A.                   | \$67.00      | 2/27/2025 R |
| 145777 SIMON, MICHAEL                         | \$82.00      | 2/27/2025 R |
| 145778 SKOLD SPECIALTY CONTRACTING LLC        | \$34,843.00  | 2/27/2025 R |
| 145779 SCHOOL NUTRITION ASSOC (SNA)           | \$1,360.50   | 2/27/2025 R |
| 145780 SPECIAL NEEDS WARE INC                 | \$286.00     | 2/27/2025 R |
| 145781 SPECIALTY PROMOTIONS INC               | \$929.25     | 2/27/2025 R |
| 145782 STARFALL PUBLICATIONS                  | \$355.00     | 2/27/2025 R |
| 145783 STILLWATER AREA HIGH SCHOOL            | \$150.00     | 2/27/2025 R |
| 145784 STRATEGIC STAFFING SOLUTIONS           | \$35,356.79  | 2/27/2025 R |
| 145785 STUMPF, DANIEL                         | \$99.00      | 2/27/2025 R |
| 145786 SZYMANSKI, RYAN                        | \$181.00     | 2/27/2025 R |
| 145787 TEKTON CONSTRUCTION COMPANY            | \$2,465.21   | 2/27/2025 R |
| 145788 TESSIER, NEIL                          | \$99.00      | 2/27/2025 R |
| 145789 THE MINDFULNESS MOVEMENT               | \$720.00     | 2/27/2025 R |
| 145790 THE PROPHET CORPORATION                | \$125.17     | 2/27/2025 R |
| 145791 THOMPSON, AMANDA                       | \$85.00      | 2/27/2025 R |
| 145792 TRAINING HAUS                          | \$20,000.00  | 2/27/2025 R |
| 145793 TWIN CITY HARDWARE COMPANY INC         | \$7,029.32   | 2/27/2025 R |
| 145794 UKPOKOLO, ANITA I.                     | \$255.00     | 2/27/2025 R |
| 145795 UPPER MIDWEST ATHLETIC CONSTRUCTION    | \$21,579.25  | 2/27/2025 R |
| 145796 VIRGINIA BOWLING GARDENS LLC           | \$579.00     | 2/27/2025 R |
| 145797 VOIT, JORDAN                           | \$95.00      | 2/27/2025 R |
| 145798 WHITE BEAR LAKE SPORTS CENTER          | \$13,200.00  | 2/27/2025 R |
| 145799 XCEL ENERGY                            | \$0.00       | 2/27/2025 C |
| 145800 XCEL ENERGY                            | \$243,322.29 | 2/27/2025 R |
| 145801 YOUNG, RAYDEL                          | \$134.00     | 2/27/2025 R |
| 145802 ZABADAL, GEORGE J.                     | \$201.00     | 2/27/2025 R |
| 145803 ZECH, GINA                             | \$162.00     | 2/27/2025 R |
| 145804 ZEN EDUCATE INC.                       | \$1,523.60   | 2/27/2025 R |
| 9996700 BENEFIT RESOURCE, INC                 | \$59,361.71  | 2/14/2025 R |
| 9996701 AIG                                   | \$3,950.95   | 2/14/2025 R |
| 9996702 AIG BENEFIT                           | \$1,476.23   | 2/14/2025 R |
| 9996703 AMERICAN FUNDS                        | \$48,424.66  | 2/14/2025 R |
| 9996704 AMERICAN FUNDS BENEFIT                | \$22,419.46  | 2/14/2025 R |
| 9996705 AMERIPRISE FINANCIAL SERVICES         | \$16,773.33  | 2/14/2025 R |
| 9996706 AMERIPRISE FINANCIAL SERVICES BENEFIT | \$6,846.14   | 2/14/2025 R |
| 9996707 AXA EQUITABLE                         | \$15,742.94  | 2/14/2025 R |
| 9996708 AXA EQUITABLE BENEFIT                 | \$9,149.46   | 2/14/2025 R |
| 9996709 BENEFIT RESOURCE, INC                 | \$124,587.31 | 2/14/2025 R |
| 9996710 EDUCATION MN ESI BILLING TRUST        | \$18,766.19  | 2/14/2025 R |
| 9996711 EDUCATION MN ESI BENEFIT              | \$8,866.02   | 2/14/2025 R |
| 9996712 INTERNAL REVENUE SERVICE              | \$0.00       | 2/14/2025 C |
| 9996713 INTERNAL REVENUE SERVICE              | \$0.00       | 2/14/2025 C |
| 9996714 INTERNAL REVENUE SERVICE              | \$0.00       | 2/14/2025 C |
| 9996715 INTERNAL REVENUE SERVICE              | \$0.00       | 2/14/2025 C |
| 9996716 INTERNAL REVENUE SERVICE              | \$800,905.25 | 2/14/2025 R |
| 9996717 METROPOLITAN LIFE                     | \$1,218.77   | 2/14/2025 R |

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|-----------|--------------------------------------------|--------------|-------------|
| 9996718   | METROPOLITAN LIFE BENEFIT                  | \$970.08     | 2/14/2025 R |
| 9996719   | MN DEPT OF HUMAN SERVICES                  | \$3,833.46   | 2/14/2025 R |
| 9996720   | MN DEPT OF REVENUE                         | \$0.00       | 2/14/2025 C |
| 9996721   | MN DEPT OF REVENUE                         | \$127,148.64 | 2/14/2025 R |
| 9996722   | MN REVENUE                                 | \$925.74     | 2/14/2025 R |
| 9996723   | MN STATE RETIREMENT                        | \$4,718.06   | 2/14/2025 R |
| 9996724   | PCS RETIREMENT - ASPIRE FINANCIAL SERVICES | \$3,995.09   | 2/14/2025 R |
| 9996725   | PCS RETIREMENT - ASPIRE BENEFIT            | \$1,728.85   | 2/14/2025 R |
| 9996726   | PUBLIC EMP RETIREMENT ASSOC                | \$0.00       | 2/14/2025 C |
| 9996727   | PUBLIC EMP RETIREMENT ASSOC                | \$146,558.52 | 2/14/2025 R |
| 9996728   | TEACHERS RETIREMENT ASSOC                  | \$0.00       | 2/14/2025 C |
| 9996729   | TEACHERS RETIREMENT ASSOC                  | \$436,210.25 | 2/14/2025 R |
| 9996730   | VANGUARD SMALL BUSINESS SERVICES BENEFIT   | \$10,190.90  | 2/14/2025 R |
| 9996731   | VANGUARD SMALL BUSINESS SERVICES           | \$35,262.56  | 2/14/2025 R |
| 9996732   | WHITE BEAR LAKE TEACHERS ASSOC (WIRE)      | \$38,485.00  | 2/14/2025 R |
| 242502008 | GERDING, LAURIE A.                         | \$0.00       | 2/7/2025 R  |
| 242502009 | HATCH, KATHLEEN A.                         | \$0.00       | 2/7/2025 R  |
| 242502010 | RAU, EMILY J.                              | \$0.00       | 2/7/2025 R  |
| 242502153 | LANDA, ALICIA                              | \$36.79      | 2/3/2025 A  |
| 242502154 | GREGORY, COURTLAND                         | \$1,200.00   | 2/6/2025 A  |
| 242502155 | ACCLAIM SERVICES INC                       | \$510.50     | 2/13/2025 A |
| 242502156 | ADMIRAL COATINGS INC                       | \$31,730.00  | 2/13/2025 A |
| 242502157 | AJ MOORE ELECTRIC INC                      | \$300,760.50 | 2/13/2025 A |
| 242502158 | ALL STATE COMMUNICATIONS                   | \$575.00     | 2/13/2025 A |
| 242502159 | ANDERSON, JON C.                           | \$234.40     | 2/13/2025 A |
| 242502160 | AQUA NORTH SOLUTIONS                       | \$0.00       | 2/13/2025 C |
| 242502161 | AQUA NORTH SOLUTIONS                       | \$3,877.00   | 2/13/2025 A |
| 242502162 | BAKER, SUZANNE M.                          | \$18.36      | 2/13/2025 A |
| 242502163 | BAKKE, BRENT M.                            | \$188.29     | 2/13/2025 A |
| 242502164 | BRIGHTSTAR CARE OF ST PAUL                 | \$4,725.00   | 2/13/2025 A |
| 242502165 | BROWN, BRUCE                               | \$67.00      | 2/13/2025 A |
| 242502166 | BURDICK, NATHAN I.                         | \$17.29      | 2/13/2025 A |
| 242502167 | CAP ELECTRIC INC                           | \$1,277.00   | 2/13/2025 A |
| 242502168 | CAVERZAGIE, BRIANNA                        | \$71.40      | 2/13/2025 A |
| 242502169 | CDW GOVERNMENT INC                         | \$751.22     | 2/13/2025 A |
| 242502170 | CHESS & STRATEGY GAME ASSOC                | \$1,125.00   | 2/13/2025 A |
| 242502171 | CONTINENTAL RESEARCH CORP                  | \$1,828.19   | 2/13/2025 A |
| 242502172 | CRAFT, PATRICIA S.                         | \$31.45      | 2/13/2025 A |
| 242502173 | CROWTHER, KERIANN M.                       | \$89.18      | 2/13/2025 A |
| 242502174 | CUSTOM DRYWALL INC                         | \$88,568.02  | 2/13/2025 A |
| 242502175 | DARK KNIGHT SOLUTIONS                      | \$400.00     | 2/13/2025 A |
| 242502176 | DOUGLAS, SANDRA L.                         | \$475.00     | 2/13/2025 A |
| 242502177 | DEFINITIVE TECHNOLOGY SOLUTIONS            | \$0.00       | 2/13/2025 C |
| 242502178 | DEFINITIVE TECHNOLOGY SOLUTIONS            | \$19,184.30  | 2/13/2025 A |
| 242502179 | EBERT INC                                  | \$13,706.32  | 2/13/2025 A |
| 242502180 | ESS, ROSALBA P.                            | \$1,218.00   | 2/13/2025 A |
| 242502181 | FINKE, CARLA J.                            | \$18.75      | 2/13/2025 A |

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|-------------------------------------------|--------------|-------------|
| 242502182 FOSS, TERESA M.                 | \$54.88      | 2/13/2025 A |
| 242502183 GOLD MEDAL MINNEAPOLIS ML55     | \$1,687.60   | 2/13/2025 A |
| 242502184 GRAINGER                        | \$795.79     | 2/13/2025 A |
| 242502185 GRIFFIN, ERIN T.                | \$14.65      | 2/13/2025 A |
| 242502186 GRUNDHAUSER, CECELIA            | \$132.38     | 2/13/2025 A |
| 242502187 HAINLIN, ROBERTA                | \$155.20     | 2/13/2025 A |
| 242502188 HALVERSON, CHLOE E.             | \$37.80      | 2/13/2025 A |
| 242502189 HARVEY-CARLSON, ELIN J.         | \$17.96      | 2/13/2025 A |
| 242502190 HOCKING, SHAUN L.               | \$492.20     | 2/13/2025 A |
| 242502191 HOTSY MINNESOTA                 | \$459.61     | 2/13/2025 A |
| 242502192 HUBBARD, MICHELLE K.            | \$181.60     | 2/13/2025 A |
| 242502193 IFD                             | \$1,354.25   | 2/13/2025 A |
| 242502194 IMMEL, COLLEEN M.               | \$220.64     | 2/13/2025 A |
| 242502195 INNOVATIVE OFFICE SOLUTIONS     | \$637,405.87 | 2/13/2025 A |
| 242502196 JAHNKE, TAMI L.                 | \$4.02       | 2/13/2025 A |
| 242502197 JAYTECH INC                     | \$4,335.76   | 2/13/2025 A |
| 242502198 JW PEPPER & SON INC             | \$0.00       | 2/13/2025 C |
| 242502199 JW PEPPER & SON INC             | \$637.30     | 2/13/2025 A |
| 242502200 KAROUSO, ZEEBO B.               | \$957.81     | 2/13/2025 A |
| 242502201 KATH FUEL OIL SERVICE CO        | \$190.00     | 2/13/2025 A |
| 242502202 KELLINGTON CONSTRUCTION INC     | \$120,897.00 | 2/13/2025 A |
| 242502203 KENDELL DOORS & HARDWARE INC    | \$171,132.37 | 2/13/2025 A |
| 242502204 KEYSTONE INTERPRETING SOLUTIONS | \$319.50     | 2/13/2025 A |
| 242502205 KILGO, GRACE C.                 | \$141.09     | 2/13/2025 A |
| 242502206 KIM TONG TRANSLATION SERV INC   | \$55.00      | 2/13/2025 A |
| 242502207 KONE INC                        | \$972.87     | 2/13/2025 A |
| 242502208 KRAFT MECHANICAL LLC            | \$421,605.00 | 2/13/2025 A |
| 242502209 KULLY SUPPLY COMPANY            | \$88.81      | 2/13/2025 A |
| 242502210 KUMMER, JEANELLE M.             | \$21.00      | 2/13/2025 A |
| 242502211 LAMWERS, DAVID H.               | \$64.95      | 2/13/2025 A |
| 242502212 LEHENBAUER, MICHAEL L.          | \$7.70       | 2/13/2025 A |
| 242502213 LIFESAVER FIRE PROTECTION LLC   | \$25,521.22  | 2/13/2025 A |
| 242502214 LITCH, KARLA K.                 | \$78.40      | 2/13/2025 A |
| 242502215 LITTLEFIELD, TRAVIS D.          | \$18.69      | 2/13/2025 A |
| 242502216 LORENZ RECOGNITION CO           | \$552.50     | 2/13/2025 A |
| 242502217 LUEDERS, JONATHAN E.            | \$11.53      | 2/13/2025 A |
| 242502218 LVC COMPANIES INC               | \$1,128.00   | 2/13/2025 A |
| 242502219 LY, LINDA                       | \$42.00      | 2/13/2025 A |
| 242502220 LYDON, CASSANDRA K.             | \$27.02      | 2/13/2025 A |
| 242502221 MCCRAY EXPRESS SPORTS NETWORK   | \$1,920.00   | 2/13/2025 A |
| 242502222 MEALS ON WHEELS                 | \$436.17     | 2/13/2025 A |
| 242502223 MEDCO SUPPLY CO                 | \$0.00       | 2/13/2025 C |
| 242502224 MEDCO SUPPLY CO                 | \$1,568.96   | 2/13/2025 A |
| 242502225 MEISINGER CONSTRUCTION COMPANY  | \$4,398.50   | 2/13/2025 A |
| 242502226 MELDE, REBECCA R.               | \$70.36      | 2/13/2025 A |
| 242502227 MENIER, MATTHEW M.              | \$679.47     | 2/13/2025 A |
| 242502228 MERSCH, NICOLE A.               | \$175.56     | 2/13/2025 A |

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|-----------------------------------------------------|-------------|-------------|
| 242502229 MISGEN, MARK A.                           | \$700.00    | 2/13/2025 A |
| 242502230 MN SAFETY COUNCIL INC                     | \$1,380.00  | 2/13/2025 A |
| 242502231 MORLEY, TASHA M.                          | \$83.30     | 2/13/2025 A |
| 242502232 MULCAHY NICKOLAUS LLC                     | \$2,771.81  | 2/13/2025 A |
| 242502233 MULTIPLE CONCEPTS INTERIORS               | \$18,313.26 | 2/13/2025 A |
| 242502234 MVP & ASSOCIATES                          | \$2,745.00  | 2/13/2025 A |
| 242502235 NAUTICAL BOWLS                            | \$1,444.94  | 2/13/2025 A |
| 242502236 NORTH CENTRAL INTERNATIONAL, LLC          | \$0.00      | 2/13/2025 C |
| 242502237 NORTH CENTRAL INTERNATIONAL, LLC          | \$944.34    | 2/13/2025 A |
| 242502238 NORTHEAST METRO INTERMEDIATE DISTRICT 916 | \$330.00    | 2/13/2025 A |
| 242502239 O'NEILL ELECTRIC INC                      | \$20,016.89 | 2/13/2025 A |
| 242502240 O'REILLY AUTOMOTIVE INC                   | \$0.00      | 2/13/2025 C |
| 242502241 O'REILLY AUTOMOTIVE INC                   | \$0.00      | 2/13/2025 C |
| 242502242 O'REILLY AUTOMOTIVE INC                   | \$1,699.90  | 2/13/2025 A |
| 242502243 ODAA TRANSPORTATION SERVICES              | \$50,175.00 | 2/13/2025 A |
| 242502244 OSWALD, NICOLE M.                         | \$80.00     | 2/13/2025 A |
| 242502245 PITTENGER, VICKI                          | \$28.80     | 2/13/2025 A |
| 242502246 PROFESSIONAL WIRELESS COMM                | \$11,167.20 | 2/13/2025 A |
| 242502247 QUAAS, BETH A.                            | \$19.65     | 2/13/2025 A |
| 242502248 QUISTAD, IDA                              | \$34.85     | 2/13/2025 A |
| 242502249 R & R SPECIALTIES INC                     | \$365.00    | 2/13/2025 A |
| 242502250 RANCOUR, RACHEL                           | \$182.95    | 2/13/2025 A |
| 242502251 RAU, EMILY J.                             | \$74.14     | 2/13/2025 A |
| 242502252 RED CEDAR STEEL ERECTORS INC              | \$4,956.15  | 2/13/2025 A |
| 242502253 REEVES, BROOKE E.                         | \$18.76     | 2/13/2025 A |
| 242502254 REILAND, KAREN L.                         | \$24.16     | 2/13/2025 A |
| 242502255 SCHMID, NICOLE R.                         | \$67.90     | 2/13/2025 A |
| 242502256 SJOSTEN, JENNIFER K.                      | \$455.00    | 2/13/2025 A |
| 242502257 SOCIAL CLUB SIMPLE LLC                    | \$20.00     | 2/13/2025 A |
| 242502258 SOLIANT HEALTH, LLC                       | \$15,727.69 | 2/13/2025 A |
| 242502259 STATE SUPPLY CO                           | \$367.79    | 2/13/2025 A |
| 242502260 STRATE, SARAH A.                          | \$39.71     | 2/13/2025 A |
| 242502261 TEACHERS ON CALL                          | \$0.00      | 2/13/2025 C |
| 242502262 TEACHERS ON CALL                          | \$0.00      | 2/13/2025 C |
| 242502263 TEACHERS ON CALL                          | \$66,674.61 | 2/13/2025 A |
| 242502264 TEAMWORKS INTERNATIONAL INC               | \$175.00    | 2/13/2025 A |
| 242502265 TOWN LIFE                                 | \$1,215.00  | 2/13/2025 A |
| 242502266 TR ENVIRONMENTAL CONSULTING LLC           | \$1,050.00  | 2/13/2025 A |
| 242502267 TRADE PRESS INC                           | \$595.00    | 2/13/2025 A |
| 242502268 TRANSLANGUAGES, LLC                       | \$1,900.60  | 2/13/2025 A |
| 242502269 TRI-STATE BOBCAT                          | \$298.36    | 2/13/2025 A |
| 242502270 TURNER, ADRIAN C.                         | \$390.00    | 2/13/2025 A |
| 242502271 TWIN CITY TRANSPORTATION INC              | \$61,135.47 | 2/13/2025 A |
| 242502272 ULINE                                     | \$1,231.71  | 2/13/2025 A |
| 242502273 UNITED GLASS INC                          | \$400.90    | 2/13/2025 A |
| 242502274 US OMNI & TSACG COMPLIANCE SERVICES, INC  | \$287.64    | 2/13/2025 A |
| 242502275 VESTIS SERVICES                           | \$0.00      | 2/13/2025 C |

|                                            |                |             |
|--------------------------------------------|----------------|-------------|
| 242502276 VESTIS SERVICES                  | \$0.00         | 2/13/2025 C |
| 242502277 VESTIS SERVICES                  | \$0.00         | 2/13/2025 C |
| 242502278 VESTIS SERVICES                  | \$0.00         | 2/13/2025 C |
| 242502279 VESTIS SERVICES                  | \$0.00         | 2/13/2025 C |
| 242502280 VESTIS SERVICES                  | \$2,560.16     | 2/13/2025 A |
| 242502281 WALD, TIMOTHY A.                 | \$562.23       | 2/13/2025 A |
| 242502282 WHITE BEAR LAWN & SNOW           | \$8,600.00     | 2/13/2025 A |
| 242502283 WEIDNER PLUMBING & HEATING CO    | \$69,602.70    | 2/13/2025 A |
| 242502284 WHITE BEAR LAKE FOOTBALL BOOSTER | \$1,250.00     | 2/13/2025 A |
| 242502285 WL HALL COMPANY                  | \$0.00         | 2/13/2025 C |
| 242502286 WL HALL COMPANY                  | \$31,561.98    | 2/13/2025 A |
| 242502287 ZAYO GROUP LLC                   | \$8,490.43     | 2/13/2025 A |
| 242502288 WEVIDEO INC                      | \$89.00        | 2/19/2025 A |
| 242502289 BL DALSIN ROOFING                | \$33,081.15    | 2/21/2025 A |
|                                            | \$6,363,464.51 |             |

**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: **March 3, 2025**

SUGGESTED DISPOSITION: **Action Item**

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

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| Donation                                                                                                                                                                                                                                            | Donor                         | Recipient             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------|
| <ul style="list-style-type: none"><li>• Zing 2 Stander</li><li>• Tumbleform Wedge</li><li>• Tumbleform Bolster</li><li>• Kid Walk gait trainer</li><li>• Switch Toys</li><li>• Waterproof pads</li><li>• Freedom Concepts Chill Out Chair</li></ul> | Mike and Jess Kaupp           | Mariner Middle School |
| \$200.00                                                                                                                                                                                                                                            | Lyle Koenig                   | the Senior Center     |
| \$1,395.00                                                                                                                                                                                                                                          | WBL Girls Hockey Boosters Inc | WBLAHS                |
| \$99.61                                                                                                                                                                                                                                             | Lakeaires PTO                 | Lakeaires Elementary  |
| \$286.16                                                                                                                                                                                                                                            | Lakeaires PTO                 | Lakeaires Elementary  |

**RECOMMENDED ACTION:**

Approve.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Action Item**

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

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**BACKGROUND:**

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

| Date and Destination                                                                                                                                                                                                 | Requesting Staff Member | Grade/Team             | School Days Missed | Students Attending | Total Cost per Student | Source of Revenue |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|--------------------|--------------------|------------------------|-------------------|
| 3/7-3/8/2025<br>Redwood Falls, MN                                                                                                                                                                                    | Jon Shellenberger       | WBLAHS Girls Wrestling | 1                  | 7                  | \$0                    | WBLAHS Activities |
| <b>Purpose:</b> The Girls Wrestling team will compete at the section tournament. We were given very late notice that an overnight stay would be needed and request approval for the event that has already occurred. |                         |                        |                    |                    |                        |                   |

**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**

CORY LEEGARD

Paraeducator - WBLAHS

Employed by District 624 since 11/11/2024

Effective Date: 02/16/2025

RILEY MOSSER

Paraeducator - Central Middle School

Employed by District 624 since 03/21/2023

Effective Date: 02/26/2025

DIANE SMITH

Lunchroom Playground Supervisor - Willow Lane Elementary

Employed by District 624 since 03/21/2023

Effective Date: 02/26/2025

❖ **RETIREMENT - CLASSIFIED STAFF**

KAREN FILIPEK

NS Nutrition Assistant - WBLAHS

Employed by District 624 since 10/24/2019

Effective Date: 02/18/2025

NATALIE SAGDALEN

NS Manager - WBLAHS

Employed by District 624 since 05/09/1994

Effective Date: 03/28/2025

❖ **CHANGE IN ASSIGNMENT - CLASSIFIED STAFF**

ANNA GESS

OST Program Assistant - WBLAHS

From 30/hrs To 22.5/hrs

Effective Date: 02/21/2025

❖ **FULL-TIME LEAVE OF ABSENCE - CERTIFIED STAFF**

KATIE QUAM

Social Studies Teacher - WBLAHS

Employed by District 624 since 08/30/2021

Effective Date: 8/26/2024 - 01/20/2025

❖ **NEW PERSONNEL - CLASSIFIED STAFF**

JOEL BROBERG

Media Clerk - District Wide

\$21.86 per hour 27.5 hours per week

Effective Date: 02/03/2025

STEVEN FRANK

Paraeducator - Central Middle School

\$22.91 per hour 32.5 hours per week

Effective Date: 03/03/2025

MICHAEL KUHLLERS

Paraeducator - Birch Lake Elementary

\$22.91 per hour, 27.5 hours per week

Effective Date: 03/03/2025

HABIBO MOHAMUD

Paraeducator - Central Middle School

\$22.91 per hour 32.5 hours per week

Effective Date: 02/20/2025

❖ **LONG-TERM SUBSTITUTE - CERTIFIED STAFF**

LILLIAN BRUDWICK

Media Specialist - Lakeaires Elementary

1.0 FTE MA Step 3 \$41,275.81

Effective Date: 11/18/2024 - 06/09/2025

# B. PUBLIC FORUM

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

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

# **C. INFORMATION ITEMS**

AGENDA ITEM: **Student Recognition**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Informational Item**

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

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**BACKGROUND:**

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

| Honoree Name                | Honor                                                                                                                  |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
| Holly Anderson, 10th grade  | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Avery Bach, 9th grade       | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Briana Caliendo, 10th grade | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Mikaela Caliendo, 8th grade | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Alison Carnes, 10th grade   | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Madisyn Hood, 12th grade    | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |

|                             |                                                                                                                        |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
| Katelyn Kaehler, 11th grade | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Keira Keese, 12th grade     | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Anna Lindholm, 9th grade    | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Presley Manship, 12th grade | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Angelina Marino, 12th grade | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Willow Maxwell, 9th grade   | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Addison Pierce, 9th grade   | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Reyna Piper, 9th grade      | Competition Cheerleading<br>State Championship Team Member<br>National High School Cheerleading Championship Runner Up |
| Abigayle Bernier, 6th grade | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |
| Louise Cowan, 8th grade     | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |
| Sydalee Donnelly, 6th grade | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |
| Victoria Dowdle, 9th grade  | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |
| Gretchen Hayes, 7th grade   | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |
| Lauren Johnson, 6th grade   | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |
| Avery Manship, 6th grade    | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |
| Isabelle Millard, 9th grade | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |
| Cora Morin, 7th grade       | Middle School Cheerleading<br>Traditional and Game Day State Champion                                                  |

|                                     |                                                                       |
|-------------------------------------|-----------------------------------------------------------------------|
| Dai Nathanson, 7th grade            | Middle School Cheerleading<br>Traditional and Game Day State Champion |
| Finley Nicholas, 6th grade          | Middle School Cheerleading<br>Traditional and Game Day State Champion |
| Madeline O'Connell, 7th grade       | Middle School Cheerleading<br>Traditional and Game Day State Champion |
| Lacey Rancour, 8th grade            | Middle School Cheerleading<br>Traditional and Game Day State Champion |
| Mairin Smentek, 7th grade           | Middle School Cheerleading<br>Traditional and Game Day State Champion |
| Aubree Tollefson-Schenck, 6th grade | Middle School Cheerleading<br>Traditional and Game Day State Champion |
| Addyson Weigel, 6th grade           | Middle School Cheerleading<br>Traditional and Game Day State Champion |
| Rosie Wolf, 5th grade               | Middle School Cheerleading<br>Traditional and Game Day State Champion |
| Amelia Ahrens, 12th grade           | Girls Gymnastics<br>State Tournament Participant                      |
| Josie Mlejnek, 12th grade           | Girls Gymnastics<br>State Tournament Participant                      |
| Addy Mueller, 12th grade            | Girls Gymnastics<br>State Tournament Participant                      |
| Cooper Feirn, 11th grade            | Boys Alpine Skiing<br>State Tournament Participant                    |
| Josie Guidinger, 11th grade         | Girls Alpine Skiing<br>State Tournament Participant                   |
| Jinet Demanou, 11th grade           | Girls' Wrestling<br>State Tournament Participant                      |
| Noah Ludwig, 12th grade             | Boys' Wrestling<br>State Tournament Participant                       |

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **March 3, 2025**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

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

AGENDA ITEM: **American Indian Parent Advisory Committee  
Resolution of Concurrence or  
Nonconcurrence**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Informational Item**

CONTACT PERSON(S): **Brenton Shavers, Director of Educational  
Equity and Achievement**

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#### **BACKGROUND:**

Prior to March 1 of each year, the American Indian Parent Advisory Committee (AIPAC) must meet to discuss whether or not they concur with the educational offerings that have been extended by the District to American Indian students. If the AIPAC finds that the District has been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the District has not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence.

The vote and resolution must be presented to the School Board by one or more members of the AIPAC. If the vote is one of nonconcurrence, the AIPAC must also provide written recommendations for improvement to the School Board at the time of the presentation. The School Board does not “approve” the resolution; rather, the information is received and is reflected within the minutes. In the case of nonconcurrence, the School Board is given 60 days in which to respond, in writing, to the AIPAC recommendations. The response must be signed, provided to the AIPAC and submitted to the Office of American Indian Education with the Minnesota Department of Education.

# **D. DISCUSSION ITEMS**

AGENDA ITEM: **Elementary Specialists Update**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, and Jennifer Babiash, Director of Teaching and Learning will provide an update on elementary specialists.

# Elementary Specialists



March 3, 2025

## Recent History

| 2022-23                                                                                                                                                                                                                                            | 2023-24                                                                                                                                                                                                                                                                 | 2024-25                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CAREI Review                                                                                                                                                                                                                                       | Elementary Art                                                                                                                                                                                                                                                          | Current Reality                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Center for Applied Research and Educational Improvement (CAREI) conducted a review of our specialist program using research, staff focus groups, and family/staff surveys.</p> <p>Results were shared with the School Board on May 22, 2023</p> | <p>All Elementary Schools have an art experience ranging from Art as a year long specialist to semester-long artist in residence.</p> <p>Orchestra starts in 6th grade to align all music programming and alleviate scheduling challenges with 5th grade Orchestra.</p> | <p>All Elementary Schools have an art experience ranging from Art as a year long specialist to semester-long artist in residence.</p> <p>Willow Lane, Vadnais Heights, and Otter Lake Elementary Schools do not have Elementary World Language.</p> <p>An additional Elementary Media Specialist was hired, achieving a 1:3 ratio of Elementary Media Specialists to elementary schools.</p> |

- **Art - We will start in 23-24 by incorporating additional art opportunities for students.**
  - Art experiences are offered at each of our Elementary Schools ranging from full year to a semester.
  - Art has received overwhelming support and praise from students, families, and staff.
- **We will continue to partner with our Elementary Media Specialists to enhance STEAM/Digital Media opportunities**
  - The elementary media team (specialists and clerks) support student learning by offering a wide range of books organized by genre, leading book clubs, teaching digital safety, and providing training for students and staff.
  - They also make STEM education fun and hands-on by introducing coding and setting up robotics stations for grades K-5.

School Board  
Meeting:  
May 22, 2023



- **We will examine World Language models including language immersion.**
  - 25-26: Elementary Spanish Dual Immersion opens for Kindergarteners starting in Fall 2025 at Matoska International and Otter Lake.



## CAREI Program Review Overview

### CAREI Review

- Strengths
  - High level of student engagement in specialist classes
  - Families express appreciation for many specialist class offerings
- Areas for Improvement
  - Desire to add Art
  - A need to organize specialist schedules across buildings
  - Most staff believe students are not receiving enough movement throughout the day

# Highlight from the Best Practices Review

## 1. Review of Best Practices in Specialist Scheduling and Programming

- a. Examination of peer-reviewed research, best practice guidance from reputable educational organizations (e.g., AIR), and expert interviews with school administrators

**“Student and family input and engagement should be one of the main priorities when making decisions around specialist offerings. Schools and school districts may gauge student and family interest through surveys, formal interviews, or informal conversations.”**

## Family Survey

- Online survey **emailed to all elementary parents** in February 2023
- **873 parents and caregivers** responded across the nine elementary schools
- Representation from **all schools and grade levels**

*Family Survey Respondents*

|                        | N   | %      |
|------------------------|-----|--------|
| <b>School Building</b> |     |        |
| Birch Lake             | 80  | 9.17%  |
| Lakeaires              | 80  | 9.17%  |
| Lincoln                | 158 | 18.12% |
| Matoska                | 152 | 17.43% |
| North Star             | 42  | 4.82%  |
| Oneka                  | 106 | 12.16% |
| Otter Lake             | 126 | 14.45% |
| Vadnais Heights        | 105 | 12.04% |
| Willow Lane            | 23  | 2.64%  |
| <b>Grade Level</b>     |     |        |
| Kindergarten           | 144 | 16.59% |
| 1st Grade              | 140 | 16.13% |
| 2nd Grade              | 140 | 16.13% |
| 3rd Grade              | 169 | 19.47% |
| 4th Grade              | 147 | 16.94% |
| 5th Grade              | 128 | 14.75% |

# Family Survey

- **Demographics of those who responded about their child(ren) generally mirrored demographics for the district's students.**
  - 70.1% of WBLAS students identify as White compared to 79.1% of respondents
  - 18.8% of WBLAS students qualify for special education services compared to 18.3% of respondents.

*Family Survey Respondents*

|                                          | N   | %      |
|------------------------------------------|-----|--------|
| <b>Child's Racial or Ethnic Identity</b> |     |        |
| White                                    | 686 | 79.12% |
| Multiracial                              | 43  | 4.96%  |
| Prefer not to answer                     | 50  | 5.77%  |
| Hispanic or Latino                       | 37  | 4.27%  |
| Asian                                    | 32  | 3.69%  |
| Black or African American                | 8   | 0.92%  |
| American Indian or Alaska Native         | 4   | 0.46%  |
| Native Hawaiian or Pacific Islander      | 2   | 0.20%  |
| <b>Special Education (SpEd) Status</b>   |     |        |
| Does not Receive SpEd Services           | 666 | 81.72% |
| Receives SpEd Services                   | 149 | 18.28% |

## Highlights from the Family Survey

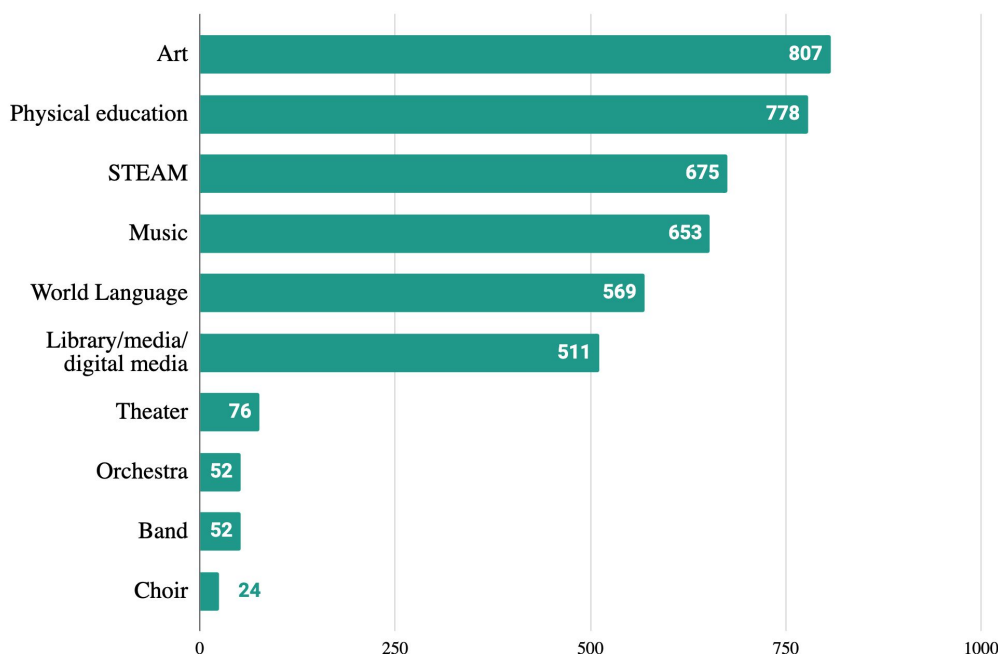
### Strengths

- Over 84% of parents agreed that **their child enjoys going to specialist classes.**
- Themes from open-ended questions:
  - **General student enjoyment** of specialist classes
  - A **variety of opportunities** for students to engage in specialist classes
  - **Satisfaction with the schedule and rotation** of specialist classes

### Areas for Improvement

- **Mixed satisfaction with the specialist programming provided overall;** only 62% reporting they agree and 20% reporting they disagree.
- Themes from open-ended questions:
  - **Add Art** to specialist rotation
  - **Increase movement** time during the day
  - **Increase communication** between specialist teachers and families
  - **Increase inclusion** for students in special education classrooms

In addition to the state-required specialist content areas (Music, Physical Education), **please identify the *top five* specialist content areas you believe should be on a set rotation as a required class at your child's school.**



**Note: STEAM is an integrated approach to teaching Science, Technology, Engineering, Art, and Math.**

Elementary Specialist  
Programming Recommendation  
Beginning in 2025-26

## Parameters

- Consistent offering of Art at each elementary school.
- Utilize CAREI survey focusing especially on family and staff voices in programming decisions.



## Recommendation

Beginning in the 2025-26 school year, Physical Education, Music, and Art will be offered at each elementary school.

- Matoska International and Otter Lake (our Elementary Spanish Dual Immersion sites) will offer Physical Education, Music, and a rotation between Art and Spanish.



## Why?

- Art was identified as a top choice by our families.
- Offering an elementary specialist program with four subjects would be too expensive given our current budgetary parameters and would lead to less time for physical education (PE). This goes against the findings of the CAREI study, which emphasizes the importance of PE.
- WBLAS is strongly committed to World Language for our students as evidenced by the addition of Spanish Immersion programming. We remain dedicated to World Language education at the middle and high school levels.
- Spanish will be an integral part of the programming at Matoska International and Otter Lake.
  - Spanish learning opportunities for students in English track classes will assist in creating a unified school environment by fostering a sense of community and shared experience within the school.
  - Providing a second language experience is a key requirement for IB authorization.

# Questions?

AGENDA ITEM: **Policy 420, Students and Employees with Communicable or Infectious Diseases**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 420, Students and Employees with Communicable or Infectious Diseases, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections I, and II, and the legal references.

The purpose of this policy is to adopt measures effectively responding to health concerns regarding communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are infected.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 14, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: April 29, 1996*  
*Revised: May 9, 2005*  
*Revised: May 12, 2008*  
*Revised: April 12, 2010*  
*Revised: June 13, 2022*

*White Bear Lake Area*  
*School District #624 Policy 420*

*Revised: July 16, 2018*  
*Revised: \_\_\_\_\_*

## **420 STUDENTS AND EMPLOYEES WITH COMMUNICABLE OR INFECTIOUS DISEASES**

### **I. PURPOSE**

The School Board will adopt measures effectively responding to health concerns regarding communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are ~~so~~ infected. The purpose of this policy is to adopt such measures.

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

#### **A. Students**

The policy of the School Board is that students with communicable diseases should not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established in consultation with community health and private health care providers by the school district in its IEP and Section 504 team process. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

#### **B. Employees.**

The policy of the School Board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

#### **C. Circumstances and Conditions**

1. Determinations of whether an infected individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case-by-case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the person is infectious), the severity of the risk (what is the potential harm to other people) and, the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is identified as having a disability, such a determination will be made in consultation with the Individual Educational Planning (IEP) team.
2. The School Board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious diseases than other persons infected with the same disease. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee. These considerations may be in consultation with the physician of the student or employee, the parent/guardian of the student, and/or with the Minnesota Department of Health.

D. Student with Special Circumstances and Conditions

The Director of Student Support Services, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by a Minnesota Department of Health epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health

professionals taking into consideration guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right-to-know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational (including health and safety) need to know and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right-to-know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a student or staff member has a reportable communicable disease or their medical condition threatens public health, a report will be made to the county and state health departments, and it must be reported to the Minnesota Department ~~Commissioner~~ of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with the Minnesota Statutes, section ~~Stat.~~ 121A.23.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

**Legal References:** Minn. Stat. § 121A.23 (~~Health-Related~~ Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)  
Minn. Stat. § 144.441 ~~-442~~ (Tuberculosis Screening in Schools)  
Minn. Stat. § 142 (Testing in School Clinics)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities **Education Act** ~~Employment Improvement Act of 2004~~)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

29 C.F.R. 1910.1030 (~~Occupational Exposure to~~ Bloodborne Pathogens)

*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.)  
*cert. denied*, 493 U.S. 892, ~~110 S. Ct. 239~~ (1989)

*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273, ~~107 S.Ct. 1123~~ (1987)

16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** WBLASB Policy 402 (Disability Nondiscrimination)  
WBLASB Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
WBLASB Policy 521 (Student Disability Nondiscrimination)  
WBLASB Policy 530 (Immunization Requirements)

AGENDA ITEM: **Policy 427, Workload Limits for Certain Special Education Teachers**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 427, Workload Limits for Certain Special Education Teachers, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in the legal references.

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

**RECOMMENDATION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 14, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: October 12, 2015*  
*Revised: December 10, 2018*  
*Revised: May 9, 2022*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 427*

## **427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS**

### **I. PURPOSE**

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### **II. DEFINITIONS**

#### **A. Direct Services**

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

#### **B. Indirect Services**

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

#### **C. Special Education Staff; Special Education Teacher**

“Special education staff” and “special education teacher” both mean a teacher-employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

#### **D. Workload**

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect

services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

### III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the Superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

### IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, **Subps.** ~~Subds.~~ 14, 27, 44, and 49  
(Definitions ~~of "Direct Services," "Indirect Services," "Teacher,"~~  
~~and "Workload"~~)  
Minn. Rule 3525.2340, **Subp.** ~~Subd.~~ 4.B. (Case Loads for  
School-Age Educational Service Alternatives)

**Cross References:** WBLASB Policy 508 (Extended School Year for Certain Students  
with Individualized Education Programs)  
WBLASB Policy 608 (Instructional Services - Special Education)

AGENDA ITEM: **Policy 508, Extended School Year for Certain Students With Individualized Education Programs**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 508, Extended School Year for Certain Students With Individualized Education Programs, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in the legal references.

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

**RECOMMENDATION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 14, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: September 8, 1997*  
*Revised: January 10, 2005*  
*Revised: November 14, 2016*  
*Revised: May 9, 2022*

*White Bear Lake Area*  
*School District #624 Policy 508*  
*Revised: \_\_\_\_\_*

## **508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

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

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
  - 1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  - 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  - 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
  - 1. Prior observations of the student's regression and recoupment over the summer;

2. Observation of the student's tendency to regress over extended breaks in instruction during the school year; and
  3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
  2. The student's degree of impairment.
  3. The student's rate of progress.
  4. The student's behavioral or physical problems.
  5. The availability of alternative resources.
  6. The student's ability and need to interact with nondisabled peers.
  7. The areas of the student's curriculum which need continuous attention.
  8. The student's vocational needs.
- E. No Unilateral Decisions.
- In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District.
- A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

**Legal References:** Minn. State § 125.A.14 (Extended School Year)  
Minnesota Rule Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities ~~IDEA Regulations~~)

**Cross References:**

AGENDA ITEM: **Policy 533, Wellness**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for**  
**Finance and Operations;**  
**Tim Maurer, Director of Community Services**  
**and Recreation**

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**BACKGROUND:**

School Board Policy 533, Wellness, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections II, III, IV, V, and VI, and the legal references and local resources.

The purpose of this policy is to promote student wellness, prevent and reduce childhood obesity, and ensure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable local, state, and federal standards.

**RECOMMENDATION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 14, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: August 14, 2006*  
*Revised: April 12, 2010*  
*Revised: February 11, 2013*  
*Revised: November 13, 2017*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 533*  
*Revised: December 13, 2021*

## **533 WELLNESS**

### **I. PURPOSE**

The purpose of this policy is to promote student wellness, prevent and reduce childhood obesity, and ensure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable local, state, and federal standards.

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

- A. The School Board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health promotes student attendance and academic achievement.
- B. The school district has a responsibility to foster a climate that encourages students to maintain healthy lifelong eating habits, physical activity, and social and emotional health.
- C. The school district encourages the involvement of members of the public in the development, implementation, and periodic review and update of the school district's Wellness Policy.
- D. Children need access to healthy foods, opportunities, support, and encouragement to be physically active on a daily basis, in order to grow, learn, and thrive.
- E. Qualified nutrition service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; make reasonable efforts to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and provide clean, safe, and pleasant meal settings and adequate time for students to eat.

### **III. DEFINITIONS**

- A. "Campus" means areas or vehicles that are owned or leased by the school and used at any time for school-related activities, including but

not limited to inside and outside of school buildings, school buses, and other vehicles used to transport students, athletic fields, stadiums, and parking lots.

- B. “Food and beverage marketing” means advertising and other promotions of and/or beverages in schools. Food and beverage marketing may include oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by a producer, manufacturer, seller, or any other entity with a commercial interest in a product.
- C. “School day” means the time between midnight to thirty minutes after the end of the instructional day, per USDA Guidelines.
- D. “Triennial” means recurring every three years.

#### **IV. WELLNESS GOALS**

- A. Nutrition Promotion and Education
  - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
    - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
    - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social studies, and elective subjects, where appropriate; and
    - c. enjoyable, developmentally appropriate, culturally relevant, and may include participatory activities such as contests, promotions, taste testing, and field trips.
  - 2. Through district curriculum, the school district will provide nutrition education that follows national and state standards, and focuses on understanding the relationship between personal behavior and individual health, as well as on the impact of food choices.
  - 3. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal

programs, such as in vending machines, for fundraising purposes, at concession stands, and in student stores.

B. Physical Activity and Education

1. Students need opportunities for daily physical activity, and to learn to embrace healthy lifestyles and physical activity as personal behaviors. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
2. Opportunities for physical activity may be incorporated into other subject lessons, where appropriate.
3. Classroom teachers may provide short physical activity breaks between lessons or classes, as appropriate.
4. To the extent possible, classroom teachers are encouraged to use physical activity as a reward or incentive and not to withhold physical activity as punishment.
5. Through district curriculum, the district will provide opportunities to strengthen the skills and knowledge needed to maintain a healthy lifestyle through the district's physical education and health curricula, aligned with national and state standards.
6. The district will make appropriate accommodations to allow for equitable participation for all students and will strive to adapt physical education classes and equipment to meet the needs of students.

C. Other School-Based Activities to Promote Student Wellness

1. The school district will integrate wellness activities across the entire school setting.
2. The school district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives, promoting students' well-being, optimal development, and strong education outcomes.

3. The district will offer (or collaborate with the community to offer) competitive and noncompetitive physical activity outside of the classroom that will foster participation by students.

**D. Communications with Parents**

1. The school district recognizes that parents and guardians have the primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information on district and/or community resources for those families facing food insecurity.
5. The school district will provide information to parents about physical education and other school-based opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

**V. STANDARDS AND NUTRITION GUIDELINES**

**A. School Meals**

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Nutrition service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Nutrition service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Nutrition service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.

5. Nutrition service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Nutrition services personnel shall adhere to all federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to handwashing or hand sanitizing before they eat meals and snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day: between 10:00 a.m. and 2:00 P.M. (Code of Federal Regulations, section FR-210.10-(H)(1)).
- a. Lunch will follow a recess period when possible to better support learning and healthy eating.
10. The school district will encourage that meals be available to students when participating in tutoring, clubs, or organizational meetings or activities occurring during scheduled school day mealtimes.

B. School Nutrition Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's nutrition service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Guidelines.

2. As part of the school district's responsibility to operate a nutrition service program, the school district will provide continuing professional development for all nutrition service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds during the school day to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet or exceed the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under the USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. Celebrations and parties.
    - 1) The school district may provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
  - a. Classroom snacks brought by parents.

- 1) The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. If foods or beverages are used as rewards for academic performance or good behavior, schools will encourage those that meet USDA Smart Snacks nutrition standards and will not withhold foods or beverages as punishment unless this practice is allowed by a student's individual education plan or behavior intervention plan.
3. Caution will be exercised when offering foods and materials that may cause allergic reactions. The use of non-food rewards and celebrations is encouraged. Foods brought from outside sources that are to be provided to the entire class may only include fresh produce or pre-packaged and store-bought items. Food items must also include nutrition and ingredient information.
4. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.
5. The school district will support and encourage requirements that foods made available on campus outside of the school day (including, but not limited to, concessions, school stores, vending, and other instances where food or beverages are provided or sold) meet USDA Child Nutrition Standards.
6. To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and at every school campus.
  - a. The district will make drinking water available where school meals are served during meal times.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.

2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

## VI. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

### A. Wellness Coordinator

1. The superintendent will designate a school district official to serve as the wellness coordinator. The wellness coordinator will oversee the school district's wellness-related activities and ensure that each school implements the policy.
2. The principal or designee of each school district building will ensure compliance within the school and, upon request, will report to the wellness coordinator regarding Wellness Policy compliance.

### B. Public Involvement

1. The wellness coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the School Board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the Wellness Policy.
2. The wellness coordinator will hold meetings for the purpose of discussing the development, implementation, and periodic review and update of the Wellness Policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

- C. The Assistant Superintendent for Finance and Operations and the Director of Community Services and Recreation will convene and facilitate the development of and updates to the Wellness Policy, and will ensure each school's compliance with the policy.

## VII. POLICY IMPLEMENTATION AND MONITORING

### A. Implementation and Publication

1. Upon approval by the School Board, the Wellness Policy will be implemented throughout the school district.
2. The school district will post its Wellness Policy on its website.

B. Annual Reporting

1. The wellness coordinator will annually inform the public about the content and implementation of the Wellness Policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the Wellness Policy to assess the implementation of the policy and create a report that includes the following information:
  - a. The extent to which schools under the jurisdiction of the school district are in compliance with the Wellness Policy; and
  - b. The extent to which the school district's Wellness Policy compares to model local wellness policies; and
  - c. A description of the progress made in attaining the goals of the school district's Wellness Policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the Wellness Policy. The records to be retained include, but are not limited to:

1. The school district's written Wellness Policy.
2. Documentation demonstrating the community's involvement in the Wellness Policy development and implementation processes.

3. Documentation of the triennial assessment of the Wellness Policy including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee.

**Legal References:** Minn.Stat. § 121A.215 (Local School District Wellness Policy; Website)

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

42 U.S.C. § 1758b (Local School Wellness Policy)

42 U.S.C. § 1771 *et seq.* (Child Nutrition Act ~~of 1966~~)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** WBLAS Wellness Program Webpage:

<https://www.isd624.org/programs/wellness>

Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)

Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)

County Health Departments

Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)

United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

AGENDA ITEM: **Policy 701, Establishment and Adoption of School District Budget**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 701, Establishment and Adoption of School District Budget, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections III, and IV, and the cross references.

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 14, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: April 28, 1997*  
*Revised: August 27, 2001*  
*Revised: September 11, 2006*  
*Revised: November 8, 2007*  
*Revised: November 13, 2017*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 701*

*Revised: December 10, 2012*  
*Revised: June 13, 2022*

## **701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

### **I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

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

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement School Board goals and the priorities of the school district.

### **III. REQUIREMENT**

- A. The ~~s~~Superintendent or appointed designee shall each year prepare preliminary revenue and expenditure budgets for review by the ~~s~~School ~~B~~Board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the School Board and the public. The School Board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the School Board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes, section ~~Stat. §~~ 123B.76.
- C. Prior to July 1 of each year, the School Board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the School Board's expenditure authorization for that school year. No funds may be

expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the School Board to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the School Board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget, in detail, may be inspected by any resident of the school district upon request to the Superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes, section ~~Stat. §~~ 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the School Board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### IV. IMPLEMENTATION

- A. The School Board places the responsibility for administering the adopted budget with the Superintendent. The Superintendent may delegate duties related thereto to other school officials, but the Superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

- C. The ~~s~~Superintendent or appointed designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to School Board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the ~~s~~Superintendent or appointed designee. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the School Board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the School Board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat §123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

**Cross References:** WBLASB Policy 701.1 (Modification of School District Budget)  
WBLASB Policy 702 (Accounting)  
~~MSBA Service Manual, Chapter 7, Education Funding~~

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

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**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 to this policy are in section III.

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 April 14, 2025 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*

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

*White Bear Lake Area  
School District #624 Policy 704*

*Revised: July 8, 2024*

## **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~~ **\$10,000** 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)  
Minn. Stat. 123B.09 (Boards of Independent School Districts)  
Minn. Stat. 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

***Cross References:*** WBLASB Policy 702 (Accounting)  
GASB Implementation Guide No. 2021-1 Amending Capitalization Requirements

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

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

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

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

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 14, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: November 14, 2016*  
*Revised: January 14, 2019*  
*Revised: April 13, 2020*  
*Revised: April 10, 2023*

*White Bear Lake Area*  
*School District #624 Policy 721*  
*Revised: \_\_\_\_\_*

## **721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

### **I. PURPOSE**

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

### **II. DEFINITIONS**

**AG.** “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).

**BD.** “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

**C.** “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

**DF.** “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or **\$10,000** ~~\$5,000~~.

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

1.
  - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or
  - b. The cost-reimbursement contract under the Federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

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

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

H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000 except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$250,000~~ \$175,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

**JK.** “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.

**K†.** “Severance pay” is a payment in addition to regular salaries and wages by ~~the~~ non-federal entities to workers whose employment is being terminated.

**L.** “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### III. CONFLICT OF INTEREST

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

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

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

#### IV. ACCEPTABLE METHODS OF PROCUREMENT

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

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

and for selecting recipients;

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

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

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

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

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

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

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

## **V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

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

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

- B. **Equipment**

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

minimum, meet the following requirements:

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

#### **C. Cybersecurity**

**The school district must take reasonable cybersecurity and other measures to safeguard**

- 1. Personally identifiable information;**
- 2. Information that the federal agency or pass-through entity designates as sensitive; and**
- 3. Other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.**

#### **VI. FINANCIAL MANAGEMENT REQUIREMENTS**

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award,

must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

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

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

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

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

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

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

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and the School Board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
  - 1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  - 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <https://www.sec.gov/edgar/search/>.
  - 3. “Omni Circular” or “2 Code of Federal Regulations, Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
  - 4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:
  - 1. Advisory councils;

2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal

funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and

16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program - for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with

federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.
- G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.
- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
  - 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
  - 3. Auditors generally presume supplanting has occurred in three situations:
    - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
    - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

- c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to non-participating students.
  - 4. These presumptions apply differently in different federal programs and also in school-wide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
- 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
  - 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.
- I. Training
- 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
  - 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

**K. Mandatory Disclosures**

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729-3733).

The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII

of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339

## **VIII. COMPENSATION - PERSONAL SERVICES EXPENSES AND REPORTING**

### **A. Compensation - Personal Services**

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

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

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

### **B. Compensation - Fringe Benefits**

#### **1. During leave.**

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

#### **2. The costs of fringe benefits in the form of employer contributions**

or expenses for social security; employee life, health, unemployment, and workers' compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
  4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
  5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
  6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;

3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

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

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

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

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

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

**Legal References:** 2 C.F.R. § 200.1 (Definitions; Capital Assets)  
 2 C.F.R. § 200.112 (Conflict of Interest)  
 2 C.F.R. § 200.113 (Mandatory Disclosures)  
 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Merit of Proposals ~~Risk Posed by Applicants~~)  
 2 C.F.R. § 200.214 (Suspension and Debarment)  
 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
 2 C.F.R. § 200.302 (Financial Management)  
 2 C.F.R. § 200.303 (Internal Controls)  
 2 C.F.R. § 200.305(b)(1) (Federal Payment)  
 2 C.F.R. § 200.310 (Insurance Coverage)  
 2 C.F.R. § 200.311 (~~Federally-owned and Exempt~~ Real Property)  
2 C.F.R. § 200.312 (Federally-owned and Exempt Property)  
 2 C.F.R. § 200.313(d) (Equipment)  
 2 C.F.R. § 200.314 (Supplies)  
 2 C.F.R. § 200.315 (Intangible Property)  
 2 C.F.R. § 200.318 (General Procurement Standards)  
 2 C.F.R. § 200.319(c) (Competition)  
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)  
 2 C.F.R. § 200.328 (Financial Reporting)  
 2 C.F.R. § 200.339 (Remedies for Noncompliance)  
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
 2 C.F.R. § 200.430 (Compensation - Personal Services)  
 2 C.F.R. § 200.431 (Compensation - Fringe Benefits)  
 2 C.F.R. § 200.447 (Insurance and Indemnification)  
 2 C.F.R. § 200.463 (Recruiting Costs)  
 2 C.F.R. § 200.464 (Relocation Costs of Employees)  
 2 C.F.R. § 200.474 (Transportation Costs)  
 2 C.F.R. § 200.475 (Travel Costs)

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

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on Bid for Central Middle School Security Package**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

Central Middle School underwent a phase 1 physical security upgrade in 2022. Due to ongoing construction and renovations, phase 2 of the security enhancements was planned for implementation after the completion of construction and renovation. This next phase will complete the security upgrade with improvements to access control (intercoms, door releases, card readers, lockdown system), security cameras, and the intrusion system (burglar alarms).

Attached are the recommendation letter and bid tabulation for the Central Middle School Security Package. Bids were opened on Tuesday, February 25th at 2:00 pm. Following a thorough review with our project designer at True North Consulting Group, we recommended awarding the bid to the low bidder, All State Communications, Inc. with a bid of \$323,700. The highest received for the project was \$402,300.

**RECOMMENDED ACTION:**

Accept the overall bid for the Central Middle School Security Package as presented in the amount of \$323,700 to All State Communications, Inc.



February 25, 2025

Kevin Fernandez  
White Bear Lake Area Schools

Re: White Bear Lake Area Schools District Wide Security Upgrades, Central Phase 2 - Letter of Recommendation for Bid Award

Kevin,

On February 25, 2025 the District received bids from All State for \$323,700 and ECSI for \$402,300.

The bid pack included complete building wide interior/exterior video surveillance systems, electronic access door control systems, door intercom systems, intrusion detection systems, and lock down systems for the remodeled portions of the Central facility.

True North Consulting Group (TNCG) has evaluated the bids received by the two companies and all meet the minimum qualifications and submitted all the correct documents. Based on the bids received with All State being the lowest responsible bidder, TNCG recommends the District pursue a contract with All State for \$323,700.

All State meets or exceeds all the minimum level of qualifications and certifications required to install, support and service the District's Avigilon security systems and the Bosch intrusion detection system. Additionally, All State was the original installer of the security systems at Central and is also already under contract under KA for the low voltage data systems at Central adding significant efficiencies. All State provided their bid bond, insurance, Minnesota responsible contractor forms and is using prevailing wages.

Thank you,

Brandon Frazier  
Director | Security Technologies  
True North Consulting Group

WBLAS District Wide Security Upgrades - Central P2 - Bid Tab Sheet

Bid dues on Feburary 25, 2025 at 2:00 PM CST

| Bidder    | Bid Amount | Bid Bond | Insurance | Responsible<br>Contractor<br>Forms | Technology<br>Useage<br>Agreement | Tennessee<br>Notice | Site<br>Visits | Qualifications |
|-----------|------------|----------|-----------|------------------------------------|-----------------------------------|---------------------|----------------|----------------|
| All State | \$323,700  | X        | X         | X                                  | X                                 | X                   | X              | X              |
| ECSI      | \$402,300  | X        | X         | X                                  | X                                 | X                   | X              | X              |

AGENDA ITEM: **Action on Elementary Specialists**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

Earlier in the meeting an update on the elementary specialists was presented to the Board.

**RECOMMENDED ACTION:**

Approve the elementary specialist program adjustments as presented.

AGENDA ITEM: **Policy 505, Distribution of  
Non-School-Sponsored Materials on School  
Premises by Students and Employees**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent  
for Teaching and Learning;  
Tim Maurer, Director of Community Services  
and Recreation**

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**BACKGROUND:**

School Board Policy 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees, was reviewed by the School Board Policy Committee and Cabinet, had a first reading and is being recommended for a second reading. The changes to this policy are in sections II, III, IV, V, VII, VIII, and IX.

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

**RECOMMENDATION:**

Approve School Board Policy 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: August 26, 1996*  
*Revised: April 13, 2009*  
*Revised: August 13, 2012*  
*Revised: November 12, 2018*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 505*  
  
*Revised: March 14, 2022*

## **505 DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

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

- A. Independent School District 624 recognizes that students and employees have the right, protected by the First Amendment of the Constitution of the United States, to exercise freedom of expression on school property. Inclusive in this protection is the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored written materials, petitions, buttons, badges, or similar items.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the district, the School Board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

### **III. DEFINITIONS**

- A. "Approval" by the school district is not the same as, nor does it imply authorization by the school district.
- B. "Community", unless expressly stated otherwise, means the city, town, village, or township in which the district is located. Unless otherwise stated, community does not mean only that group of people associated with the schools in the district.
- C. "Distribute" or "Distribution" means circulation or dissemination of material by any means, including but not limited to, electronically, handing out free materials, selling or offering materials for sale, accepting donations for materials, posting or displaying material, or placing material in internal staff or student mailboxes.

- D. "Distribution time" is the time a person wishes to begin distributing non-school-sponsored material.
- E. "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 self-esteem of the community.
- F. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the 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.
- G. "Minor" means any person under the age of eighteen (18).
- H. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, badges, flyers, petitions, posters, and non-school newspapers, whether written by students, or employees, or others, and tangible objects.
- I. "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 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, masturbation, excretory functions, and exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- J. "Posting" means placing material in a conspicuous place for public review. Examples of conspicuous places for public review include, but are not limited to, bulletin boards, lounges, walls, posts, and windows that are frequently viewed by the general school population.
- K. "School activities" means any activity of students which is sponsored by the school and includes, but is not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- L. "School property" includes all real property and buildings owned by the school district as well as school buses. It is not limited to any particular school building or to any particular school campus.

#### IV. GUIDELINES

- A. No person, employee, or student may distribute, post, or otherwise display any non-school-sponsored written material without first obtaining the approval of the building principal.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
  2. is libelous or slanderous;
  3. is pervasively indecent or vulgar; or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;

6. constitutes insulting or threatening words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character, or of a person's race, religion, ethnic origin, gender, or sexual orientation);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause:
    - a. a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    - b. the commission of unlawful acts; or
    - c. the violation of lawful school regulations.
- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  6. whether distribution would require that non-school persons be present on the school grounds;
  7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE AND MANNER OF DISTRIBUTION**

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance-ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the principal at least 48 hours in advance of desired distribution time, together with the following information:
  - 1. Name and phone number of the person submitting the request, and, if a student, the room number of his or her first-period class.
  - 2. Date(s) and time(s) of day intended for distribution.
  - 3. Location where material will be distributed.
  - 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the building administrator will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the administrator may use any reasonable method to inform the person of the denial or limitation; however, the administrator must, upon request of the person submitting the request, provide a written denial of or limitation on the request including the reason(s) for denial or limitations.
- C. If the person submitting the request does not receive a response within one school day, the person may contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the administrator, the person may submit a written request for appeal to the Superintendent. If the person does not receive a response within three (3) school days (not

counting Saturday, Sunday, and holidays) of submitting the appeal, the person may contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.

- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the School Board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted, and appropriate disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted, and appropriate disciplinary action will be taken in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave school property immediately, and, if necessary, the police will be called.

## **VIII. PERMISSION TO DISTRIBUTE MATERIAL DOES NOT CONSTITUTE APPROVAL OF CONTENT**

- A. By allowing distribution of non-school sponsored material, the school district does not in any way imply that the school district, the Superintendent, the principal, or any other employee involved in the application procedure approves of the material or its contents.
- B. The contents, views, and ideas presented in any non-school sponsored material distributed on school property are exclusively the views and ideas of the persons distributing the material. The school district, Superintendent, principal, or other employees involved in the application process make no representation, either approving or disapproving of the content of the material, by allowing distribution of the material.

## **IX. APPLICATION TO OTHER SCHOOL RULES AND POLICIES**

Nothing in this policy affects any other policy of School District #624, except that, if this policy conflicts with any other school rule or policy (with the exception of district policy 904 Addendum A regarding elections), this policy

regarding distribution of non-school sponsored material shall take precedence over the other policy to the extent necessary to carry out the provisions of this policy regarding distribution of non-school sponsored material.

#### **X. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

#### **XI. IMPLEMENTATION**

The school district administration may develop additional guidelines and procedures necessary to implement this policy for submission to the School Board for approval. Upon approval by the School Board, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988).  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986).  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8th Cir. 1987).  
*Roark v. South Iron R-I School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

**Cross References:** WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 512 (School Sponsored Student Publications)  
WBLASB Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

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

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

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

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

**RECOMMENDED ACTION:**

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

*Adopted: February 13, 2012*  
*Revised: February 8, 2021*  
*Revised: November 12, 2024*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 599*

## **599 ACADEMIC RECOGNITION**

### **I. PURPOSE**

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

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

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

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

### **III. DEFINITIONS**

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

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

#### IV. HIGH ACADEMIC HONORS RECOGNITION

- A. Effective with the Class of 2013, the *Laude* Latin model will be used to recognize academic excellence for recognition at commencement. Eligible students will work to compete against the criterion for academic honors, rather than each other.
- B. An eligible student’s final cumulative, weighted GPA at the end of the senior year will be used to determine the level of honor on a high school transcript, and for academic recognition at commencement.
- C. The three levels of honors to be awarded to eligible students who have acquired academic excellence are:
1. Summa Cum Laude: With Highest Distinction  
Cumulative weighted GPA of 4.1 or above
  2. Magna Cum Laude: With Great Distinction  
Cumulative weighted GPA of 4.0 - 4.09
  3. Cum Laude: With Distinction  
Cumulative weighted GPA of 3.8 - 3.99
- D. The weighted cumulative GPA will be used to calculate all academic honors. In the event that a miscalculation occurs, honors may be

awarded after the fact; however, honors mistakenly awarded will not be retracted.

**E. Honor Rolls**

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

**F. Academic Lettering**

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

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

**V. POST HIGH SCHOOL REPORTING**

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

**VI. TREATMENT OF TRANSFER STUDENTS**

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

**VII. IMPLEMENTATION**

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

AGENDA ITEM: **Policy 610, Student Field Trips, Fees and Fines**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 610, Student Field Trips, Fees and Fines, was reviewed by the School Board Policy Committee and Cabinet, had a first reading and is being recommended for a second reading. The changes to this policy are in sections I, II, III, IV, and V.

The purpose of this policy is to provide guidelines for student trips, fees and fines and to identify the general process to be followed for review and approval of trip requests.

**RECOMMENDATION:**

Approve School Board Policy 610, Student Field Trips, Fees and Fines, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: September 8, 1997*  
*Revised: October 9, 2006*  
*Revised: December 14, 2009*  
*Revised: February 12, 2018*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 610*

*Revised: March 14, 2022*

## **610 STUDENT FIELD TRIPS, FEES AND FINES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips, fees, and fines and to identify the general process to be followed for review and approval of trip requests.

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

The general expectation of the School Board is that the district will provide free public school education, and that no student will be denied an education because of economic inability to secure books and supplies and to access opportunities outside of the classroom necessary to complete education requirements. (~~Policy reference—Minnesota Statutes, sections—Stat. §§123B.35, 123B.36 and 123B.37).~~

The general expectation of the School Board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas, which are defined below as instructional trips, supplementary trips, and extended trips.

#### **A. Instructional Trips**

Trips that take place during the school day and relate directly to a course of study shall fall into this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minnesota Statutes, section—Stat. §123B.37). The school district may accept voluntary donations to defray the costs of field trips that are not required as part of a basic education or course. (Minnesota Statutes, sections—Stat. §§ 123B.35 and 123B.02, Subd. 6).

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other opportunities. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minnesota Statutes, section ~~Stat. §~~ 123B.36, ~~Authorized Fees~~)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. Prior to an extended trip, the request form must be completed and approved at each level: principal, athletic-activity director, superintendent or designee, and School Board. Exceptions to the approval policy may be granted or expedited by the superintendent or designee to accommodate emergencies or contingencies (e.g., tournament competition).
2. The School Board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activities.
- B. The school administration shall be responsible for providing more detailed procedures about the trips, including the nature and extent of parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute

regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section II.E.1, if practicable. If preapproved by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

#### IV. FEES AND FINES

##### A. Fees

1. Students may be charged fees in areas considered to be co-curricular, non-curricular, or supplementary to the education requirements for graduation.
2. District approved fees, as authorized by the School Board after public hearing, may be charged to help fund activities that are not required for graduation, as permitted by state law.
3. The School Board will hold a public hearing within the district upon three weeks' published notice prior to the initiation of any new fee not specifically authorized or prohibited under Minnesota Statutes, section 123B.36 or Minnesota Statutes, section 123B.37. (per Minnesota Statutes, section 123B.38).
4. Schools may reduce or waive student fees for students/families unable to pay such fees. Criteria to be considered might include qualifying for educational benefits free/reduced-price meal status or family financial hardship information.
5. "Student fees" may include, but are not limited to, fees for co-curricular activities, behind-the-wheel driver education, band instrument rental, student parking, and early entrance testing.
6. Schools shall be allowed to require payment of fees by students as permitted under state law, including, but not limited to: supplemental publications or materials that are optional for students to use: field trips considered supplemental to the

educational program; additional or more costly materials used for a project when the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student.

**B. Fines**

1. The district shall charge students for damage to school property, including charges reported by the Transportation Department for damage done to school buses.
2. Schools shall charge students for lost and damaged books, materials, supplies, and equipment owned by the district.
3. Schools may fine students for parking violations on school property.

**V. SCHOOL BOARD REVIEW**

The Superintendent or designee shall report at least annually to the School Board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)  
Minn. Stat. § 169.011 Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454 Subd. 13 (Type III Vehicle Standards - Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff School District*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
WBLASB Policy 423 (Employee - Student Relationships)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 707 (Transportation of Public School Students)  
WBLASB Policy 709 (Student Transportation Safety Policy)  
WBLASB Policy 710 (Extracurricular Transportation)

AGENDA ITEM: **Policy 999, Partnerships**

MEETING DATE: **March 3, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 999, Partnerships, was reviewed by the School Board Policy Committee and Cabinet, had a first reading and is being recommended for a second reading. The changes to this policy are in sections I, II, and IV.

The purpose of this policy is to provide guidelines for partnering with entities that provide academic, supplemental services, and enrichment opportunities for students.

**RECOMMENDED ACTION:**

Approve School Board Policy 999, Partnerships, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: May 12, 2014*  
*Revised: July 12, 2021*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area*  
*School District #624 Policy 999*

## **999 PARTNERSHIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for partnering with entities that provide academic, supplemental services, and enrichment opportunities for students.

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

The School Board encourages the development, implementation, and evaluation of a comprehensive student, parent, family, school, and community partnership initiative. The District will provide clear definitive roles of the various partners. The District will provide administrative leadership and vision, staff development, and practices that are compatible with the beliefs outlined in this document. All partners agree to abide by district policies, including but not limited to policies addressing data privacy, discrimination, technology, drugs, alcohol and tobacco use, bullying, and harassment.

### **III. DEFINITIONS**

- A. Partnership: A relationship between the district and a non-district entity intended to have multiple contacts during the year or over multiple years, in which the connection results in benefits to the district that may or may not be possible without the partnership. Partnerships are intended to provide academic, enrichment, or supplemental services for students. All partnerships must be consistent with the mission of the district. This definition excludes enrichment field trips arranged as part of a class or student organization.
- B. White Bear Lake Area Schools does not define a partnership as:
  - 1. An arrangement made by the District with a third party to deliver one or more services on its behalf. This is a contract for services.  
*Example: Contracted transportation services with an outside company or carrier.*

2. An intra-district collaboration involving school-to-school, program-to-program, or school-to-program partnering.  
*Example: High school students mentoring middle school students, academic enrichment courses being offered through Youth Enrichment, or student service projects for the senior center.*
3. School or program volunteers who serve in an individual capacity.  
*Example: An individual who serves as a reading buddy for a particular school.*

#### IV. PARTNERSHIP OVERSIGHT

On an annual basis, the Superintendent or designee will do the following:

- A. Update the list of existing partnerships.
- B. Ensure all partners are in compliance with the partnership procedures identified in Addendum A.
- C. Review and approve applications for new partnerships.
- D. Review existing partnerships to evaluate the benefit(s) to students.
- E. Make changes as needed to improve existing partnerships, and take action to dissolve unproductive partnerships.
- F. Maintain a list of organizational needs for future partnership exploration.