

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

July 14, 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: July 9, 2025

A meeting of the White Bear Lake Area School Board will be held on **Monday, July 14, 2025** at 5:30 p.m. in 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

**D. DISCUSSION ITEMS**

1. First Reading of School Board Policies:
  - a. 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School;
  - b. 501, School Weapons Policy;
  - c. 503, Student Attendance;
  - d. 515, Protection and Privacy of Student Records;
  - e. 516, Student Medication and Telehealth;
  - f. 534, School Meals;
  - g. 621, Literacy and the Read Act;
  - h. 707, Transportation of Public School Students;
  - i. 709, Student Transportation Safety Policy;
  - j. 802, Disposition of Obsolete Equipment and Material; and
  - k. 806, Crisis Management Policy.

The policies listed above will be on the August 11, 2025 agenda or subsequent agenda for a second reading.

**E. OPERATIONAL ITEMS**

1. Action on Resolution to Renew Membership in the Minnesota State High School League for 2025-26
2. Action on Resolution Approving the 916 Long Term Facility Maintenance Plan
3. Action on 10-Year Long Term Facility Maintenance Plan

4. Action on Official Depositories for School District Funds and Authorized Bank Accounts and Signatures
5. Action on Designation of Identified Official with Authority for the MDE External User Access Recertification System
6. Action on School Board Policies:
  - a. 613, Graduation Requirements.

**F. BOARD FORUM**

**G. LABOR NEGOTIATIONS\***

**H. REVIEW OF SUPERINTENDENT'S EVALUATION\*\***

**I. ADJOURNMENT**

*\*This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minn. Stat. 179A.01 to 179A.25.*

*\*\*This portion of the meeting may be closed to discuss evaluation of superintendent, pursuant to Minnesota Statutes 13D.05, Subd. 3(a).*

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **July 14, 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: **July 14, 2025**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **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, June 9, 2025** at 5:30 p.m. in Boardroom 200 at the Sunrise Park District Service Center, 2399 Cedar 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: Arcand, Daniels, Ellison, Skaar, Streiff Oji. Absent: Beloyed, Thompson.  
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, Arcand, Daniels, Ellison, Skaar, Streiff Oji. Nays, none. Motion carried.***
5. Daniels moved and Streiff Oji seconded to approve the consent agenda consisting of:
  - a) Minutes for Board meetings on May 12, 2025, and May 19, 2025;
  - b) Monthly Invoices, 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; and
  - e) Resolution regarding personnel items.  
***Roll call vote: Ayes, Arcand, Daniels, Ellison, Skaar, Streiff Oji. Nays, none. Motion carried.***

**B. PUBLIC FORUM**

**C. INFORMATION ITEMS**

1. Student Recognition - Students who participated in state and national competitions in Scholastic Art, VFW Auxiliary's Young American Creative Patriotic Art Contest, All-State Band, Choir, and Orchestra, Theatre, Girls and Boys Golf, Girls Softball, Girls and Boys Track and Field, and Girls and Boys Ultimate Frisbee, were recognized and congratulated.
2. Superintendent's Report - Dr. Kazmierczak highlighted several recent achievements and upcoming events in the White Bear Lake Area School District; Graduation Celebrations, Honoring Retirees, Free Summer Meals, Marketfest, and National Communication Awards.

**D. DISCUSSION ITEMS**

1. Fiscal Year 2025-26 Preliminary Budget

2. First Reading of School Board Policies: a) 613, Graduation Requirements. The policies listed above will be on the July 14, 2025 agenda or subsequent agenda for a second reading.

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

1. Ellison moved and Streiff Oji seconded to approve the action on Fiscal Year 2025-26 Preliminary Budget. Skaar made a motion to amend the action to find an additional \$250,000 in the Fiscal Year 2025-26 Preliminary Budget. There was no second. **Roll call vote: Ayes, Arcand, Daniels, Ellison, Streiff Oji. Nays, Skaar. Motion carried.**
2. Ellison moved and Daniels seconded to approve the action on Workers Compensation Agreement for 2025-26. **Roll call vote: Ayes, Arcand, Daniels, Ellison, Skaar, Streiff Oji. Nays, none. Motion carried.**
3. Streiff Oji moved and Ellison seconded to approve the action on Property and Liability Insurance for 2025-26. **Roll call vote: Ayes, Arcand, Daniels, Ellison, Skaar, Streiff Oji. Nays, none. Motion carried.**
4. Daniels moved and Streiff Oji seconded to approve the action on School Board Policies: a. 702, Accounting; b. 720, Vending Machines; c. 729, Minnesota Post-Issuance Debt Compliance; and d. 732, Credit Card Usage **Voice vote: Ayes, Arcand, Daniels, Ellison, Skaar, Streiff Oji. Nays, none. Motion carried.**

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

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

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Submitted by: Kathleen Daniels, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **July 14, 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 - June 2025**

		<u>6/13/2025</u>	<u>6/30/2025</u>
Direct Deposit	900742027 - 900743513	8,797,202.38	
Direct Deposit	900743514 - 900744606		945,513.82

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Check Number	Vendor	Amount	Check Date	Check Type
146080	CINTAS CORP	(\$375.05)	6/23/2025	V
146234	ADAMS, CHRISTINA	(\$40.00)	6/10/2025	V
147095	ROSEMOUNT HIGH SCHOOL	(\$215.00)	6/10/2025	V
147220	CUB FOODS OF WHITE BEAR TWSHP	\$0.00	6/3/2025	C
147221	CUB FOODS OF WHITE BEAR TWSHP	\$0.00	6/3/2025	C
147222	CUB FOODS OF WHITE BEAR TWSHP	\$0.00	6/3/2025	C
147223	CUB FOODS OF WHITE BEAR TWSHP	\$0.00	6/3/2025	C
147224	CUB FOODS OF WHITE BEAR TWSHP	\$0.00	6/3/2025	C
147225	CUB FOODS OF WHITE BEAR TWSHP	\$501.18	6/3/2025	R
147226	IDEAL ENERGIES SOLAR LEASING LLC	\$10,936.80	6/3/2025	R
147227	ABRAM, AMY	\$300.00	6/4/2025	R
147228	ACOUSTICS ASSOCIATES INC	\$11,519.48	6/4/2025	R
147229	ACT INC	\$53.25	6/4/2025	R
147230	ALLIED OIL & TIRE COMPANY	\$214.05	6/4/2025	R
147231	AMAZON CAPITAL SERVICES	\$0.00	6/4/2025	C
147232	AMAZON CAPITAL SERVICES	\$0.00	6/4/2025	C
147233	AMAZON CAPITAL SERVICES	\$0.00	6/4/2025	C
147234	AMAZON CAPITAL SERVICES	\$2,669.41	6/4/2025	R
147235	PC TWINS INVESTMENTS LLC	\$1,666.15	6/4/2025	R
147236	BEISSWENGER'S DO IT BEST	\$133.27	6/4/2025	R
147237	BENISH, RICHARD L.	\$105.00	6/4/2025	R
147238	BIBEAU, KARI A.	\$33.99	6/4/2025	R
147239	BORDEN, JAMIE	\$105.00	6/4/2025	R
147240	BRAASCH, HOLLI J.	\$8.59	6/4/2025	R
147241	BSN SPORTS, LLC	\$6,167.64	6/4/2025	R
147242	COUGHLAN COMPANIES LLC	\$2,798.00	6/4/2025	R
147243	THE CAULKERS COMPANY INC	\$31,718.75	6/4/2025	R
147244	CENTRAL ROOFING COMPANY	\$36,313.37	6/4/2025	R
147245	CINTAS CORP	\$380.39	6/4/2025	R
147246	CITY OF VADNAIS HEIGHTS	\$300.00	6/4/2025	R
147247	COMMERCIAL DRYWALL INC	\$109,250.85	6/4/2025	R
147248	CONSTRUCTION SYSTEMS, INC	\$29,340.17	6/4/2025	R
147249	CONTINENTAL CLAY CO	\$450.77	6/4/2025	R
147250	COOPS SPORTSWEAR	\$1,980.00	6/4/2025	R
147251	CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$285.00	6/4/2025	R
147252	DASH SPORTS LLC	\$3,884.00	6/4/2025	R
147253	EAST RIDGE HIGH SCHOOL PSO - GOLF	\$350.00	6/4/2025	R
147254	EBERT, KARA D.	\$180.00	6/4/2025	R
147255	FOX, ERIK	\$105.00	6/4/2025	R
147256	GREAT LAKES COCA COLA DIST LLC	\$332.88	6/4/2025	R
147257	GRIMM, JUSTIN A.	\$52.50	6/4/2025	R
147258	HAAS MUSICAL INSTRUMENT REPAIR	\$170.00	6/4/2025	R
147259	HAINLEN, ROBERT	\$100.00	6/4/2025	R
147260	HANSON SPORTS, LLC	\$829.50	6/4/2025	R

147261 HORIZON EQUIPMENT LLC	\$89,065.01	6/4/2025 R
147262 HUGO EQUIPMENT CO	\$133.96	6/4/2025 R
147263 HUGO FEED MILL & HARDWARE	\$11.51	6/4/2025 R
147264 IFD	\$45.17	6/4/2025 R
147265 JOSTENS INC	\$5,930.67	6/4/2025 R
147266 JWOOD SPORTS FLOORING LLC	\$25,397.70	6/4/2025 R
147267 KONA ICE OF NE TWIN CITIES	\$440.00	6/4/2025 R
147268 LEE, FELICIA	\$100.00	6/4/2025 R
147269 LEVERTY, MACKENZIE	\$65.00	6/4/2025 R
147270 LIFE TIME	\$57.00	6/4/2025 R
147271 LOWELL INN	\$1,175.00	6/4/2025 R
147272 MACGILLIS, JAMES	\$93.00	6/4/2025 R
147273 MAERTENS-BRENNY CONSTRUCTION	\$47,985.72	6/4/2025 R
147274 MN ASSOC OF SECRETARIES TO THE PRINCIPALS	\$230.00	6/4/2025 R
147275 MEHSIKOMER, JASON	\$67.00	6/4/2025 R
147276 MN ELEMENTARY SCH PRIN ASSOC	\$500.00	6/4/2025 R
147277 MN DEPT OF EMPLOY & ECON DEV	\$14,483.76	6/4/2025 R
147278 MN HISTORICAL SOCIETY	\$1,322.00	6/4/2025 R
147279 MOUNDS PARK ACADEMY	\$580.00	6/4/2025 R
147280 MURPHY WINDOW AND DOOR COMMERCIAL INC	\$45,621.43	6/4/2025 R
147281 MUSCO CORPORATION	\$475.00	6/4/2025 R
147282 NOVAK, JANICE S.	\$60.00	6/4/2025 R
147283 PERSON, JOHN	\$165.00	6/4/2025 R
147284 PREFERRED HEALTHCARE REGISTRY, INC.	\$12,591.00	6/4/2025 R
147285 PRESS PUBLICATIONS	\$265.10	6/4/2025 R
147286 PRO-ED INC	\$154.00	6/4/2025 R
147287 PULTS, BENJAMIN C.	\$105.00	6/4/2025 R
147288 PURINTON, KEVIN	\$95.00	6/4/2025 R
147289 RACHEL CONTRACTING LLC	\$1,398.00	6/4/2025 R
147290 REPUBLIC SERVICES #894	\$1,989.89	6/4/2025 R
147291 RIGHT-WAY CAULKING INC	\$2,897.50	6/4/2025 R
147292 EEC ACQUISITIN LLC	\$272.69	6/4/2025 R
147293 SONUS INTERIORS INC	\$1,677.09	6/4/2025 R
147294 STOLTZ, STEVEN J.	\$50.00	6/4/2025 R
147295 SUMMIT FIRE PROTECTION	\$29,134.84	6/4/2025 R
147296 SUPERSET TILE & STONE	\$10,991.50	6/4/2025 R
147297 T-MOBILE	\$718.00	6/4/2025 R
147298 TEKVISIONS, INC.	\$2,063.00	6/4/2025 R
147299 TGA OF EASTERN TWIN CITIES	\$810.00	6/4/2025 R
147300 THE BAKER'S HORSE, LLC	\$125.00	6/4/2025 R
147301 THE MINDFULNESS MOVEMENT	\$720.00	6/4/2025 R
147302 THOMPSON, JASON	\$215.00	6/4/2025 R
147303 THORSTENSON, ROBIN	\$77.00	6/4/2025 R
147304 TORRES, IVETTE	\$17.00	6/4/2025 R
147305 TROY BURNE GOLF CLUB	\$5,280.00	6/4/2025 R
147306 TWIN CITY HARDWARE COMPANY INC	\$4,132.50	6/4/2025 R
147307 UNITED JIU JITSU	\$2,000.00	6/4/2025 R

147308 WBLHS BOYS LACROSSE BOOSTER CLUB	\$7,600.00	6/4/2025 R
147309 WENGER CORP	\$2,371.80	6/4/2025 R
147310 WILD MOUNTAIN INC	\$200.00	6/4/2025 R
147311 WILD RIVERS CONSERVANCY OF THE ST. CROIX & NA	\$1,710.00	6/4/2025 R
147312 WOODBURY 10 THEATER	\$2,611.00	6/4/2025 R
147313 DEMCO INC	\$215.24	6/4/2025 R
147314 CAPITAL ONE TRADE CREDIT	\$152.39	6/6/2025 R
147315 CITY OF WHITE BEAR LAKE	\$700.00	6/6/2025 R
147316 DS ERICKSON & ASSOC PLLC	\$345.32	6/6/2025 R
147317 GREATER TWIN CITIES UNITED WAY	\$10.00	6/6/2025 R
147318 GURSTEL CHARGO ATTORNEYS AT LAW	\$376.75	6/6/2025 R
147319 IUOE LOCAL 70	\$1,521.25	6/6/2025 R
147320 MESSERLI & KRAMER PA	\$428.26	6/6/2025 R
147321 MINNESOTA TEAMSTERS NO. 320	\$690.50	6/6/2025 R
147322 RAUSCH STURM	\$822.13	6/6/2025 R
147323 SCHOOL SERVICE EMPLOYEES	\$8,349.81	6/6/2025 R
147324 WBL AREA EDUCATIONAL FOUNDATION	\$508.40	6/6/2025 R
147325 ADAMS, CHRISTINA	\$40.00	6/10/2025 R
147326 ROSEMOUNT HIGH SCHOOL	\$215.00	6/10/2025 R
147327 ACTION FENCE INC	\$7,550.00	6/11/2025 R
147328 ADVANTAGE EDUCATIONAL PROGRAMS	\$2,096.00	6/11/2025 R
147329 ALEXANDRIA TECHNICAL AND COMMUNITY COLLEGE	\$965.32	6/11/2025 R
147330 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147331 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147332 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147333 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147334 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147335 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147336 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147337 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147338 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147339 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147340 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147341 AMAZON CAPITAL SERVICES	\$0.00	6/11/2025 C
147342 AMAZON CAPITAL SERVICES	\$16,724.67	6/11/2025 R
147343 ANDERSON, PATRICIA M.	\$108.80	6/11/2025 R
147344 ANOKA COUNTY TREASURY DEPT	\$178.26	6/11/2025 R
147345 APPLE INC.	\$1,298.99	6/11/2025 R
147346 B&H PHOTO-VIDEO	\$574.64	6/11/2025 R
147347 BARNARD, MARISSA A.	\$362.91	6/11/2025 R
147348 BEAUDREAU-PATTON, ELAINE	\$550.00	6/11/2025 R
147349 BINMAN, DEBRA	\$32.00	6/11/2025 R
147350 BIO CORPORATION	\$688.46	6/11/2025 R
147351 BOULLIANNE, MARIE E.	\$40.00	6/11/2025 R
147352 BSN SPORTS, LLC	\$743.40	6/11/2025 R
147353 CARDINAL, KATHLEEN T.	\$138.98	6/11/2025 R
147354 CAVANAUGH, CHRISTINE	\$450.00	6/11/2025 R

147355 COLLEGE BOARD	\$42,725.00	6/11/2025 R
147356 COOK, LIVY B.	\$24.00	6/11/2025 R
147357 CORROW, MELANIE	\$241.94	6/11/2025 R
147358 DEAN, ELIZABETH A.	\$165.00	6/11/2025 R
147359 DEJARLAIS, MARILYN	\$168.09	6/11/2025 R
147360 DEMCO INC	\$105.52	6/11/2025 R
147361 DICKINSON, NATHAN E.	\$367.31	6/11/2025 R
147362 DONATELLI'S	\$150.00	6/11/2025 R
147363 DOOR SERVICE MIDWEST A DIVISION OF BREDEMUS H	\$193.75	6/11/2025 R
147364 ECKROTH MUSIC	\$178.56	6/11/2025 R
147365 CENTRAL NETWORK RETAIL GROUP	\$103.41	6/11/2025 R
147366 FRONTRUNNER SCREEN PRINTING	\$410.00	6/11/2025 R
147367 GARVEY, PATRICIA	\$165.33	6/11/2025 R
147368 GEM LAKE HILLS LLC	\$5,640.00	6/11/2025 R
147369 GLOBAL EQUIPMENT COMPANY INC	\$603.55	6/11/2025 R
147370 GOTHMANN, ADAM	\$154.00	6/11/2025 R
147371 GUSTAFSON, ZACHARY E.	\$52.50	6/11/2025 R
147372 H2O FOR LIFE	\$381.00	6/11/2025 R
147373 HAAG, LOIS	\$32.30	6/11/2025 R
147374 HAAS MUSICAL INSTRUMENT REPAIR	\$210.00	6/11/2025 R
147375 HAMER, KAREN	\$120.70	6/11/2025 R
147376 HER, ALEXANDER C.	\$340.00	6/11/2025 R
147377 HESSLER, ROBERT	\$154.00	6/11/2025 R
147378 HOEFER, MELINDA S.	\$220.00	6/11/2025 R
147379 HOUGHTON MIFFLIN HARCOURT	\$0.00	6/11/2025 C
147380 HOUGHTON MIFFLIN HARCOURT	\$669,549.08	6/11/2025 R
147381 HUDSON JAMES KARASEK	\$67.00	6/11/2025 R
147382 HUGO EQUIPMENT CO	\$694.78	6/11/2025 R
147383 HUGO FEED MILL & HARDWARE	\$6.99	6/11/2025 R
147384 IMPERIAL DADE	\$0.00	6/11/2025 C
147385 IMPERIAL DADE	\$2,464.07	6/11/2025 R
147386 INTERACTIVE HEALTH TECHNOLOGIES	\$1,251.00	6/11/2025 R
147387 JENSEN, ETOILE W.	\$144.00	6/11/2025 R
147388 JOSTENS INC	\$17.94	6/11/2025 R
147389 LARSON, CASSIE M.	\$200.00	6/11/2025 R
147390 LEBENS OLD TOWN MARKET, LLC	\$486.77	6/11/2025 R
147391 LEGIONVILLE	\$2,000.00	6/11/2025 R
147392 LLOYD, CHELSEA M.	\$381.47	6/11/2025 R
147393 LUNDGREN, JOANNE M.	\$41.65	6/11/2025 R
147394 MACKIN EDUCATIONAL RESOURCES	\$2,394.38	6/11/2025 R
147395 MAGNUSON CHRISTIAN SCHOOL	\$294.34	6/11/2025 R
147396 MAHTOMEDI COMMUNITY EDUCATION	\$44.00	6/11/2025 R
147397 MAYER ARTS, INC.	\$1,188.00	6/11/2025 R
147398 MILLIGAN, THERESA	\$494.70	6/11/2025 R
147399 MINNESOTA MOLE	\$750.00	6/11/2025 R
147400 MINOGUE, ELIZABETH	\$4.80	6/11/2025 R
147401 MN ADAPTED ATHLETICS ASSOC	\$375.00	6/11/2025 R

147402 NORTH CENTRAL TRUCK EQUIPMENT	\$1,335.87	6/11/2025 R
147403 NORTHBOUND CREATIVE	\$1,350.00	6/11/2025 R
147404 O'NEIL, LOIS	\$35.60	6/11/2025 R
147405 OLSON, SUZANNE K.	\$184.45	6/11/2025 R
147406 PAIN IN THE GLASS	\$225.00	6/11/2025 R
147407 PAOLUCCI, JULIA	\$362.91	6/11/2025 R
147408 PAVEMENT RESOURCES	\$6,700.00	6/11/2025 R
147409 PICKERING AND SCHAIBERGER	\$25.60	6/11/2025 R
147410 PRESS PUBLICATIONS	\$397.65	6/11/2025 R
147411 PRIESTER, JOHN	\$52.50	6/11/2025 R
147412 RED BALLOON BOOKSHOP	\$437.15	6/11/2025 R
147413 REGION 4AA	\$650.00	6/11/2025 R
147414 REPUBLIC SERVICES #894	\$758.14	6/11/2025 R
147415 REVOLUTION SPORTING GOODS	\$11,849.00	6/11/2025 R
147416 ROETTGER, DEBRA	\$204.85	6/11/2025 R
147417 ROETTGER, DORIS	\$211.86	6/11/2025 R
147418 S ST PAUL STEEL SUPPLY CO INC	\$1,087.50	6/11/2025 R
147419 SCHUMACHER, NANCY	\$20.25	6/11/2025 R
147420 SEGER, RITA	\$153.00	6/11/2025 R
147421 SITEONE LANDSCAPE SUPPLY	\$581.20	6/11/2025 R
147422 STAFSHOLT, ANGELIKAH J.	\$69.28	6/11/2025 R
147423 TGA OF EASTERN TWIN CITIES	\$675.00	6/11/2025 R
147424 TYLER TECHNOLOGIES INC	\$7,382.36	6/11/2025 R
147425 UKPOKOLO, ANITA I.	\$340.00	6/11/2025 R
147426 VIKING ELECTRIC SUPPLY	\$430.97	6/11/2025 R
147427 VLASIN, DAWN	\$86.40	6/11/2025 R
147428 WARREN, MICHELE	\$340.80	6/11/2025 R
147429 WHITE BEAR MONTESSORI	\$798.47	6/11/2025 R
147430 ZALLAR, CHERYL L.	\$50.00	6/11/2025 R
147431 AI TECHNOLOGIES LLC	\$7,033.48	6/18/2025 R
147432 AMAZON CAPITAL SERVICES	\$0.00	6/18/2025 C
147433 AMAZON CAPITAL SERVICES	\$0.00	6/18/2025 C
147434 AMAZON CAPITAL SERVICES	\$0.00	6/18/2025 C
147435 AMAZON CAPITAL SERVICES	\$0.00	6/18/2025 C
147436 AMAZON CAPITAL SERVICES	\$0.00	6/18/2025 C
147437 AMAZON CAPITAL SERVICES	\$0.00	6/18/2025 C
147438 AMAZON CAPITAL SERVICES	\$0.00	6/18/2025 C
147439 AMAZON CAPITAL SERVICES	\$10,340.90	6/18/2025 R
147440 ANOKA-HENNEPIN SCHOOL DISTRICT	\$30.00	6/18/2025 R
147441 AVANT GARB FASHIONS, INC	\$70.00	6/18/2025 R
147442 BACHMEIER, ERIK S.	\$90.00	6/18/2025 R
147443 BAIR, JENNIFER M.	\$124.29	6/18/2025 R
147444 BARDAL, PRIYA	\$362.91	6/18/2025 R
147445 BAZTEC, INC	\$1,050.00	6/18/2025 R
147446 BEER SYSTEM MAINTENANCE LLC	\$288.41	6/18/2025 R
147447 BESTER BROS TRANSFER & MOVING	\$20,250.00	6/18/2025 R
147448 BIO CORPORATION	\$766.72	6/18/2025 R

147449 BOLDT, MARY C.	\$50.00	6/18/2025 R
147450 BOOSHIE INC	\$263.78	6/18/2025 R
147451 BREWINSKI, ERICA	\$927.50	6/18/2025 R
147452 CALL4	\$2,796.80	6/18/2025 R
147453 CINTAS CORP	\$383.27	6/18/2025 R
147454 CITY OF MENDOTA HEIGHTS	\$89.00	6/18/2025 R
147455 CITY OF WHITE BEAR LAKE	\$6,961.29	6/18/2025 R
147456 CRYSTAL CAVE INC	\$5,916.93	6/18/2025 R
147457 CUMMINS SALES AND SERVICE	\$1,086.27	6/18/2025 R
147458 CURTIS, SHONTE	\$38.00	6/18/2025 R
147459 DAIKIN APPLIED	\$2,116.25	6/18/2025 R
147460 DECKER, PEGGY	\$75.00	6/18/2025 R
147461 DODGE NATURE CENTER	\$2,088.00	6/18/2025 R
147462 DEFINITIVE TECHNOLOGY SOLUTIONS	\$10,323.00	6/18/2025 R
147463 ECKROTH MUSIC	\$0.00	6/18/2025 C
147464 ECKROTH MUSIC	\$1,160.50	6/18/2025 R
147465 ELIAS-DANJUMA, MARIAM	\$170.00	6/18/2025 R
147466 ELLIOTT, GRETCHEN C.	\$38.00	6/18/2025 R
147467 FESTIVAL FOODS-KNOWLAN'S	\$213.58	6/18/2025 R
147468 FIDELITY SECURITY LIFE INSURANCE CO	\$5,595.00	6/18/2025 R
147469 FIRST BOOK	\$45.38	6/18/2025 R
147470 FLAHERTY'S ARDEN BOWL	\$4,784.00	6/18/2025 R
147471 FRASSATI CATHOLIC ACADEMY	\$33,571.17	6/18/2025 R
147472 CENTRAL NETWORK RETAIL GROUP	\$0.00	6/18/2025 C
147473 CENTRAL NETWORK RETAIL GROUP	\$565.26	6/18/2025 R
147474 FROGGY HOPS LLC	\$2,615.78	6/18/2025 R
147475 GANAMO, HAJO	\$25.00	6/18/2025 R
147476 GLOBAL EQUIPMENT COMPANY INC	\$2,392.81	6/18/2025 R
147477 GREAT LAKES COCA COLA DIST LLC	\$305.83	6/18/2025 R
147478 HILLYARD INC MINNEAPOLIS	\$154.83	6/18/2025 R
147479 HUBERT COMPANY	\$615.00	6/18/2025 R
147480 HUGO EQUIPMENT CO	\$185.74	6/18/2025 R
147481 IMPERIAL DADE	\$0.00	6/18/2025 C
147482 IMPERIAL DADE	\$0.00	6/18/2025 C
147483 IMPERIAL DADE	\$0.00	6/18/2025 C
147484 IMPERIAL DADE	\$17,811.78	6/18/2025 R
147485 INCIDENT IQ LLC	\$12,748.87	6/18/2025 R
147486 INGINA LLC	\$3,200.00	6/18/2025 R
147487 INSTANT RETAIL SYSTEMS	\$200.00	6/18/2025 R
147488 INSTRUMENTALIST AWARDS	\$292.00	6/18/2025 R
147489 IORAD	\$1,200.00	6/18/2025 R
147490 JACKSON, LEO E.	\$183.01	6/18/2025 R
147491 JOSTENS INC	\$1,445.33	6/18/2025 R
147492 KELLY, SARABETH	\$483.88	6/18/2025 R
147493 KIDCREATE STUDIO WDBY	\$1,800.00	6/18/2025 R
147494 KOWITZ, MARY J.	\$242.39	6/18/2025 R
147495 LANGUAGE LINE SERVICES	\$719.38	6/18/2025 R

147496 LEARNING WITHOUT TEARS	\$969.26	6/18/2025 R
147497 LEE, ADDISON	\$144.00	6/18/2025 R
147498 LMS PRODUCTIONS LLC	\$2,925.00	6/18/2025 R
147499 LUBKE, MICHAEL	\$1,800.00	6/18/2025 R
147500 MAAP	\$227.50	6/18/2025 R
147501 MAGNUSON CHRISTIAN SCHOOL	\$9,383.08	6/18/2025 R
147502 MAHTOMEDI COMMUNITY EDUCATION	\$588.00	6/18/2025 R
147503 MAYER ARTS, INC.	\$3,240.00	6/18/2025 R
147504 MN ELEMENTARY SCH PRIN ASSOC	\$500.00	6/18/2025 R
147505 MIGIZI COMMUNICATIONS	\$25,064.82	6/18/2025 R
147506 MIROCHA, ALEXANDRA	\$145.60	6/18/2025 R
147507 MITCHELL, STEPHANIE L.	\$38.00	6/18/2025 R
147508 MN DEPT OF LABOR & INDUSTRY	\$120.00	6/18/2025 R
147509 MN HISTORICAL SOCIETY	\$2,035.18	6/18/2025 R
147510 MN SCHOOL NUTRITION ASSOC	\$1,160.00	6/18/2025 R
147511 MULVIHILL, MARKUS	\$380.00	6/18/2025 R
147512 MURAMATSU, RACHEL F.	\$399.98	6/18/2025 R
147513 NEXTWAVESTEM LLC	\$14,985.00	6/18/2025 R
147514 NORTH CENTRAL TRUCK EQUIPMENT	\$2,784.34	6/18/2025 R
147515 NORTHERN DOOR COMPANY	\$4,598.00	6/18/2025 R
147516 OLSON, CHRISTINA C.	\$286.89	6/18/2025 R
147517 PECK, BARTON	\$95.00	6/18/2025 R
147518 PEDERSON, LEAH	\$38.00	6/18/2025 R
147519 REBYL SPORTS INC	\$568.75	6/18/2025 R
147520 REGION 4AA	\$2,105.00	6/18/2025 R
147521 RICHFIELD BUS COMPANY	\$4,700.00	6/18/2025 R
147522 RICHIE, MANDY J.	\$38.00	6/18/2025 R
147523 RYDLAND, KARENA	\$241.94	6/18/2025 R
147524 SHAWN GRITZMACHER PHOTOGRAPHY	\$292.00	6/18/2025 R
147525 SITEONE LANDSCAPE SUPPLY	\$0.00	6/18/2025 C
147526 SITEONE LANDSCAPE SUPPLY	\$443.23	6/18/2025 R
147527 STILES, ELIZABETH J.	\$268.05	6/18/2025 R
147528 STRATEGIC STAFFING SOLUTIONS	\$11,783.16	6/18/2025 R
147529 SYSTEMATIC TECHNOLOGIES	\$11,169.10	6/18/2025 R
147530 TWIN CITY HARDWARE COMPANY INC	\$76.00	6/18/2025 R
147531 USMAN, IKRAM	\$38.00	6/18/2025 R
147532 VADNAIS HEIGHTS PTO	\$920.90	6/18/2025 R
147533 VINEYARDAPPCAMP LLC	\$5,280.00	6/18/2025 R
147534 WALSWORTH PUBLISHING COMPANY INC	\$3,226.16	6/18/2025 R
147535 WANNA, ELIZABETH	\$100.00	6/18/2025 R
147536 WARGO NATURE CENTER	\$360.00	6/18/2025 R
147537 WHITE BEAR RENTAL EQUIPMENT	\$207.08	6/18/2025 R
147538 WBL AREA EDUCATIONAL FOUNDATION	\$4,710.00	6/18/2025 R
147539 WHOLE PHONICS INC	\$449.40	6/18/2025 R
147540 WILDLIFE SCIENCE CENTER	\$400.00	6/18/2025 R
147541 WOODCOCK, MARK W.	\$107.28	6/18/2025 R
147542 WYBIERALA, LITA	\$38.00	6/18/2025 R

147543 YMCA CAMP ICAGHOWAN	\$8,144.85	6/18/2025 R
147544 ZEN EDUCATE INC.	\$837.46	6/18/2025 R
147545 CINTAS CORP	\$375.05	6/23/2025 R
147546 MN DEPT OF HEALTH	\$600.00	6/23/2025 R
147547 AMAZON CAPITAL SERVICES	\$0.00	6/25/2025 C
147548 AMAZON CAPITAL SERVICES	\$0.00	6/25/2025 C
147549 AMAZON CAPITAL SERVICES	\$0.00	6/25/2025 C
147550 AMAZON CAPITAL SERVICES	\$0.00	6/25/2025 C
147551 AMAZON CAPITAL SERVICES	\$0.00	6/25/2025 C
147552 AMAZON CAPITAL SERVICES	\$10,889.45	6/25/2025 R
147553 ARVIG	\$1,942.18	6/25/2025 R
147554 BLUE CROSS / BLUE SHIELD OF MN	\$7,716.50	6/25/2025 R
147555 CENTURY COLLEGE	\$40.00	6/25/2025 R
147556 COMCAST	\$301.92	6/25/2025 R
147557 CUMMINS SALES AND SERVICE	\$923.43	6/25/2025 R
147558 DASH SPORTS LLC	\$1,797.00	6/25/2025 R
147559 DEMCO INC	\$1,835.13	6/25/2025 R
147560 CENTRAL NETWORK RETAIL GROUP	\$0.00	6/25/2025 C
147561 CENTRAL NETWORK RETAIL GROUP	\$733.44	6/25/2025 R
147562 GENERAL PARTS LLC	\$1,175.00	6/25/2025 R
147563 GRAYBAR ELECTRIC COMPANY	\$121.05	6/25/2025 R
147564 GREATAMERICA FINANCIAL SERVICES	\$349.85	6/25/2025 R
147565 GROUP MEDICAREBLUE RX	\$10,915.00	6/25/2025 R
147566 HALO TRANSPORTATION	\$64,565.00	6/25/2025 R
147567 HANSON SPORTS, LLC	\$1,280.00	6/25/2025 R
147568 HERDER, SUSAN H.	\$390.00	6/25/2025 R
147569 IDEAL ENERGIES SOLAR LEASING 2025 LLC	\$173,656.00	6/25/2025 R
147570 IDEAL ENERGIES SOLAR LEASING 2024 LLC	\$366,344.00	6/25/2025 R
147571 IMAGE BUILDERS	\$1,094.19	6/25/2025 R
147572 IMPERIAL DADE	\$0.00	6/25/2025 C
147573 IMPERIAL DADE	\$0.00	6/25/2025 C
147574 IMPERIAL DADE	\$0.00	6/25/2025 C
147575 IMPERIAL DADE	\$23,750.04	6/25/2025 R
147576 IRONDALE HIGH SCHOOL	\$275.00	6/25/2025 R
147577 JOSTENS INC	\$56.45	6/25/2025 R
147578 LIMITLESS LAWN AND SNOW	\$2,315.00	6/25/2025 R
147579 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$1,180.00	6/25/2025 R
147580 MCMASTER-CARR	\$55.34	6/25/2025 R
147581 MEDTOX LABORATORIES	\$198.52	6/25/2025 R
147582 MN ELEMENTARY SCH PRIN ASSOC	\$2,574.00	6/25/2025 R
147583 METRO CLEANING SERVICE	\$1,400.00	6/25/2025 R
147584 METRO DEAF SCHOOL	\$6,280.64	6/25/2025 R
147585 METROPOLITAN TRANSPORTATION NETWORK	\$241,722.65	6/25/2025 R
147586 MIDWEST BUS PARTS INC	\$562.60	6/25/2025 R
147587 MINNESOTA HEAT HOOPS	\$2,375.00	6/25/2025 R
147588 MUSIC CONNECTION INC	\$689.00	6/25/2025 R
147589 NCPERS GROUP LIFE INS	\$80.00	6/25/2025 R

147590 NE METRO 916 CAREER AND TECH	\$43,056.00	6/25/2025 R
147591 NEW DOMINION SCHOOL	\$7,357.60	6/25/2025 R
147592 NORTH CENTRAL TRUCK EQUIPMENT	\$359.18	6/25/2025 R
147593 NORTHBOUND CREATIVE	\$4,030.00	6/25/2025 R
147594 OLSON'S SEWER SERVICE, INC	\$480.00	6/25/2025 R
147595 PIONEER ATHLETICS	\$910.79	6/25/2025 R
147596 PREMIER BIOTECH	\$174.25	6/25/2025 R
147597 SANITY SOLUTIONS, INC.	\$588.00	6/25/2025 R
147598 SITEONE LANDSCAPE SUPPLY	\$154.18	6/25/2025 R
147599 SOAR TENNIS ACADEMY	\$3,510.00	6/25/2025 R
147600 SOTA SIGNS & GRAPHICS LLC	\$350.00	6/25/2025 R
147601 TROY BURNE GOLF CLUB	\$2,970.04	6/25/2025 R
147602 TURNAROUND PERCUSSION	\$325.00	6/25/2025 R
147603 TWIN CITY HARDWARE COMPANY INC	\$19.00	6/25/2025 R
147604 VIKING ELECTRIC SUPPLY	\$183.31	6/25/2025 R
147605 WHITE BEAR CENTER FOR THE ARTS	\$6,375.00	6/25/2025 R
147606 WBL BOYS TRACK INC	\$3,965.00	6/25/2025 R
147607 WENGER CORP	\$39,544.32	6/25/2025 R
147608 YOUNG REMBRANDTS - ARTEDUTC	\$918.00	6/25/2025 R
147609 CHAKOLIS, RICHARD A.	\$1,452.19	6/26/2025 R
147610 DS ERICKSON & ASSOC PLLC	\$349.95	6/26/2025 R
147611 GURSTEL CHARGO ATTORNEYS AT LAW	\$380.57	6/26/2025 R
147612 IUOE LOCAL 70	\$1,521.25	6/26/2025 R
147613 MESSERLI & KRAMER PA	\$427.10	6/26/2025 R
147614 MINNESOTA TEAMSTERS NO. 320	\$690.50	6/26/2025 R
147615 RAUSCH STURM	\$4,932.78	6/26/2025 R
147616 SCHOOL SERVICE EMPLOYEES	\$8,446.52	6/26/2025 R
147617 WBL AREA EDUCATIONAL FOUNDATION	\$508.40	6/26/2025 R
9997120 BENEFIT RESOURCE, INC	\$0.00	6/2/2025 C
9997121 BENEFIT RESOURCE, INC	\$140,388.19	6/2/2025 R
9997174 BENEFIT RESOURCE, INC	\$140,867.79	6/13/2025 R
9997175 AIG	\$13,820.95	6/13/2025 R
9997176 AIG BENEFIT	\$4,237.57	6/13/2025 R
9997177 AMERICAN FUNDS	\$195,725.60	6/13/2025 R
9997178 AMERICAN FUNDS BENEFIT	\$91,400.10	6/13/2025 R
9997179 AMERIPRISE FINANCIAL SERVICES	\$61,119.59	6/13/2025 R
9997180 AMERIPRISE FINANCIAL SERVICES BENEFIT	\$25,102.55	6/13/2025 R
9997181 AXA EQUITABLE	\$74,916.03	6/13/2025 R
9997182 AXA EQUITABLE BENEFIT	\$44,110.31	6/13/2025 R
9997183 EDUCATION MN ESI BILLING TRUST	\$83,892.91	6/13/2025 R
9997184 EDUCATION MN ESI BENEFIT	\$41,517.57	6/13/2025 R
9997185 INTERNAL REVENUE SERVICE	\$0.00	6/13/2025 C
9997186 INTERNAL REVENUE SERVICE	\$0.00	6/13/2025 C
9997187 INTERNAL REVENUE SERVICE	\$0.00	6/13/2025 C
9997188 INTERNAL REVENUE SERVICE	\$0.00	6/13/2025 C
9997189 INTERNAL REVENUE SERVICE	\$0.00	6/13/2025 C
9997190 INTERNAL REVENUE SERVICE	\$0.00	6/13/2025 C

9997191	INTERNAL REVENUE SERVICE	\$2,967,324.21	6/13/2025 R
9997192	METROPOLITAN LIFE	\$5,289.42	6/13/2025 R
9997193	METROPOLITAN LIFE BENEFIT	\$3,942.80	6/13/2025 R
9997194	MN DEPT OF HUMAN SERVICES	\$4,331.86	6/13/2025 R
9997195	MN DEPT OF REVENUE	\$0.00	6/13/2025 C
9997196	MN DEPT OF REVENUE	\$493,910.35	6/13/2025 R
9997197	MN REVENUE	\$1,013.03	6/13/2025 R
9997198	MN STATE RETIREMENT	\$22,691.40	6/13/2025 R
9997199	PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$15,085.92	6/13/2025 R
9997200	PCS RETIREMENT - ASPIRE BENEFIT	\$4,788.89	6/13/2025 R
9997201	PUBLIC EMP RETIREMENT ASSOC	\$0.00	6/13/2025 C
9997202	PUBLIC EMP RETIREMENT ASSOC	\$0.00	6/13/2025 C
9997203	PUBLIC EMP RETIREMENT ASSOC	\$159,338.44	6/13/2025 R
9997204	TEACHERS RETIREMENT ASSOC	\$0.00	6/13/2025 C
9997205	TEACHERS RETIREMENT ASSOC	\$1,970,457.10	6/13/2025 R
9997206	VANGUARD SMALL BUSINESS SERVICES BENEFIT	\$31,644.25	6/13/2025 R
9997207	VANGUARD SMALL BUSINESS SERVICES	\$121,009.64	6/13/2025 R
9997208	WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$283.84	6/13/2025 R
242501898	KRAFT MECHANICAL LLC	\$867,317.15	6/11/2025 V
242503510	COGENT COMMUNICATIONS	(\$1,845.00)	6/10/2025 V
242503559	ANCHOR SOLAR INVESTMENTS LLC	\$0.00	6/3/2025 C
242503560	ANCHOR SOLAR INVESTMENTS LLC	\$2,446.85	6/3/2025 A
242503561	ADMIRAL COATINGS INC	\$25,825.57	6/4/2025 A
242503561	DEMCO INC	\$215.24	6/4/2025 R
242503561	DEMCO INC	(\$215.24)	6/4/2025 V
242503562	AJ MOORE ELECTRIC INC	\$402,432.41	6/4/2025 A
242503562	KUHLERS, MICHAEL A.	\$0.00	6/18/2025 R
242503563	BADWOLF ADVENTURE STUDIOS	\$50.00	6/4/2025 A
242503563	MITCHELL, KATHLEEN M.	\$0.00	6/18/2025 R
242503564	BREDEMUS HARDWARE COMPANY	\$2,050.10	6/4/2025 A
242503564	BRUNE, HEATHER	\$0.00	6/18/2025 R
242503565	BRIGHTSTAR CARE OF ST PAUL	\$3,375.00	6/4/2025 A
242503565	ISAACSON, MONICA M.	\$0.00	6/18/2025 R
242503566	CDW GOVERNMENT INC	\$564,994.08	6/4/2025 A
242503567	COMMERCIAL KITCHEN SERVICES	\$683.25	6/4/2025 A
242503568	CONTINENTAL RESEARCH CORP	\$938.94	6/4/2025 A
242503569	CUSTOM DRYWALL INC	\$101,920.12	6/4/2025 A
242503570	CUSTOM REFRIGERATION	\$1,649.35	6/4/2025 A
242503571	DICKINSON, JANET B.	\$114.73	6/4/2025 A
242503572	DEFINITIVE TECHNOLOGY SOLUTIONS	\$86.50	6/4/2025 A
242503573	EBERT INC	\$36,267.14	6/4/2025 A
242503574	FLOORS BY BECKERS LLC	\$18,312.15	6/4/2025 A
242503575	GOLD MEDAL MINNEAPOLIS ML55	\$235.80	6/4/2025 A
242503576	HAGEN, CHERYL L.	\$50.26	6/4/2025 A
242503577	HOWIES ATHLETIC TAPE	\$998.30	6/4/2025 A
242503578	INNOVATIVE OFFICE SOLUTIONS	\$124.05	6/4/2025 A
242503579	INTERMIX BEVERAGE	\$736.71	6/4/2025 A

242503580 JW PEPPER & SON INC	\$59.00	6/4/2025 A
242503581 KELLINGTON CONSTRUCTION INC	\$62,443.52	6/4/2025 A
242503582 KNUTH, ALLISON M.	\$87.95	6/4/2025 A
242503583 KRAFT MECHANICAL LLC	\$429,504.50	6/4/2025 A
242503584 LAKESHORE LEARNING MATERIALS	\$126.01	6/4/2025 A
242503585 LIFESAVER FIRE PROTECTION LLC	\$31,266.06	6/4/2025 A
242503586 LIVERS, APRIL L.	\$9.97	6/4/2025 A
242503587 LODERMEIER, JEAN M.	\$35.57	6/4/2025 A
242503588 LOHSE, ALLYSON L.	\$10.50	6/4/2025 A
242503589 MALOY, JOSH T.	\$91.76	6/4/2025 A
242503590 MEISINGER CONSTRUCTION COMPANY	\$97,204.95	6/4/2025 A
242503591 METRO SOUND AND LIGHTING	\$117.90	6/4/2025 A
242503592 MEUWISSEN, PAUL W.	\$100.00	6/4/2025 A
242503593 MN SAFETY COUNCIL INC	\$782.00	6/4/2025 A
242503594 MULTIPLE CONCEPTS INTERIORS	\$216,470.59	6/4/2025 A
242503595 NAC MECHANICAL & ELECTRICAL SERV	\$20,181.02	6/4/2025 A
242503596 NASSEFF MECHANICAL CONTRACTORS INC	\$79,187.72	6/4/2025 A
242503597 NCS PEARSON INC	\$252.70	6/4/2025 A
242503598 NORTH CENTRAL INTERNATIONAL, LLC	\$70.68	6/4/2025 A
242503599 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$6,020.43	6/4/2025 A
242503600 O'NEILL ELECTRIC INC	\$68,064.65	6/4/2025 A
242503601 O'REILLY AUTOMOTIVE INC	\$0.00	6/4/2025 C
242503602 O'REILLY AUTOMOTIVE INC	\$577.11	6/4/2025 A
242503603 OGDEN, TERESA L.	\$93.59	6/4/2025 A
242503604 OXYGEN SERVICE COMPANY INC	\$41.00	6/4/2025 A
242503605 PICTURE THAT!	\$348.00	6/4/2025 A
242503606 QUARFOTH, LYNN M.	\$159.00	6/4/2025 A
242503607 STAPLES	\$689.19	6/4/2025 A
242503608 STREAMLINE DESIGN INC	\$602.00	6/4/2025 A
242503609 TEACHERS ON CALL	\$0.00	6/4/2025 C
242503610 TEACHERS ON CALL	\$53,545.49	6/4/2025 A
242503611 THOMAS, DAVID G.	\$288.05	6/4/2025 A
242503612 TOWN LIFE	\$1,215.00	6/4/2025 A
242503613 TRANSLANGUAGES, LLC	\$1,269.80	6/4/2025 A
242503614 TROSKE, CARRIE L.	\$247.80	6/4/2025 A
242503615 TURFWERKS INC	\$303.64	6/4/2025 A
242503616 UNITED GLASS INC	\$2,375.00	6/4/2025 A
242503617 VESTIS SERVICES	\$1,312.32	6/4/2025 A
242503618 WEIDNER PLUMBING & HEATING CO	\$696,055.09	6/4/2025 A
242503619 YANG, SHIRLEY	\$14.57	6/4/2025 A
242503620 ZAYO GROUP LLC	\$8,549.66	6/4/2025 A
242503621 DOMINO'S PIZZA	\$0.00	6/6/2025 C
242503622 DOMINO'S PIZZA	\$0.00	6/6/2025 C
242503623 DOMINO'S PIZZA	\$0.00	6/6/2025 C
242503624 DOMINO'S PIZZA	\$0.00	6/6/2025 C
242503625 DOMINO'S PIZZA	\$2,046.89	6/6/2025 A
242503626 COGENT COMMUNICATIONS	\$1,845.00	6/10/2025 A

242503627 AALLWAYS ASSOCIATES INC	\$1,641.25	6/11/2025 A
242503628 ALL STATE COMMUNICATIONS	\$220.00	6/11/2025 A
242503629 ALL STRINGS ATTACHED	\$456.00	6/11/2025 A
242503630 ANDERSON, JON C.	\$196.60	6/11/2025 A
242503631 ARONE, LENORE A.	\$612.40	6/11/2025 A
242503632 BAUER, MEREDITH	\$193.10	6/11/2025 A
242503633 BELL, TIMOTHY M.	\$390.00	6/11/2025 A
242503634 BLAINE BROTHERS MAINTENANCE, INC.	\$362.01	6/11/2025 A
242503635 BLICK ART MATERIALS	\$58.71	6/11/2025 A
242503636 BUTTERS-LEVAHN, REBECCA J.	\$26.60	6/11/2025 A
242503637 CALAMP WIRELESS NETWORKS CORPORATION	\$2,652.00	6/11/2025 A
242503638 CDW GOVERNMENT INC	\$5,730.46	6/11/2025 A
242503639 CHESS & STRATEGY GAME ASSOC	\$5,961.90	6/11/2025 A
242503640 CONTINENTAL RESEARCH CORP	\$783.62	6/11/2025 A
242503641 CRAFT, PATRICIA S.	\$28.05	6/11/2025 A
242503642 DOMEIER, MARILYN	\$32.30	6/11/2025 A
242503643 DOUGLAS, SANDRA L.	\$425.00	6/11/2025 A
242503644 DEFINITIVE TECHNOLOGY SOLUTIONS	\$15,338.77	6/11/2025 A
242503645 ECKERT, ALISON J.	\$22.78	6/11/2025 A
242503646 GARCIA ANDERSON, ODELIS M.	\$561.64	6/11/2025 A
242503647 GEDNALSKE, KIRK M.	\$90.00	6/11/2025 A
242503648 GRIER, SAVANNAH R.	\$36.40	6/11/2025 A
242503649 GRUNDHAUSER, CECELIA	\$57.38	6/11/2025 A
242503650 GUSTAFSON, CYNTHIA	\$195.00	6/11/2025 A
242503651 HAINLIN, ROBERTA	\$353.20	6/11/2025 A
242503652 HAYES, TERRY L.	\$26.95	6/11/2025 A
242503653 HUBBARD, MICHELLE K.	\$56.80	6/11/2025 A
242503654 INNOVATIVE OFFICE SOLUTIONS	\$116.92	6/11/2025 A
242503655 JORGENSON, AMY L.	\$261.49	6/11/2025 A
242503656 JW PEPPER & SON INC	\$464.96	6/11/2025 A
242503657 KEHRER, JASON K.	\$527.62	6/11/2025 A
242503658 KONE INC	\$4,998.33	6/11/2025 A
242503659 KORNBAUM, ALLEKS P.	\$260.04	6/11/2025 A
242503660 KRAFT MECHANICAL LLC	\$3,260.21	6/11/2025 A
242503661 LARSON, VAUGHN P.	\$108.00	6/11/2025 A
242503662 LAUREANO, CARLOS M.	\$179.45	6/11/2025 A
242503663 LEE, ANNIE	\$210.40	6/11/2025 A
242503664 LINDE GAS & EQUIPMENT INC	\$91.65	6/11/2025 A
242503665 LITCH, KARLA K.	\$392.80	6/11/2025 A
242503666 LOHSE, ALLYSON L.	\$11.90	6/11/2025 A
242503667 MARIER, MARYJANE C.	\$427.71	6/11/2025 A
242503668 MCCORMICK, TYLER J.	\$205.02	6/11/2025 A
242503669 MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$2,573.51	6/11/2025 A
242503670 MEALS ON WHEELS	\$100.00	6/11/2025 A
242503671 METRO VOLLEYBALL OFFICIALS ASSOCIATION	\$102.00	6/11/2025 A
242503672 MICHAELSON, RUTH F.	\$54.00	6/11/2025 A
242503673 MILLER, MOLLY M.	\$63.70	6/11/2025 A

242503674 MISGEN, MARK A.	\$141.85	6/11/2025 A
242503675 MN SAFETY COUNCIL INC	\$851.00	6/11/2025 A
242503676 MORLEY, TASHA M.	\$90.16	6/11/2025 A
242503677 NCS PEARSON INC	\$200.00	6/11/2025 A
242503678 NORTH CENTRAL INTERNATIONAL, LLC	\$114.07	6/11/2025 A
242503679 O'REILLY AUTOMOTIVE INC	\$0.00	6/11/2025 C
242503680 O'REILLY AUTOMOTIVE INC	\$215.53	6/11/2025 A
242503681 OLSON, KATHLEEN F.	\$52.37	6/11/2025 A
242503682 ON SITE SANITATION INC	\$4,520.50	6/11/2025 A
242503683 PARR, ERIN	\$518.40	6/11/2025 A
242503684 PERFORMANCE HEALTH SUPPLY	\$391.04	6/11/2025 A
242503685 PETERSON BROS ROOFING & CONST	\$1,943.00	6/11/2025 A
242503686 PITTENGER, VICKI	\$40.88	6/11/2025 A
242503687 QUISTAD, IDA	\$74.38	6/11/2025 A
242503688 RYDIN	\$1,168.32	6/11/2025 A
242503689 SCHMID, NICOLE R.	\$136.85	6/11/2025 A
242503690 SCHOLASTIC BOOK FAIRS	\$2,553.61	6/11/2025 A
242503691 SCHROEHER, JANE E.	\$259.20	6/11/2025 A
242503692 SOLEM, KATIE M.	\$400.00	6/11/2025 A
242503693 SOLIANT HEALTH, LLC	\$5,287.50	6/11/2025 A
242503694 STAPLES	\$42.96	6/11/2025 A
242503695 TEACHERS ON CALL	\$0.00	6/11/2025 C
242503696 TEACHERS ON CALL	\$52,605.27	6/11/2025 A
242503697 THE PROPHET CORPORATION	\$695.77	6/11/2025 A
242503698 THOM, NANCY L.	\$216.86	6/11/2025 A
242503699 TR ENVIRONMENTAL CONSULTING LLC	\$846.00	6/11/2025 A
242503700 TRADE PRESS INC	\$528.00	6/11/2025 A
242503701 TRANSLANGUAGES, LLC	\$2,929.20	6/11/2025 A
242503702 TURFWERKS INC	\$286.83	6/11/2025 A
242503703 ULINE	\$319.38	6/11/2025 A
242503704 ULVIN, JOHN M.	\$387.55	6/11/2025 A
242503705 VAN ARRAGON, JANEL L.	\$42.35	6/11/2025 A
242503706 VERIZON WIRELESS	\$689.32	6/11/2025 A
242503707 VESTIS SERVICES	\$188.68	6/11/2025 A
242503708 WEST MUSIC COMPANY	\$28.86	6/11/2025 A
242503709 WL HALL COMPANY	\$6,750.00	6/11/2025 A
242503710 ACCLAIM SERVICES INC	\$2,050.50	6/18/2025 A
242503711 ALL STATE COMMUNICATIONS	\$1,530.00	6/18/2025 A
242503712 ALLEN, HANNAH M.	\$53.55	6/18/2025 A
242503713 ANDERSON, KATHRYN A.	\$208.54	6/18/2025 A
242503714 ARBITERSPORTS LLC	\$108.10	6/18/2025 A
242503715 ARMSTRONG, LEAH K.	\$214.44	6/18/2025 A
242503716 ASL INTERPRETING SERVICES INC	\$500.50	6/18/2025 A
242503717 BADWOLF ADVENTURE STUDIOS	\$1,250.00	6/18/2025 A
242503718 BAKKE, BRENT M.	\$251.80	6/18/2025 A
242503719 BEDELL, BRENDA	\$25.00	6/18/2025 A
242503720 BEVSO	\$0.00	6/18/2025 C

242503721 BEVSO	\$26,904.43	6/18/2025 A
242503722 BOEKE, ALISON A.	\$41.95	6/18/2025 A
242503723 BRAUN INTERTEC CORPORATION	\$6,731.00	6/18/2025 A
242503724 BREDEMUS HARDWARE COMPANY	\$135.00	6/18/2025 A
242503725 BRIGHTLY SOFTWARE, INC.	\$16,540.33	6/18/2025 A
242503726 BRIGHTSTAR CARE OF ST PAUL	\$7,942.50	6/18/2025 A
242503727 BUTTERS-LEVAHN, REBECCA J.	\$21.28	6/18/2025 A
242503728 CAP ELECTRIC INC	\$17,766.11	6/18/2025 A
242503729 CAVERZAGIE, BRIANNA	\$68.79	6/18/2025 A
242503730 CHESS & STRATEGY GAME ASSOC	\$4,875.00	6/18/2025 A
242503731 COGENT COMMUNICATIONS	\$3,690.00	6/18/2025 A
242503732 COMMERCIAL KITCHEN SERVICES	\$7,409.97	6/18/2025 A
242503733 CONTINENTAL RESEARCH CORP	\$1,667.61	6/18/2025 A
242503734 CULINEX	\$226.85	6/18/2025 A
242503735 DARGAY, ANGELA D.	\$196.31	6/18/2025 A
242503736 DARK KNIGHT SOLUTIONS	\$400.00	6/18/2025 A
242503737 DECKER EQUIP/SCHOOL FIX	\$140.39	6/18/2025 A
242503738 DERVIE, JOSEPH J.	\$65.00	6/18/2025 A
242503739 DESJARDINS, RUTH E.	\$35.00	6/18/2025 A
242503740 DOTTE, BRENDA L.	\$87.99	6/18/2025 A
242503741 DOUGLAS, SANDRA L.	\$102.00	6/18/2025 A
242503742 ECCO MIDWEST INC	\$4,480.00	6/18/2025 A
242503743 EIBS, GRETCHEN M.	\$64.45	6/18/2025 A
242503744 ENGSTRAN, PAUL A.	\$65.00	6/18/2025 A
242503745 ERICKSON, KAROLYN M.	\$294.17	6/18/2025 A
242503746 ESS, ROSALBA P.	\$623.00	6/18/2025 A
242503747 FERRELL, PATRICIA A.	\$130.00	6/18/2025 A
242503748 FLEMING, MARY C.	\$17.99	6/18/2025 A
242503749 FUHRMAN, SARAH J.	\$9.29	6/18/2025 A
242503750 GALYON, AMY R.	\$34.30	6/18/2025 A
242503751 GEARGRID	\$34,982.00	6/18/2025 A
242503752 GEPHART TRUCKING	\$17,071.50	6/18/2025 A
242503753 GILE, KRISTI L.	\$63.00	6/18/2025 A
242503754 GRAINGER	\$3,931.80	6/18/2025 A
242503755 GRIER, SAVANNAH R.	\$24.50	6/18/2025 A
242503756 HANSCOM, KAREN M.	\$59.00	6/18/2025 A
242503757 HAY CREEK ENTERTAINMENT	\$1,311.00	6/18/2025 A
242503758 HOPKINS, JULIE C.	\$200.00	6/18/2025 A
242503759 HURT, JON-MYCHAL B.	\$324.80	6/18/2025 A
242503760 IFD	\$0.00	6/18/2025 C
242503761 IFD	\$0.00	6/18/2025 C
242503762 IFD	\$0.00	6/18/2025 C
242503763 IFD	\$0.00	6/18/2025 C
242503764 IFD	\$265,187.73	6/18/2025 A
242503765 INNOVATIVE OFFICE SOLUTIONS	\$100,529.08	6/18/2025 A
242503766 INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	\$5,994.23	6/18/2025 A
242503767 KALLAS, MELISSA L.	\$25.20	6/18/2025 A

242503768 KAMISH EXCAVATING INC	\$28,750.00	6/18/2025 A
242503769 KEYSTONE INTERPRETING SOLUTIONS	\$996.05	6/18/2025 A
242503770 KFI ENGINEERS	\$33,218.51	6/18/2025 A
242503771 KILGO, GRACE C.	\$179.34	6/18/2025 A
242503772 KIM TONG TRANSLATION SERV INC	\$55.00	6/18/2025 A
242503773 KONE INC	\$2,259.04	6/18/2025 A
242503774 KOSTER, PATRICIA L.	\$196.02	6/18/2025 A
242503775 KRAFT MECHANICAL LLC	\$0.00	6/18/2025 C
242503776 KRAFT MECHANICAL LLC	\$7,629.55	6/18/2025 A
242503777 KULLY SUPPLY COMPANY	\$76.82	6/18/2025 A
242503778 LAKESHORE LEARNING MATERIALS	\$162.22	6/18/2025 A
242503779 LANDA, ALICIA	\$109.66	6/18/2025 A
242503780 LARKIN ELECTRONICS	\$1,765.00	6/18/2025 A
242503781 LARSON, BOBBIE J.	\$467.17	6/18/2025 A
242503782 LARSON, BRITA A.	\$70.70	6/18/2025 A
242503783 LEMIEUX, TAMARA M.	\$84.00	6/18/2025 A
242503784 LEMON, SARAH E.	\$155.40	6/18/2025 A
242503785 LIGHT SWITCH LLC	\$36,800.00	6/18/2025 A
242503786 LITTLEFIELD, TRAVIS D.	\$75.27	6/18/2025 A
242503787 LIVERS, APRIL L.	\$10.00	6/18/2025 A
242503788 LORENZ RECOGNITION CO	\$74.25	6/18/2025 A
242503789 LVC COMPANIES INC	\$510.00	6/18/2025 A
242503790 MARCO TECHNOLOGIES LLC	\$128.30	6/18/2025 A
242503791 MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$1,097.45	6/18/2025 A
242503792 MEALS ON WHEELS	\$8,810.90	6/18/2025 A
242503793 MERSCH, NICOLE A.	\$226.95	6/18/2025 A
242503794 MORRIS, BRIAN J.	\$510.44	6/18/2025 A
242503795 MRI SOFTWARE LLC	\$2,477.00	6/18/2025 A
242503796 MUSKA ELECTRIC COMPANIES	\$41,858.03	6/18/2025 A
242503797 MVP & ASSOCIATES	\$8,235.00	6/18/2025 A
242503798 MYERS, ANN A.	\$842.01	6/18/2025 A
242503799 NAUTICAL BOWLS	\$3,901.00	6/18/2025 A
242503800 NCS PEARSON INC	\$1,888.95	6/18/2025 A
242503801 NELSON, JULIE A.	\$31.15	6/18/2025 A
242503802 NEWTRAX	\$4,180.81	6/18/2025 A
242503803 NORTH ROOTS LAWN AND LANDSCAPE	\$17,927.00	6/18/2025 A
242503804 O'REILLY AUTOMOTIVE INC	\$167.11	6/18/2025 A
242503805 ODAA TRANSPORTATION SERVICES	\$69,475.00	6/18/2025 A
242503806 ON SITE SANITATION INC	\$935.00	6/18/2025 A
242503807 OROURKE, JULIE A.	\$112.00	6/18/2025 A
242503808 OXYGEN SERVICE COMPANY INC	\$116.43	6/18/2025 A
242503809 PAN-O-GOLD	\$6,390.75	6/18/2025 A
242503810 DESERT SHORE CAPITAL PARTNERS	\$11,528.25	6/18/2025 A
242503811 PERRON, MARGARET M.	\$176.50	6/18/2025 A
242503812 PETERSON BROS ROOFING & CONST	\$2,421.30	6/18/2025 A
242503813 PINNOW, PAIGE E.	\$147.00	6/18/2025 A
242503814 QUAAS, BETH A.	\$21.00	6/18/2025 A

242503815 RANCOUR, RACHEL	\$219.00	6/18/2025 A
242503815 RANCOUR, RACHEL	(\$219.00)	6/27/2025 V
242503816 RAU, EMILY J.	\$67.55	6/18/2025 A
242503817 REEVES, BROOKE E.	\$30.10	6/18/2025 A
242503818 REMITZ, KYLE P.	\$65.00	6/18/2025 A
242503819 ROSSITER, DANIEL J.	\$113.40	6/18/2025 A
242503820 SCHMIDT, RACHEL R.	\$290.90	6/18/2025 A
242503821 SCHMITT MUSIC COMPANY	\$176.00	6/18/2025 A
242503822 SCHOLASTIC BOOK FAIRS	\$3,297.68	6/18/2025 A
242503823 SICARD, HEIDI M.	\$39.94	6/18/2025 A
242503824 SOLIANT HEALTH, LLC	\$14,793.75	6/18/2025 A
242503825 SOURCEWELL	\$3,062.50	6/18/2025 A
242503826 SQUIRES, WALDSPURGER & MACE, PA	\$4,051.00	6/18/2025 A
242503827 STAPLES	\$116.35	6/18/2025 A
242503828 STAY TUNED PIANO SERVICES	\$580.00	6/18/2025 A
242503829 STRAITON, COLLEEN M.	\$283.41	6/18/2025 A
242503830 SULLIVAN, MAUREEN P.	\$49.00	6/18/2025 A
242503831 TEACHERS ON CALL	\$0.00	6/18/2025 C
242503832 TEACHERS ON CALL	\$37,874.49	6/18/2025 A
242503833 TEAMWORKS INTERNATIONAL INC	\$4,200.00	6/18/2025 A
242503834 THE PROPHET CORPORATION	\$473.88	6/18/2025 A
242503835 THOMPSON, NATHAN G.	\$405.69	6/18/2025 A
242503836 TORONTO, ERIKA	\$29.12	6/18/2025 A
242503837 TR ENVIRONMENTAL CONSULTING LLC	\$1,056.00	6/18/2025 A
242503838 TRADE PRESS INC	\$528.00	6/18/2025 A
242503839 TRANSLANGUAGES, LLC	\$0.00	6/18/2025 C
242503840 TRANSLANGUAGES, LLC	\$0.00	6/18/2025 C
242503841 TRANSLANGUAGES, LLC	\$0.00	6/18/2025 C
242503842 TRANSLANGUAGES, LLC	\$0.00	6/18/2025 C
242503843 TRANSLANGUAGES, LLC	\$27,333.80	6/18/2025 A
242503844 TREASURED TRANSPORTATION LLC	\$146,112.24	6/18/2025 A
242503845 TRIO SUPPLY COMPANY	\$0.00	6/18/2025 C
242503846 TRIO SUPPLY COMPANY	\$13,024.59	6/18/2025 A
242503847 TURNER, ADRIAN C.	\$140.00	6/18/2025 A
242503848 ULINE	\$348.61	6/18/2025 A
242503849 US OMNI & TSACG COMPLIANCE SERVICES, INC	\$283.88	6/18/2025 A
242503850 VESTIS SERVICES	\$0.00	6/18/2025 C
242503851 VESTIS SERVICES	\$888.57	6/18/2025 A
242503852 WALSH, HEIDI A.	\$26.94	6/18/2025 A
242503853 WHITE BEAR GLASS INC	\$1,620.00	6/18/2025 A
242503854 WHITE BEAR LAWN & SNOW	\$4,900.00	6/18/2025 A
242503855 WL HALL COMPANY	\$2,827.50	6/18/2025 A
242503856 ZAKRZEWSKI, JACLYN V.	\$28.00	6/18/2025 A
242503857 AKINS, LUCY A.	\$129.48	6/25/2025 A
242503858 ALLEN, KATHLEEN J.	\$138.18	6/25/2025 A
242503859 BADWOLF ADVENTURE STUDIOS	\$700.00	6/25/2025 A
242503860 BARTH, CARRIE M.	\$1,070.43	6/25/2025 A

242503861 BARTHOLD	\$2,112.55	6/25/2025 A
242503862 BATTERIES PLUS BULBS	\$131.90	6/25/2025 A
242503863 BERNIER, TIMMY G.	\$28.00	6/25/2025 A
242503864 BERTELSEN, STACY A.	\$215.85	6/25/2025 A
242503865 BPAS	\$156.68	6/25/2025 A
242503866 CAP ELECTRIC INC	\$666.00	6/25/2025 A
242503867 CARLSON-CASA DE CALVO, JANET L.	\$652.97	6/25/2025 A
242503868 CAVERZAGIE, BRIANNA	\$31.85	6/25/2025 A
242503869 CROWTHER, KERIANN M.	\$133.35	6/25/2025 A
242503870 CUNNINGHAM, CASEY M.	\$429.20	6/25/2025 A
242503871 DAVIS, EDWARD L.	\$715.00	6/25/2025 A
242503872 DIMEGLIO, JOSEPH V.	\$120.40	6/25/2025 A
242503873 DEFINITIVE TECHNOLOGY SOLUTIONS	\$16,492.75	6/25/2025 A
242503874 EICHHORN, ANNA M.	\$203.35	6/25/2025 A
242503875 FERRELL, PATRICIA A.	\$57.80	6/25/2025 A
242503876 FIRST STUDENT INC	\$472,868.25	6/25/2025 A
242503877 FOX, FRANCINE H.	\$26.60	6/25/2025 A
242503878 FRETWELL, JEFFREY A.	\$8.38	6/25/2025 A
242503879 FUN ENGINEERZ LLC	\$2,400.00	6/25/2025 A
242503880 GARCIA ANDERSON, ODELIS M.	\$53.59	6/25/2025 A
242503881 GILL, PATRICIA C.	\$49.12	6/25/2025 A
242503882 GOOCH, ABIGAIL M.	\$220.09	6/25/2025 A
242503883 GRAINGER	\$0.00	6/25/2025 C
242503884 GRAINGER	\$1,974.92	6/25/2025 A
242503885 GREENE, JENNIFER W.	\$226.85	6/25/2025 A
242503886 GROPPOLI, KADI L.	\$1,392.58	6/25/2025 A
242503887 HEDGES, DONALD W.	\$116.25	6/25/2025 A
242503888 HELD, JOSEPH H.	\$1,582.18	6/25/2025 A
242503889 HISDAHL INC	\$295.00	6/25/2025 A
242503890 INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	\$2,010.76	6/25/2025 A
242503891 JORGENSON, AMY L.	\$652.30	6/25/2025 A
242503892 KAROUSO, ZEEBO B.	\$149.00	6/25/2025 A
242503893 KATH FUEL OIL SERVICE CO	\$375.47	6/25/2025 A
242503894 KAZMIERCZAK, WAYNE A.	\$466.60	6/25/2025 A
242503895 KIZER, PATRICK J.	\$91.53	6/25/2025 A
242503896 KONE INC	\$731.09	6/25/2025 A
242503897 LAFRINIER, JENNIFER A.	\$259.50	6/25/2025 A
242503898 LEPISTO, ERIK D.	\$23.88	6/25/2025 A
242503899 LIEF, JENNIFER E.	\$91.00	6/25/2025 A
242503900 MARKUSON, RACHAEL J.	\$244.44	6/25/2025 A
242503901 MCCORMICK, TYLER J.	\$283.50	6/25/2025 A
242503902 MN SAFETY COUNCIL INC	\$69.00	6/25/2025 A
242503903 MUELLER, CYNTHIA J.	\$339.55	6/25/2025 A
242503904 NEWTRAX	\$8,173.00	6/25/2025 A
242503905 NORTH ROOTS LAWN AND LANDSCAPE	\$15,835.50	6/25/2025 A
242503906 NORTHERN LANDSCAPE & IRRIGATION INC	\$3,050.00	6/25/2025 A
242503907 O'REILLY AUTOMOTIVE INC	\$447.62	6/25/2025 A

242503908 OIAN, AMY M.	\$179.20	6/25/2025 A
242503909 OKEY, KAY	\$20.00	6/25/2025 A
242503910 ON SITE SANITATION INC	\$2,480.50	6/25/2025 A
242503911 OSWALD, NICOLE M.	\$35.76	6/25/2025 A
242503912 PELOQUIN, BRIAN F.	\$802.46	6/25/2025 A
242503913 PETERSON, CATHRYN J.	\$780.00	6/25/2025 A
242503914 PIERRE, CHRISTINA K.	\$622.72	6/25/2025 A
242503915 QUAAS, BETH A.	\$5.90	6/25/2025 A
242503916 REETZ, RUSSELL A.	\$962.58	6/25/2025 A
242503917 REILAND, BRENN A. E.	\$196.00	6/25/2025 A
242503918 REISDORFER, CARRIE L.	\$74.97	6/25/2025 A
242503919 REPUBLIC SERVICES #899	\$21,051.72	6/25/2025 A
242503920 RIEBOW, MATTHEW R.	\$234.20	6/25/2025 A
242503921 RYAN, DENISE M.	\$273.35	6/25/2025 A
242503922 SAMPOANG, DESSERAY R.	\$736.61	6/25/2025 A
242503923 SATHER, JOELLE L.	\$22.62	6/25/2025 A
242503924 SCHULTE, ALETA A.	\$156.30	6/25/2025 A
242503925 SCHULTE, VANESSA L.	\$26.04	6/25/2025 A
242503926 SIEBENALER, HEIDI J.	\$125.76	6/25/2025 A
242503927 SOLIANT HEALTH, LLC	\$5,212.50	6/25/2025 A
242503928 STAFKI, MEGAN E.	\$77.63	6/25/2025 A
242503929 STAFKI, RACHAEL N.	\$390.00	6/25/2025 A
242503930 STANKE, JULIAN L.	\$780.00	6/25/2025 A
242503931 STRATE, SARAH A.	\$75.41	6/25/2025 A
242503932 SVIR, SARA A.	\$710.25	6/25/2025 A
242503933 TEACHERS ON CALL	\$0.00	6/25/2025 C
242503934 TEACHERS ON CALL	\$34,034.06	6/25/2025 A
242503935 TECH ACADEMY	\$1,848.00	6/25/2025 A
242503936 TEXTEIJL	\$415.15	6/25/2025 A
242503937 TORIS PRECIOUS PETS	\$1,200.00	6/25/2025 A
242503938 TULBERG, AMY C.	\$75.60	6/25/2025 A
242503939 TURFWERKS INC	\$509.66	6/25/2025 A
242503940 TURNER, ADRIAN C.	\$1,353.90	6/25/2025 A
242503941 TWIN CITY TRANSPORTATION INC	\$69,550.09	6/25/2025 A
242503942 VAN, LONAL R.	\$780.00	6/25/2025 A
242503943 VERKUILEN, JAIME D.	\$151.00	6/25/2025 A
242503944 VESTIS SERVICES	\$196.25	6/25/2025 A
242503945 VETTE, MARISA A.	\$195.00	6/25/2025 A
242503946 WARD, PETER J.	\$472.78	6/25/2025 A
242503947 WARNERS' STELLIAN	\$5,404.95	6/25/2025 A
242503948 WHITE BEAR GLASS INC	\$680.00	6/25/2025 A
242503949 WHITE BEAR LAWN & SNOW	\$540.00	6/25/2025 A
242503950 WEDELL, THERESA K.	\$98.00	6/25/2025 A
242503951 WILLIAMS, LAURA L.	\$793.10	6/25/2025 A
242503952 YANG, NIRVANA K.	\$738.23	6/25/2025 A
242503953 YOUNG, MATTHEW V.	\$195.00	6/25/2025 A
242503954 RANCOUR, RACHEL	\$77.00	6/26/2025 A

242503955 RANCOUR, RACHEL

\$65.00 6/27/2025 A  
\$15,221,747.20

**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: **July 14, 2025**

SUGGESTED DISPOSITION: **Action Item**

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

<b>Donation</b>	<b>Donor</b>	<b>Recipient</b>
taco food truck and cupcakes	White Bear Lake Acura Dealership	White Bear Lake Area Schools Extended Day Summer Training
\$200.00	Maplewood Toyota Dealership	White Bear Lake Area Schools Extended Day Summer Training
\$200.00	Volkswagen of Inver Grove Dealership	White Bear Lake Area Schools Extended Day Summer Training
\$200.00	Maplewood Lincoln Dealership	White Bear Lake Area Schools Extended Day Summer Training
\$200.00	White Bear Lake Mitsubishi Dealership	White Bear Lake Area Schools Extended Day Summer Training
thirteen boxes of chocolate chip cookies	McDonald's	White Bear Lake Area Schools Extended Day Summer Training
\$50 gift card	Sam's Club	White Bear Lake Area Schools Extended Day Summer Training
tray of mini-cookies	Kowalski's	White Bear Lake Area Schools Extended Day Summer Training
two dessert trays	Cub Foods South	White Bear Lake Area Schools Extended Day Summer Training
\$50 gift card	Costco	White Bear Lake Area Schools Extended Day Summer Training
four large bags of popcorn	Emagine Theater	White Bear Lake Area Schools Extended Day Summer Training
large tray of bars	Key's Cafe & Bakery	White Bear Lake Area Schools Extended Day Summer Training

pasta bar with salad and breadsticks for thirty people	Olive Garden	White Bear Lake Area Schools Extended Day Summer Training
ten pizzas	Domino's	White Bear Lake Area Schools Extended Day Summer Training
five pizzas	Wise Guys Pizza	White Bear Lake Area Schools Extended Day Summer Training
salad for one hundred and fifty people	Donatelli's	White Bear Lake Area Schools Extended Day Summer Training
\$50 gift card	Holiday Gas Station	White Bear Lake Area Schools Extended Day Summer Training
\$200.00	Royal Credit Union	White Bear Lake Area Schools Extended Day Summer Training
\$1,064.00	Minnesota Historical Society	Lakeaires Elementary MN Historical Society Field Trip
\$30.00	Holly MacEwen	Central Middle School Staff Appreciation Week
\$30.00	Jim Knabb	Central Middle School Staff Appreciation Week
\$25.00	Nicole Anderson	Central Middle School Staff Appreciation Week
\$20.00	Ronald Currier	Central Middle School Staff Appreciation Week
\$10.00	Sandra Whitby	Central Middle School Staff Appreciation Week
\$25.00	Jessica LeBoeuf	Central Middle School Staff Appreciation Week
\$50.00	Nicole Woodward	Central Middle School Staff Appreciation Week
\$50.00	Kristina Oldham	Central Middle School Staff Appreciation Week
\$10.00	Alissa Nelson	Central Middle School Staff Appreciation Week
\$20.00	Danielle Levorson	Central Middle School Staff Appreciation Week
\$40.00	Christine Wainio	Central Middle School Staff Appreciation Week
\$10.00	Barbara Miller	Central Middle School Staff Appreciation Week
\$200.00	Rebecca Jensen	Central Middle School Staff Appreciation Week
\$20.00	Staci Docken	Central Middle School Staff Appreciation Week

\$50.00	Laura Berseth	Central Middle School Staff Appreciation Week
\$20.00	Michelle Lange	Central Middle School Staff Appreciation Week
\$20.00	Karla Harding	Central Middle School Staff Appreciation Week
\$20.00	Amy Femrite	Central Middle School Staff Appreciation Week
\$10.00	Michelle Vrieze	Central Middle School Staff Appreciation Week
\$20.00	Jennifer Zafft	Central Middle School Staff Appreciation Week
\$40.00	Andrea McCormick	Central Middle School Staff Appreciation Week
\$10.00	Heather Brandon	Central Middle School Staff Appreciation Week
\$45.00	Kelly Farmer	Central Middle School Staff Appreciation Week
\$50.00	Tonia Schauls	Central Middle School Staff Appreciation Week
\$20.00	Maude Wortham	Central Middle School Staff Appreciation Week
\$40.00	Rebecca Bergerson	Central Middle School Staff Appreciation Week
\$20.00	Denise Ryan	Central Middle School Staff Appreciation Week
\$25.00	Rebecca Severson	Central Middle School Staff Appreciation Week
\$45.00	Sadie Dennis	Central Middle School Staff Appreciation Week
\$8.00	Kara Nakagaki	Central Middle School Staff Appreciation Week
\$10.00	Molly Birkett	Central Middle School Staff Appreciation Week
\$10.00	Jilean Harding	Central Middle School Staff Appreciation Week
\$35.00	Sean Ecklin	Central Middle School Staff Appreciation Week
\$25.00	Bethany Everhart	Central Middle School Staff Appreciation Week
\$20.00	Heidi Walsh	Central Middle School Staff Appreciation Week

\$20.00	Kristine Baker	Central Middle School Staff Appreciation Week
\$20.00	Jennifer Trygg	Central Middle School Staff Appreciation Week
\$50.00	Michael Pontius	Central Middle School Staff Appreciation Week
\$15.00	Amanda Koester	Central Middle School Staff Appreciation Week
\$150.00	Sarah Feipel	Central Middle School Staff Appreciation Week
\$100.00	Stephanie Schleiss	Central Middle School Staff Appreciation Week
\$50.00	Andrea Schmidt	Central Middle School Staff Appreciation Week
\$100.00	Stephanie Roettger	Central Middle School Staff Appreciation Week
\$25.00	Alison Rahman	Central Middle School Staff Appreciation Week
\$15.00	Jennifer Danielson	Central Middle School Staff Appreciation Week
\$25.00	Laura Black	Central Middle School Staff Appreciation Week
\$10.00	Kimberly Barth	Central Middle School Staff Appreciation Week
\$45.00	Shannon Nicholas	Central Middle School Staff Appreciation Week
\$25.00	Stephanie Clapper	Central Middle School Staff Appreciation Week
\$20.00	Maria Zarambo	Central Middle School Staff Appreciation Week
\$10.00	Marlena Debauche	Central Middle School Staff Appreciation Week
\$20.00	Anna Smith	Central Middle School Staff Appreciation Week
\$100.00	Nikki Jensen	Central Middle School Staff Appreciation Week
\$20.00	Danielle Otto	Central Middle School Staff Appreciation Week
\$40.00	Lyndsay Kirby	Central Middle School Staff Appreciation Week
\$25.00	Christina Leary Schuldt	Central Middle School Staff Appreciation Week

\$50.00	Susan Lenz	Central Middle School Staff Appreciation Week
\$50.00	Nicole Powers	Central Middle School Staff Appreciation Week
\$20.00	Karen Hayes	Central Middle School Staff Appreciation Week
\$15.00	Ellen Boyd	Central Middle School Staff Appreciation Week
\$25.00	Kelly Neeb	Central Middle School Staff Appreciation Week
\$50.00	Aaron and Lauren Robbins	Central Middle School Staff Appreciation Week
\$20.00	Molly Carruthers	Central Middle School Staff Appreciation Week
snacks from Trader Joes	Ryan Limbag	Central Middle School Staff Appreciation Week
Ross 3-octave student marimba and snare drum	Daniel Anderson	Mariner Middle School Band Program
\$375.00	William & Jennifer Lattuff	White Bear Lake Area High School Week Without Walls
\$300.00	Derek & Erin Synan	White Bear Lake Area High School Week Without Walls
\$1,173.03	White Bear Unitarian Universalist Church	White Bear Lake Area High School Black Student Union
\$375.00	Jesse & Ann Maloney	White Bear Lake Area High School Week Without Walls
2018 Subaru Forester	White Bear Acura Subaru and Luther Cadillac	White Bear Lake Area High School Automotive Career Pathway
\$50.00	Janet Bowser	Senior Center
\$65.00	Dick Ingberg	Senior Center
\$200.00	Sandy Czaplewski	Senior Center Meals on Wheels
\$125.00	Larry Meyer	Senior Center Meals on Wheels
\$30.00	Anonymous	White Bear Lake Area Schools Nutrition Services

**RECOMMENDED ACTION:**

Approve.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Action Item**

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

**BACKGROUND:**

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

Date and Destination	Requesting Staff Member(s)	Grade/Team	Number of School Days Missed	Total Cost per Student
10/1-10/3/2025 Deep Portage Learning Center Hackensack, MN	Dan Schmidt, Maggie Clark, Greg Hjelm, and Nancy Thom	North Star Elementary 5th Grade	3	\$225.00
			Number of Students Attending	Source of Revenue
			83	Fundraisers, PTA, WBLAEF, and families
<b>Purpose</b>	To provide an outdoor environmental education experience that cannot be duplicated in a regular school setting.			

**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 - CERTIFIED STAFF**

CHRISTINA HAYDEN

Kindergarten Teacher - Matoska International  
Employed by District 624 since 08/26/2004  
Effective Date: 06/09/2025

CHLOE OUREN

Special Education Teacher - WBLAHS  
Employed by District 624 since 01/24/2025  
Effective Date: 06/09/2025

ALYSSA WEBER

Math Teacher - WBLAHS  
Employed by District 624 since 08/24/2015  
Effective Date: 06/09/2025

TIMOTHY WHALEN

Social Studies Teacher - WBLAHS  
Employed by District 624 since 08/27/2009  
Effective Date: 06/09/2025

MELISSA WICKERT

Social Studies Teacher - WBLAHS  
Employed by District 624 since 08/24/2011  
Effective Date: 06/09/2025

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

CARTER CAHILL

Paraeducator - WBLAHS  
Employed by District 624 since 01/02/2025  
Effective Date: 06/06/2025

ANGEAL CAMITSCH

Paraeducator - Otter Lake Elementary  
Employed by District 624 since 09/08/2021  
Effective Date: 06/06/2025

DAVID CREMERS

Paraeducator - Central Middle School  
Employed by District 624 since 4/14/2025  
Effective Date: 06/06/2025

ANGEL METEKU

Paraeducator - WBLAHS

Employed by District 624 since 11/25/2024

Effective Date: 06/06/2025

ANDREW NELSON

Bus Driver - Bus Garage

Employed by District 624 since 09/23/2024

Effective Date: 06/06/2025

JORDAN OTTAVIANI

Paraeducator - Normandy Park

Employed by District 624 since 09/23/2024

Effective Date: 06/06/2025

ANDREA PARISEAU

Paraeducator - Mariner Middle School

Employed by District 624 since 11/18/2024

Effective Date: 06/06/2025

THOMAS STONEHOUSE

Paraeducator and Lunchroom Playground Supervisor - Matoska International

Employed by District 624 since 09/02/2024

Effective Date: 06/06/2025

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

ZEEBO KAROUSO

Youth Enrich & Development Specialist - District Center

Employed by District 624 since 03/21/2022

Effective Date: 06/18/2025

❖ **RETIREMENT - CERTIFIED STAFF**

SANDRA BURTON

Language Arts Teacher - Mariner Middle School

Employed by District 624 since 08/20/2024

Effective Date: 06/09/2025

KATHLEEN ELLETSON

Kindergarten Teacher - Birch Lake Elementary

Employed by District 624 since 08/26/2010

Effective Date: 06/09/2025

❖ **CHANGE IN ASSIGNMENT - CLASSIFIED STAFF**

MITCHELL GRANT

From Custodian - WBLAHS  
To Custodian/Engineer (License Required) - WBLAHS  
From 22.79/per hour To \$26.69/per hour  
Effective Date: 06/09/2025

TODD SOULE

Custodian - WBLAHS  
From 4 hrs/day To 8 hrs/day  
Effective Date: 06/25/2025

❖ **CHANGE IN ASSIGNMENT - NON-AFFILIATED STAFF**

STEPHANIE WENDEL

From Accountant - District Service Center  
To Controller - District Service Center  
From \$81,689.00 To \$120,000  
Effective Date: 06/19/2025

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

ABIGAIL WITT

Kindergarten Teacher - Vadenais Heights Elementary  
Employed by District 624 since 08/30/2021  
Effective Date: 2025-2026 School Year

❖ **NEW PERSONNEL - CERTIFIED STAFF**

AMY BRYANT

Special Education Teacher - Vadenais Heights Elementary  
1.0 FTE MA Step 11 \$79,692  
Effective Date: 08/25/2025

LEAH NORDICK

ML Teacher - Oneka Elementary  
1.0 FTE MA Step 5 \$62,501  
Effective Date: 08/25/2025

OLIVIA OLSON

1st Grade Teacher - Oneka Elementary  
1.0 FTE MA Step 1 \$56,122  
Effective Date: 08/25/2025

MEGAN PYHRMANN

Special Education Teacher - TBD Elementary

1.0 FTE BA Step 1 \$51,257

Effective Date: 08/25/2025

TAYLOR VLASAK

Speech Language Pathologist - Normandy Park

1.0 FTE MA Step 6 \$64,483

Effective Date: 08/25/2025

❖ **NEW PERSONNEL - CLASSIFIED STAFF**

BESS BLAUER

Health Aide - Oneka Elementary

\$31.51 per hour, 37.5 hours per week

Effective Date: 08/25/2025

GINNY CROWSON

Paraeducator - Oneka Elementary

\$22.91 per hour, 32.5 hours per week

Effective Date: 09/02/2025

APRIL HOFFMAN

Secondary Bookkeeper - WBLAHS

\$23.86 per hour, 40 hours per week

Effective Date: 06/18/2025

GRACE ERICKSON

Paraeducator - North Star Elementary

\$22.91 per hour, 32.5 hours per week

Effective Date: 09/02/2025

COURTNEY PETERSON

Paraeducator - TEC

\$22.91 per hour, 32.5 hours per week

Effective Date: 09/02/2025

MACY SKROCH

AA - Early Childhood - Normandy Park

\$26.67 per hour, 40 hours per week

Effective Date: 07/08/2025

CAITLYN TSCHIDA

Paraeducator - Lakeaires Elementary

\$22.91 per hour, 32.5 hours per week

Effective Date: 09/02/2025

KAYLA VELST

Paraeducator - Birch Lake Elementary  
\$22.91 per hour, 32.5 hours per week  
Effective Date: 09/02/2025

❖ **NEW PERSONNEL - NON-AFFILIATED STAFF**

MORGAN BAUMBACH

Theater Technical Director - District Wide  
40 hours per week \$80,000 annually  
Effective Date: 07/01/2025

JENNIFER CHAPPUIS

Assistant Director of Early Childhood - District Wide  
40 hours per week \$133,000 annually  
Effective Date: 07/01/2025

SAVAGE VANG

Dispatcher - District Wide  
40 hours per week \$32.41 hourly  
Effective Date: 07/07/2025

# **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: **July 14, 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
Blake Eckerle, 2025 graduate	1st Team All-State Baseball
Evan Newlander, 2025 graduate	1st Team All-State Baseball
Maddy Belisle, 2025 graduate	MSHSL Softball State Tournament All-Tournament Team
Kendall Kotzmacher, 2025 graduate	1st Team All-State Softball
Tommy Bourgoïn, 2025 graduate	MN Clay Target Skeet State Championship 2nd Place Team 2nd Place Overall in Conference USA Clay Target Trap Nationals Participant
Chaz Elmore, 2025 graduate	MN Clay Target Skeet State Championship 2nd Place Team
Andrew Mailer, 2025 graduate	MN Clay Target Skeet State Championship 2nd Place Team
Taylen Peloquin, 2025 graduate	MN Clay Target Skeet State Championship 2nd Place Team USA Clay Target Trap Nationals Participant

Nate Servatka, 2025 graduate	USA Clay Target Trap Nationals Participant
Cora Wahl, 2025 graduate	USA Clay Target Trap Nationals Participant
Zach Brock, 12th grade	MN Clay Target Skeet State Championship 2nd Place Team USA Clay Target Trap Nationals Participant
Blake Haas, 12th grade	MN Clay Target Skeet State Championship 2nd Place Team USA Clay Target Trap Nationals Participant
Josie Jorgenson, 12th grade	MN Clay Target Skeet State Championship 2nd Place Team and 1st Place Novice Girls
Ian Jorissen, 12th grade	USA Clay Target Trap Nationals Participant
Aaron Thilmany, 12th grade	USA Clay Target Trap Nationals Participant
Jack Schulz, 10th grade	MN Clay Target Skeet State Championship 2nd Place Team
Jinet Demanou, 12th grade	Junior Women's Division Wrestling 2025 U.S. Marine Corps Junior & 16U Nationals Participant
Jake Simpkins, 10th grade	16U Greco-Roman Division Wrestling 2025 U.S. Marine Corps Junior & 16U Nationals Participant

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **July 14, 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.

# **D. DISCUSSION ITEMS**

AGENDA ITEM: **Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy, in sections III, IV, V, VI, and VII, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: April 29, 1996*  
*Revised: August 27, 2001*  
*Revised: January 10, 2005*  
*Revised: November 8, 2007*  
*Revised: December 10, 2018*  
*Revised: September 11, 2023*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 418*

*Revised: May 12, 2014*  
*Revised: June 13, 2022*  
*Revised: September 9, 2024*

## **418 DRUG-FREE AND ALCOHOL-FREE WORKPLACE/DRUG-FREE AND ALCOHOL-FREE SCHOOL**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

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

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section ~~.S.C. §~~ 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with the use of liquid or oil but which does not require the use of dried leaves of plant form; (4) combustion with the use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School district location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute, or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes (1) glue, cement, aerosol paint containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or

containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

#### IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person **other than a student** brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use as treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. **An employee who has a prescription to take a controlled substance during the duty day must provide a written medical certification stating that the controlled substance must be taken during the duty day and does not have a mind-altering effect that will impact the employee's ability to perform his or her job duties in a safe and clear-headed manner. The prescription medication must be in the original container, with the original label, and only the amount of medication needed for that particular day may be in the container when it is brought onto school property. Students may not possess a controlled substance at any time on school property.** ~~A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder.)~~
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program **or a**

**Tribal medical cannabis program** as a pupil solely because the patient or person is enrolled in the registry program **or a Tribal medical cannabis program**, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

## V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform **their** ~~his or her~~ supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that **they have** ~~he or she has~~ received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the Superintendent.
- F. **Except as stated below, no** ~~No~~ person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van, or on the grounds of any preschool or primary or secondary school, or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

Subject to Section IV.A. of this Policy, an employee with a prescription for medical cannabis may possess and use medical cannabis on school grounds if the individual does not smoke or inhale the cannabis through a vape and does not (1) operate, navigate, or control a motor vehicle or (2) work on transportation property, equipment, or facilities while under the influence of medical cannabis.

A registered designated caregiver, parent, or legal guardian may bring medical cannabis to school and administer it in a controlled location, such as the nurse's office, to a child with a prescription. A parent must provide all required documentation and obtain prior written permission from the Superintendent or a designee before bringing medical cannabis to school for the purpose of administering it to a child.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the School Board only. The applicant shall apply for permission in writing and shall follow the School Board procedures for placing an item on the agenda.

## VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1, and must:
  - 1. respect community values and encourage students to communicate with their parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
  - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be

provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

## VII. ENFORCEMENT

### A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in the performance of a federal grant shall abide by the terms of this policy and shall notify ~~their~~ ~~his or her~~ supervisor in writing of ~~their~~ ~~his or her~~ conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the School Board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the School Board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave school district property. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.01, Subd. 15a (Definitions)  
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)  
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor: On-Sale Licenses)  
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)  
Minn. Stat. § 342.56 (Limitations)  
Minn. Stat. § 609.684 (Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Alcohol in Certain Building or Grounds)  
20 U.S.C. §§ 7101 - 7122 (Student Support and Academic Enrichment Grants)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101 - 8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11 - 1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

**Cross Reference:** WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
WBLASB Policy 416 (Drug and Alcohol Testing)  
WBLASB Policy 417 (Chemical Use and Abuse)  
WBLASB Policy 419 (Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instructions)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 516 (Student Medication)

AGENDA ITEM: **Policy 501, School Weapons Policy**  
MEETING DATE: **July 14, 2025**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent  
for Teaching and Learning**

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**BACKGROUND:**

School Board Policy 501, School Weapons Policy, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy, in sections III, IV, and VII, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to assure a safe school environment for students, staff and the public.

**RECOMMENDATION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: October 9, 1995*  
*Revised: June 11, 2001*  
*Revised: January 10, 2005*  
*Revised: May 8, 2017*  
*Revised: January 13, 2025*

*White Bear Lake Area  
School District #624 Policy 501*

*Revised: April 11, 2022*  
*Revised: \_\_\_\_\_*

## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff, and the public.

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

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITION**

- A. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, “flammable liquid” means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, “combustible liquid” is a liquid having a flash point at or above 100 degrees Fahrenheit.
- B. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- C. “School Location” includes any school building or school grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

#### D. "Weapon"

1. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No student shall use any object, device, or instrument designed for other purposes (e.g., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in the school building, or a student who discovers that they accidentally have a weapon in their possession and takes the weapon to the building administrator's office, a student shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the building administrator's office, a student shall not be considered to possess a weapon if they immediately turn the weapon over to an administrator or staff member as soon as practicable notifies an administrator, teacher, or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent commits acts which would otherwise violate this policy, but the nonstudent falls within one of the following categories:
  1. Is a licensed peace officer, military personnel, or student or nonstudent participating in military training who are performing official duties;
  2. Is authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for

the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

3. Who keeps or stores in a motor vehicle pistols in accordance with Minnesota Statutes, sections 624.714 or 624.715, or other firearms in accordance with Minnesota Statutes, section 97B.045;
  - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
4. Is participating in firearms safety or marksmanship courses or activities conducted on school property;
5. A ceremonial color guard who is in possession of unloaded dangerous weapons, BB guns, or replica firearms.
6. A gun or knife show held on school property;
7. Is in possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the School or the director of a child care center;
8. Is on unimproved property owned or leased by a child care center, school, or school district unless the person knows that a student is currently present on the land for a school-related activity.

#### C. Policy Application to Instructional Equipment/Tools

While the school district and the schools takes a firm “Zero Tolerance” position on the possession, use, or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening

manner, such possession and use will be treated as the possession and use of a weapon.

**D. Firearms in School Parking Lots and Parking Facilities**

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carrying of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

- A. The school district takes a position of “Zero Tolerance” in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons without authorization or outside the Exceptions listed in Section IV above shall include:
  - 1. immediate out-of-school suspension;
  - 2. confiscation of the weapon;
  - 3. immediate notification of police;
  - 4. parent or guardian notification; and
  - 5. recommendation to the Superintendent of dismissal not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use, or distribution of weapons by students, the Superintendent may use discretion in determining whether, under the

circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

### A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the School Board.
2. Sanctions against employees, including non-renewal, suspension, or discharge, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

### B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## VII. REPORTS OF DANGEROUS WEAPON **AND ACTIVE SHOOTER** INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of **the Minnesota Department of Education (“Commissioner”)** incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

- B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, section 121A.06.**

1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.

2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

**Legal References:** Minn. Stat. § 97B.045 (Transporting Firearms)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121.A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.602, subd. 6 (Definition of Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons Without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W. 2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

**Cross References:** WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 525 (Violence Prevention)  
WBLASB Policy 903 (Visitors to School District Buildings and Sites)

AGENDA ITEM: **Policy 503, Student Attendance**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 503, Student Attendance, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy, in sections I, II, and V, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: October 20, 1975*  
*Revised: March 11, 1991*  
*Revised: September 13, 1993*  
*Revised: August 14, 1996*  
*Revised: June 11, 2001*  
*Revised: December 13, 2010*  
*Revised: December 13, 2021*  
*Revised: September 9, 2024*

*White Bear Lake Area  
School District #624 Policy 503*

*Revised: March 27, 2000*  
*Revised: August 25, 2003*  
*Revised: May 12, 2014*  
*Revised: January 8, 2024*  
*Revised: \_\_\_\_\_*

## **503 STUDENT ATTENDANCE**

### **I. PURPOSE**

- A. The School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

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

#### **A. Responsibilities**

##### **1. Student's Responsibility**

In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the School Board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. It is also the student's responsibility to request and complete any missed assignments due to an absence.

##### **2. Parent or Guardian's Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session unless the student has been excused by the School Board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the School Board for review and approval. When approved by the School Board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application

may be made to ~~any member of the board,~~ a truant officer **or the school official designated by the,** a principal, ~~or the superintendent.~~ A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.
- d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
  - (a) child illness, medical, dental, ~~or~~ orthodontic ~~treatment,~~ or counseling appointments, including appointments conducted through telehealth;
  - (b) family emergencies;
  - (c) the death or serious illness, or funeral of an immediate family member;
  - (d) active duty in any military branch of the United States;
  - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
  - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or

- (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction, according to this clause.

c. Consequences of Excused Absences

- (1) Students who are absent are expected to work with the classroom teacher on a plan to make up any assignments that have been missed.
- (2) As a general guideline, student work assigned during the absence should be completed within two (2) days per day of absence from the date of the student's return to school. The building principal or the classroom teacher will partner with the student and family on a make-up plan in the case of an extended illness or other extenuating circumstances.
- (3) Students are encouraged to use available technology, including web-based communication, to stay current while absent.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
  - (1) Truancy. An absence by a student which was not approved by the parent/guardian and/or the school district.
  - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
  - (3) Work at home.

- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family, personal trips to schools or colleges (If the student and parent/guardian have been warned of an attendance issue or the absence has not been pre-approved by a school administrator.)
- (6) Absences resulting from cumulated unexcused tardies (3 tardies equals one-half day unexcused absence).
- (7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Students who are absent are expected to work with the classroom teacher on plans to make up any assignments that have been missed. As a general guideline, student work assigned during the absence should be completed within two (2) days per day of absence from the date of the student's return to school. The building principal or the classroom teacher will partner with the student and family on a make up plan in the case of an extended illness or other extenuating circumstances.
- (2) Appropriate discipline from the following list, based on the severity of the issue:
  - (i) Detention
  - (ii) Loss of student privileges
  - (iii) Placement on a supervised attendance program
  - (iv) Truancy petition to juvenile court for those under age 16
  - (v) Other appropriate consequences as determined by **the** parent/guardian and school personnel.
  - (vi) Loss of parking privileges at **the** secondary level

- (vii) Restriction from participation in extracurricular activities
- (viii) Make up time missed from school
- (3) Agreed upon goals/plans as determined by the parent/guardian, student, and school personnel.
- (4) Other appropriate consequences
  - (i) After three (3) cumulated unexcused absences in a school year, a student will be considered “continuing truant”, and a parent or guardian will be notified.
- (5) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- (6) In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

C. Excessive Absences

1. Definition: Students who are absent more than ten percent of student contact days at any time during the school year or any grading period may be considered to have excessive absences.
2. Procedures for addressing students with excessive absences:
  - a. School calls **the** parent/guardian to communicate attendance concerns
  - b. School will communicate with parents/guardians in writing concerning attendance concerns
  - c. School will schedule a meeting with parents/guardians and other appropriate school staff to create a plan to address attendance concerns.
  - d. If the student continues to have excessive absences, the school may choose to take the following steps:
    - (1) Consider the absences unexcused according to Minnesota Statutes, section 120A.22, subdivision 12.
    - (2) Refer the student to a truancy intervention program.

## D. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
  - a. Elementary: Students who arrive late and within 45 minutes after the start of the school day are considered tardy. After 45 minutes, a student is considered absent. Elementary absences are reported in quarter, half, three-quarter, and full-day segments.
  - b. Secondary: Students are considered tardy if they are late and miss less than ten minutes of any class. If they miss more than ten minutes of class, they are considered absent.
2. Procedures for Reporting Tardiness
  - a. Students who are tardy at the start of school must check-in at the school office for a pass.
  - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

  - a. illness;
  - b. serious illness in the student's immediate family;
  - c. a death or funeral in the student's immediate family or of a close friend or relative;
  - d. medical, dental, orthodontic, or counseling appointment;
  - e. court appearances occasioned by family or personal action;
  - f. physical emergency conditions such as fire, flood, storm, etc.;
  - g. any tardiness for which the student has been excused in writing by an administrator or faculty member;
  - h. family emergencies;
  - i. individual needs as approved by the school principal.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Examples of unexcused tardiness include, but are not limited to:
  - (1) not approved by the parent/guardian
  - (2) failure to comply with the reporting requirements of the school district's attendance procedures
  - (3) work at home
  - (4) work at a business (except under a school-sponsored work release program)
  - (5) missed bus
  - (6) overslept
  - (7) car trouble
  - (8) doing homework
- c. Consequences of tardiness may include:
  - (1) Detention
  - (2) Loss of parking
  - (3) Other consequences as determined by the parent/guardian and school personnel
  - (4) Combining unexcused tardies into an unexcused absence and enforcing consequences accordingly. The district considers three (3) unexcused tardies equivalent to one half-day unexcused absence.

E. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Program

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

1. If a student is suspended from any class, the student may not participate in any activity or program that day.
2. When students participate in any co-curricular and/or sports activity, they are required to be in attendance at school the entire day of the event unless they are absent for one of the following reasons:
  - a. School-related activity
  - b. Medical appointment (requires verification by the school office or attendance secretary)
  - c. One period (or less) in the school Health Office
  - d. Funeral or family medical/legal emergency (requires parent/guardian excuse)
  - e. Student safety issues (to be reviewed by WBL administrators)

If the absence is due to any other reason, the student will be declared ineligible for that day's event. The administration retains the right to request verification of any absences presented by a student or parent/guardian.

3. Students must not incur any unexcused absence (as outlined in the student attendance policy) the day after an event if the day is the next consecutive school day of the same week. If an unexcused absence is incurred for ~~the~~ **this** next consecutive school day of the same week, the student will not participate in the next scheduled co-curricular and/or sports event.

### III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for religious observance. Requests for accommodation should be directed to the building principal.

### IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students, parents/guardians, and staff at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

## V. REQUIRED REPORTING

### A. Continuing Truant

Minnesota Statutes, section 260A.02, provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22, and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without a valid excuse within a single school year for:

1. three days if the student is in elementary school; or
2. three or more class periods on three days if the student is in middle school or high school.

### B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian by first-class mail or other reasonable means of the following:

1. That the student is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the student's absences;
3. That the parent or guardian is obligated to compel the attendance of the student at school pursuant to Minnesota Statutes, section 120A.22, and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
7. That if the student continues to be truant, the parent/guardian and student may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;

8. That if the student is subject to juvenile court proceedings, the student may be subject to suspension, restriction, or delay of the student's driving privilege pursuant to Minnesota Statutes, section 260C.201; and
9. That it is recommended that the parent or guardian accompany the student to school and attend classes with the student for one day.

C. Habitual Truant

1. A habitual truant is a student under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days in a school year if the student is in elementary school or for one or more class periods on seven school days in a school year if the student is in middle school or high school, or a student who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant student and the student's parent or legal guardian to appropriate services and procedures under Minnesota Statutes, chapter 260A.

**Legal References:** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)  
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)  
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565 (1975)  
*Slocum v. Holton Bd. of Educ.*, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
*Campbell v. Bd. of Educ. of New Milford*, 475 A.2d 289 (Conn. 1984)  
*Hamer v. Bd. of Educ. of Township High School District No. 113*, 66 Ill. App.3d 7, 383 N.E. 2d 231 (1978)  
*Gutierrez v. Sch. Dist. R-1*, 585 P.2d 935 (Co. Ct. App. 1978)  
*Knight v. Bd. of Educ.*, 348 N.E.2d 299 (1976)  
*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

***Cross References:*** WBLASB Policy 506 (Student Discipline)

AGENDA ITEM: **Policy 515, Protection and Privacy of Student Records**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 515, Protection and Privacy of Student Records, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy, in sections I, IV, V, VI and VIII, and resources, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to recognize the school district's responsibility in regard to the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: September 8, 1997*  
*Revised: June 12, 2000*  
*Revised: April 9, 2001*  
*Revised: September 9, 2002*  
*Revised: November 8, 2007*  
*Revised: March 8, 2010*  
*Revised: September 10, 2012*  
*Revised: January 8, 2018*  
*Revised: January 8, 2024*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 515*

*Revised: May 9, 2005*  
*Revised: January 14, 2008*  
*Revised: September 12, 2011*  
*Revised: April 14, 2014*  
*Revised: December 14, 2020*  
*Revised: September 9, 2024*

## **515 PROTECTION AND PRIVACY OF STUDENT RECORDS**

### **I. PURPOSE**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

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

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.*, (Family Educational Rights and Privacy Act [FERPA]), 34 Code of Federal Regulations, part 99, and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100 - 1205.2000.

### **III. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

### **IV. CONFIDENTIAL RECORDS**

A. “Confidential Record<sup>5</sup>” means those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

- B. Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically, and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The individual subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department, subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- C. Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.
- D. To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

## V. DIRECTORY INFORMATION

- A. Under federal law, “directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.
- B. Under Minnesota **Statutes, section 13.32** law, a school district may not designate a student’s home address, telephone number, email address,

or other personal contact information as “directory information.”

1. The directory information described is the White Bear Lake Area School District’s listing of public information.
  - a) Student’s name
  - b) Photograph
  - c) Information provided by the student for inclusion in school-approved publications, including district and school social media sites, yearbooks, electronic newsletters, cable TV, or newspapers
  - d) Participation in officially recognized activities and sports
  - e) Weight and height of members of athletic teams
  - f) Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events
  - g) Major field of study
  - h) Dates of attendance
  - i) Grade level
  - j) Enrollment status (i.e., full-time or part-time)
  - k) Degrees, honors, and awards received
  - l) Previous educational agency or institution attended

2. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.

- C. The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.
  1. Disclosure of directory information will be limited to the following individuals, agencies, or parties:
    - a) companies that have a contract with the district to publish yearbooks or distribute class rings;
    - b) organizations that exist to promote the school district’s interest, such as parent-teacher organizations and area education foundations; and
    - c) other organizations determined by the district to promote the interests of the district’s students.
  2. In addition, Military Recruitment Officers and Post-Secondary Educational Institutions are able to request and access Federal Directory Information.

- D. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
1. The school district shall give annual public notice by any means that are reasonably likely to inform the parents and eligible students of:
    - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
    - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
    - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
  2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI.C. of this policy.
- E. The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VI. EDUCATIONAL RECORDS

- A. "Educational Record<sub>7</sub>" means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district. For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI.C. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school

officials, and any other party to whom personally identifiable information from education records is disclosed.

**B. Private Records Not Accessible to Parent**

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing, setting forth the reasons for denying access to the parent, and must be signed by the minor. Upon receipt of such request, the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination, the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental, or other health services provided pursuant to Minnesota Statutes, sections 144.341 - 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

**C. Private Records Not Accessible to Student**

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Consent Required for Disclosure

The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

E. Prior Consent Not Required for Disclosure

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student, unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines to have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or their representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction;
8. To accrediting organizations in order to carry out their accrediting functions;

9. To parents of a student eighteen (18) years of age or older, if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health or safety of the student or other individuals;
12. To the juvenile justice system, if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section V. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section VII. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the Commissioner of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, upon written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student. The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;
19. To the principal or administrator of the school where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student, if it is information from a disposition order received by a Superintendent under Minnesota Statutes, section 260B.171. subdivision 3;

20. To the principal or administrator of the school where the student attends, if it is information from a peace officer's record of children received by a Superintendent under Minnesota Statutes, section 260B.171, subdivision 5;
21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966;
22. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization (as defined in section 25 United States Code, section 5304) who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or Tribal law, for the care and protection of the student;
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

F. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student, unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## **VII. MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS DATA DISCLOSURE**

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within 60 days after the date of the request unless a parent or eligible student has refused in writing to release this data.
- B. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must make a written request to the office of the Superintendent within thirty (30) days after the date of the last publication of the public notice.
- D. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section V.D. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **VIII. STATEMENT AND ANNUAL NOTIFICATION OF RIGHTS**

- A. The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records, except those records which are made confidential by state or federal law, and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, and the procedure for requesting amendment of records;
3. The right to a hearing if the school district refuses to amend the education records of a student in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
4. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
5. That the parent or eligible student has a right to refuse release of students' names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA, and the rules promulgated thereunder;
7. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior;
8. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests;

9. The right to be informed about rights under the federal law; and
  10. The right to obtain a copy of this policy at the location set forth in Section XV of this policy.
- B. The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
  - C. The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

#### **IX. LIMITS ON REDISCLOSURE**

- A. Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.
- B. Subdivision A of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district.
- C. The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section.

#### **X. PROBLEMS ACCESSING DATA**

- A. The Data Practices Compliance Official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data Practices Compliance Official means Superintendent or designee.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

#### **XI. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

- A. Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA and the rules promulgated thereunder shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

## **XII. WAIVER**

A parent or eligible student may waive any of their rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

## **XIII. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

## **XIV. COPIES OF POLICY**

Copies of the school district's policy regarding the protection and privacy of school records are located on the school district's website at <https://www.isd624.org/about/district-policies> and may be obtained at the office of the Superintendent.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32, Subd. 5 (Directory Information)  
Minn. Stat. § 13.393 (Attorneys)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40 - 121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)  
Minn. Stat. Ch. 256L (MinnesotaCare)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
Minn. Stat. § 480.40 (Personal Information, Dissemination)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)

18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)  
25 U.S.C. § 5304 (Definitions - Tribal Organization)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)  
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273 309 (2002)  
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

**Cross References:** WBLASB Policy 413 (Addendum B: Responding to a Racial and Biased Harm Protocol)  
WBLASB Policy 413 (Addendum C: Administrative Guidelines for Transgender and Gender-Expansive Students)  
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
WBLASB Policy 417 (Chemical Use and Abuse)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 519 (Interviews of Students by Outside Agencies)  
WBLASB Policy 520 (Student Surveys)  
WBLASB Policy 529 (Notification to Staff Regarding Placement of Students with Violent Behavior)  
WBLASB Policy 711 (Videotaping on School Bus)  
WBLASB Policy 722 (Public Data Requests)  
WBLASB Policy 906 (Community Notification of Predatory Offenders)  
MSBA School Law Bulletin “I” (School Records - Privacy - Access to Data)

**Resources:**

**U.S. Department of Education**

[FAQs on Photos and Videos under FERPA | Protecting Student Privacy \(012325\)](https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa)

<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

[Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy \(012325\)](https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students)

<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

[School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\) | Protecting Student Privacy \(012325\)](https://studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa)

<https://studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa>

[Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy \(102325\)](https://studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best-practices)

<https://studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best-practices>

[FERPA/IDEA Crosswalk | Protecting Student Privacy \(012325\)](https://studentprivacy.ed.gov/resources/ferpaidea-crosswalk)

<https://studentprivacy.ed.gov/resources/ferpaidea-crosswalk>

[What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy \(012325\)](https://studentprivacy.ed.gov/training/what-protection-pupil-rights-amendment)

<https://studentprivacy.ed.gov/training/what-protection-pupil-rights-amendment>

AGENDA ITEM: **Policy 516, Student Medication and Telehealth**  
MEETING DATE: **July 14, 2025**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Lisa Ouren, Director of Student Support Services**

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**BACKGROUND:**

School Board Policy 516, Student Medication and Telehealth, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy, in sections III and IV, and legal references, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students at school.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: September 8, 1997*  
*Revised: August 27, 2001*  
*Revised: September 9, 2002*  
*Revised: February 10, 2003*  
*Revised: January 14, 2013*  
*Revised: December 14, 2020*  
*Revised: September 9, 2024*

*White Bear Lake Area  
School District #624 Policy 516*

*Revised: May 9, 2005*  
*Revised: December 9, 2019*  
*Revised: January 8, 2024*  
*Revised: \_\_\_\_\_*

## **516 STUDENT MEDICATION AND TELEHEALTH**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students at school.

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

The school district acknowledges that some students may require drugs or medication during the school day. The school district's licensed school nurse or trained designee will administer medications, except any form of medical cannabis, in accordance with law and school district procedures.

### **III. DRUG AND MEDICATION REQUIREMENTS**

#### **A. Administration of Drugs and Medicine**

1. The administration of medication or drugs at school requires a completed "Authorization for Administration of Medication at School" form signed by the student's parent or guardian and medical provider. The school district may rely on an oral parent/guardian request to administer medication for up to two school days, after which a written authorization is required from both the parent/guardian and medical provider.
2. Drugs and medicine subject to Minnesota Statutes, **section** 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
  - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
  - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;

- c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, [section 121A.21](#); or
- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, [section 121A.21](#).

### 3. Exclusions

The provisions on [the](#) administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;

- (2) the inhaler is properly labeled for that student; and
- (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional, which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine **delivery systems auto-injectors**, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that:
  - (1) the pupil may possess the epinephrine or
  - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine **delivery systems auto-injectors** that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine, are not subject to this policy.

## B. Prescription Medication

1. An “Authorization for Administration of Medication at School” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. All medication must come to school in the original container. Prescription medication must be labeled for the student by an authorized medical professional in accordance with law and must be administered in a manner consistent with the instructions on the label and prescriber instructions. The medication cannot be expired.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (Individual Education Program), Section 504 plan, or IHP (Individual Health Plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
6. For drugs or medication used by children with a disability, administration may be as provided in the IEP, Section 504 plan, or IHP.
7. The school nurse, or other designated person, shall be responsible for the filing of the “Authorization for Administration of Medication at School” form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or

medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

D. Possession and Use of Epinephrine Delivery Systems ~~Auto-Injectors~~

1. Definitions

a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.

b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.

c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed

~~non-syringe injectors of~~ epinephrine **delivery systems** that enables the student to:

- ~~a.1.~~ possess epinephrine **delivery systems** ~~auto-injectors~~; or
- ~~b.2.~~ if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine **delivery systems** ~~auto-injectors~~ in close proximity to the student at all times during the instructional day.

For the purposes of this policy, “instructional day” is defined as the student contact day.

The plan must designate the school staff responsible for implementing the student’s health plan, including recognizing anaphylaxis and administering epinephrine **delivery systems** ~~auto-injectors~~ when required, consistent with state law. This health plan may be included in a student’s Section 504 plan.

Districts and schools may obtain and possess epinephrine **delivery systems** ~~auto-injectors~~ to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine **delivery systems** ~~auto-injectors~~. The administration of an epinephrine **delivery systems** ~~auto-injectors~~ in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, r~~ Registered nurses may administer epinephrine **delivery systems** ~~auto-injectors~~ in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine **delivery systems** ~~auto-injectors~~ in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine **delivery systems** ~~auto-injectors~~ is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine **delivery systems** ~~auto-injectors~~ to obtain epinephrine **delivery systems** ~~auto-injectors~~ at fair-market, free, or reduced prices. A third party, other than a manufacturer

or supplier, may pay for a school's supply of epinephrine **delivery systems** ~~auto-injectors~~.

**The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8, and 151.37, subdivision 2.**

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed healthcare professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

#### IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student **with** privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine **Delivery Systems** ~~Auto-Injectors~~; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine **Delivery Systems** ~~Auto-Injectors~~)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 148.171 (Definitions; Title)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.02 (Definitions)  
Minn. Stat. § 152.22 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Rule 8710.6100 (School Nurse)  
20 U.S.C. § 1400, *et. seq.* (Individuals with Disabilities Education Act)

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

***Cross References:*** WBLASB Policy 418 (Drug-Free and Alcohol-Free Workplace/Drug Free and Alcohol-Free School)

AGENDA ITEM: **Policy 534, School Meals**  
MEETING DATE: **July 14, 2025**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for  
Finance and Operations**

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**BACKGROUND:**

School Board Policy 534, School Meals, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy, in sections I and II, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

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

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

Adopted: May 9, 2022  
Revised: September 11, 2023  
Revised: July 8, 2024  
Revised: \_\_\_\_\_

White Bear Lake Area  
School District #624 Policy 534

## 534 SCHOOL MEALS

### I. PURPOSE

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

### II. PAYMENT OF MEALS

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

#### B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education.

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

3B. ~~Each A~~ school that participates in the United States Department of Agriculture National School Lunch Program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

- 4C. Each school that participates in the free school meals program must:
  - a1. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
  - b2. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
  - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

**CD.** Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

**DE.** When a student has a negative account balance, the student will not be allowed to charge an a la carte item.

**EF.** If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless permission is received from the parent or guardian.

**F.** A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.

**G.** A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

### III. LOW OR NEGATIVE ACCOUNT BALANCES - NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches two charged meals. Communication methods for notifying families may include automated calling system, email, or letter.

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

#### **IV. UNPAID MEAL CHARGES**

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for educational benefits for their children.
  - 1. A student who has been determined eligible for free and reduced-price lunch must always be served a reimbursable meal even if the student has an outstanding debt.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$25, not paid prior to the end of the school year, will be turned over to the Superintendent or Superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

#### **V. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district; at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required notification described above.

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

AGENDA ITEM: **Policy 621, Literacy and the Read Act**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 621, Literacy and the Read Act, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy, in sections III, IV, V, VI, VII, VIII, IX and X, and the legal references, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to align with Minnesota law established in the Read Act and on other topics related to reading.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

## **621 LITERACY AND THE READ ACT**

### **I. PURPOSE**

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

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

The school district recognizes the centrality of reading in a student's educational experience.

### **III. DEFINITIONS**

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not

required to complete the approved training before August 30, 2025.

- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "~~spoken~~ expressive language," or "receptive language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and the reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and

implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.

- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

#### IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved ~~evidence-based~~ reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, by February 15 each year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by ~~the Minnesota Department of Education (MDE)~~.
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, ~~at least biannually~~ after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32, and give the parent of each student who is not reading at or above grade level ~~timely~~ information from the screener about:
  - 1. the student's reading proficiency as measured by a screener approved by MDE;
  - 2. reading-related services currently being provided to the student and the student's progress; and

3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.
- E. The school district may not use this section to deny a student's right to a special education evaluation.

## V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral expressive or receptive language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. For students enrolled in dual language immersion programs:
1. if students are screened in the partner language, they must be

screened at the same interval as the screenings in English under paragraph A above;

2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;

3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;

4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and

5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.

**DE.** Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level ~~do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language,~~ must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE ~~for characteristics of dyslexia~~ and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

**ED.** Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the ~~MDE~~-Commissioner.

**FE.** The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a

screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:

1. a summary of the school district's efforts to screen for **characteristics of reading difficulties, including** dyslexia;
2. the number of students universally screened for that reporting year;
3. the number of students demonstrating characteristics of dyslexia for that year; and
4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

## VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide **aligned and targeted** reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.11~~9~~<sup>18</sup>, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.11~~9~~<sup>18</sup>.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide **aligned and targeted** reading intervention **as defined by the MTSS framework** until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.

- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include, but is not limited to, requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

## VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner ~~of MDE~~ by June 15 each year. The plan must be consistent with the Read Act, and include the following:
  - 1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
  - 2. a process to notify and involve parents;
  - 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;

4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
5. identification of staff development needs, including a plan to meet those needs;
6. the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-26 school year;
7. a statement of whether the school district has adopted an an MTSS framework;
8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
  - a. students in kindergarten through grade 3;
  - b. students who demonstrate characteristics of dyslexia; and
  - c. students in grades 4 to 12 who are identified as not reading at grade level ; ~~and~~
9. the number of teachers and other staff that have completed training approved by the department ; ~~:~~
10. the number of teachers and other staff proposed for training in structured literacy;
11. how the district used funding provided under the Read Act to implement the requirements of the Read Act;
12. beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; and
13. beginning on December 31, 2025, for a district with a dual language immersion program:
  - a. the program's partner language;
  - b. grade levels included in the program;
  - c. the language used to screen students' foundational reading skills;

- d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and
  - e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level.
- B. Annually by June 15, the ~~The~~ school district must post its literacy plan on the official school district website and submit it to the Commissioner ~~of MDE~~ using the template developed by the Commissioner ~~beginning June 15, 2024.~~
- C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

## VIII. STAFF TRAINING

- A. ~~Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:~~ The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026:
1. reading intervention teachers working with students in kindergarten through grade 12;
  2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
  3. kindergarten through grade 12 special education teachers responsible for foundational reading instruction;
  4. curriculum directors;
  5. instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher; ~~who provide reading instruction; and~~
  6. employees who select literacy instructional materials for a district; ~~and-~~
  7. teachers holding English as a second language teaching licenses.
- B. The school district must provide training from a menu of approved

evidence-based training programs to the following teachers by July 1, 2027:

1. teachers who provide foundational reading instruction to students in grades 4 to 12;
2. teachers who provide instruction to students in a state-approved alternative program; and
3. teachers who provide instruction to students in dual language immersion programs.

~~all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68.~~

The Commissioner ~~of MDE~~ may grant a school district an extension to these deadlines.

- C. By August 30, 2025, the school district must employ or contract with a literacy lead; or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The School Board may satisfy the requirements of this subdivision by contracting with another School Board or cooperative unit under Minnesota Statutes, section 123A.24, for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

D. Training provided by the following may satisfy the professional development requirements under this Article:

1. a certified trained facilitator; or
2. a training program that MDE has determined meets the professional development requirements under the Read Act.

## IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.11~~9~~<sup>18</sup> and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
  2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
  3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
  4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
  5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

#### X. LITERACY ~~INCENTIVE-AID~~ USES

The school district must use its literacy ~~incentive-aid~~ to meet the requirements and goals adopted in the school district's local literacy plan. ~~support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:~~

- ~~1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading~~

~~intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;~~

~~2. evidence-based training using a training program approved by MDE;~~

~~3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.118;~~

~~4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.~~

**Legal References:** Minn. Stat. § 120B.119~~18~~ (Read Act Definitions)  
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)  
Minn. Stat. § 120B.123 (Read Act Implementation)  
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. Stat. § 124D.98 (Literacy Incentive Aid)  
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

AGENDA ITEM: **Policy 707, Transportation of Public School Students**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 707, Transportation of Public School Students, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy, in sections II, IV, VI, VII, X, and XI, and the legal references, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

**RECOMMENDATION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: December 9, 1996*  
*Revised: October 14, 2013*  
*Revised: May 8, 2017*  
*Revised: January 14, 2019*  
*Revised: September 9, 2024*

*White Bear Lake Area  
School District #624 Policy 707*

*Revised: May 9, 2022*  
*Revised: \_\_\_\_\_*

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

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

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district's services to students and parents/guardians, but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deaf blind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.

- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.

- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

#### **IV. ELIGIBILITY**

Students who reside within the attendance area of the school and outside the walking area are eligible for transportation at the expense of the school district.

The walking area for each school is determined by the School Board, and the distance may vary with the grade level of the student.

The walking distance, as established by the School Board, is as follows:

- Grades K-5 1 mile
- Grades 6-12 1.5 miles

Exceptions may be made for students who encounter an extraordinary, persistent hazard walking to and from school, at the discretion of the school district administration.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within the school district’s borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student’s resident district, the school district will notify the student’s resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of

the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.

- D. The school district may provide transportation to allow a student who attends a high-need English learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

## VI. TRANSPORTATION OF RESIDENT STUDENTS TO NON-DISTRICT SCHOOLS

- A. In general, the resident school district is not obligated to provide transportation between a resident student's home and the border of a nonresident district where the student chooses to attend school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the resident school district, if in the discretion of the resident school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The resident school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the resident school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement, but may provide such transportation services at its discretion.

## VII. SPECIAL EDUCATION STUDENTS/ STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1 (b) (4), for a resident child with ~~disability~~ **disabilities** not yet enrolled in kindergarten, for the provision of special instruction and services. Special instruction and services for a child with

a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.

- B. Resident students with **disabilities who are** ~~a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is~~ transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation by the school district to and from said board and lodging facilities at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a non-resident school district and the resident school district does not provide special instruction and services, the resident school district shall provide necessary transportation for the student between the resident school district boundary and the educational facility where special instruction and services are provided within the non-resident school district. The resident school district may provide necessary transportation of the student between its boundary and the school attended in the non-resident school district, but shall not pay the cost of transportation provided outside the resident school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the resident school district shall provide the transportation, at the expense of the resident school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a daycare and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school

district in which the student is temporarily placed shall provide transportation.

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
4. A homeless nonresident student enrolled under Minnesota Statutes, section 24D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

#### **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, at the discretion of the school district, on staff development days.

#### **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control, and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

#### **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or a violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

## XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent/guardian is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 125A.02 (Children With a Disability Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)

Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

***Cross References:*** WBLASB Policy 708 (Transportation of Nonpublic School Students)  
WBLASB Policy 709 (Student Transportation Safety Policy)  
WBLASB Policy 710 (Extracurricular Transportation)

AGENDA ITEM: **Policy 709, Student Transportation Safety**  
MEETING DATE: **July 14, 2025**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for  
Finance and Operations**

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**BACKGROUND:**

School Board Policy 709, Student Transportation Safety, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy, in sections II, III, IV, V, VI, VII, and VIII, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: December 9, 1996*  
*Revised: September 9, 2013*  
*Revised: May 8, 2017*  
*Revised: June 10, 2019*  
*Revised: September 11, 2023*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 709*  
*Revised: June 12, 2023*  
*Revised: September 9, 2024*

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The first week of school is designated as school bus safety week. The National School Bus Safety **W**week is the third week in October.

#### **B. Student School Bus Safety Training**

The school district shall provide students enrolled in grades kindergarten through tenth with age appropriate school bus safety training. The training shall be results oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of the following:

1. the concept that transportation by school bus is a privilege, not a right;
2. district policies for student conduct and school bus safety;
3. appropriate conduct while on the bus;
4. the danger zones surrounding a school bus;
5. procedures for safely boarding and leaving a school bus;
6. procedures for safe vehicle lane crossing; and
7. school bus evacuation and other emergency procedures.

#### **C. Active Transportation Safety Training**

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
  - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
  - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques, and
  - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

~~2. Deadlines~~

- ~~a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.~~
- ~~b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.~~
- ~~c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.~~
- ~~d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.~~

**23.** Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

**III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the building administrator. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Coordinator. Serious misconduct will be reported to the Department of Public Safety and, if appropriate, reported to local law enforcement.
  1. School Bus and Bus Stop Rules. The school district's school bus safety rules are to be posted on every bus. The school district's discipline procedures will be followed when a rule or rules are broken. In most situations, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district administration and document accordingly. All rules, responsibilities, and behavior standards are in addition to those listed in the White Bear Lake Area School District Code of Student Conduct.
  2. Consequences of rule violation(s)
    - a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's eligibility to ride the bus in connection with co-curricular and extra-curricular events are at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Discipline will generally be progressive, as indicated below, but the school district reserves the right to vary from this sequence.

1st report: Warning with a copy of report sent home to parent/guardian.

2nd report: Student will be placed on probation, and the parent/guardian will be notified that further behavior infractions will result in loss of ridership privileges.

3rd report: Student will be suspended from the bus for 3 days or longer.

4th report: Student will be suspended from the bus for 5 days or longer.

5th report: Student will be suspended from the bus for 10 days or loss of privileges for the remainder of the school year.

6th report: Meeting with parent/guardian. Possible loss of bus ridership privileges for the remainder of the school year.

b. Other Discipline

Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

c. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety by the Transportation Safety Director in accordance with state and federal law.

d. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

e. Notice

A copy of school bus rules and the responsibilities, behavior standards, and consequences for bus riders will be made available to students upon completion of school bus safety training. The rules will also be posted on each bus and on the District webpage.

e. Criminal Conduct

In cases involving criminal conduct (e.g., assault, possession or use of weapons, possession/distribution of a controlled substance, vandalism), the Superintendent, local law enforcement officials, and the Department of Public Safety will be informed.

#### IV. PARENT AND GUARDIAN INVOLVEMENT

##### A. Parent/Guardian Responsibilities for Transportation Safety:

1. Provide the school office with proper student information including the home address, home telephone number, and telephone number at which the parent/guardian may be reached in the event of an emergency.
2. Provide the school office and the transportation office with accurate information regarding student's name, address, phone number, emergency information, and daycare information. Immediately notify the school office of any changes.
3. Instruct children to be at the school bus stop at least five minutes and, in inclement weather, not more than ten minutes before the scheduled pick-up time.
4. Remain alert to impending weather patterns and have children properly clothed for the current weather conditions.
5. Discuss in advance with the child how long the child should wait at pick-up locations during conditions of extreme cold or extreme wind-chill conditions.
6. Know the school name and the route number of the bus. Students in K-2 should have a "bus pass" fastened to their book bag or backpack.
7. Provide the child with a book bag or backpack for books and loose papers, pencils, etc.

##### B. Parent and Guardian Notification:

A copy of the school district's school bus and bus stop rules will be provided to each family at the beginning of the school year or at the time of enrollment if enrollment occurs during the school year. Parents/guardians are asked to review the rules with their students.

#### V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These duties shall include:

- A. Operating the vehicle in a safe and efficient manner
  - 1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
  - 2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
  - 3. Driving Adjustments. Winter and wet weather conditions require adjusting speed and normal driving practices to compensate for road conditions.
  - 4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
  - 5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
  - 6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed. This limit cannot be exceeded. A driver is required to call the dispatch office for instructions should a vehicle become overloaded.
  - 7. Railroad Crossings. All school buses must stop at railroad crossings, using required procedures, whether they are loaded or empty. Drivers shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.
  - 8. Speeding and Other Moving Violations. No district vehicle will travel faster than road, traffic, and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
  - 9. Smoking Prohibited. Smoking or vaping by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.
- B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment

1. Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism, and articles left on the bus after each route segment.
  2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including a fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district, and meet current annual inspection status requirements.
  3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
  4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. It is against the law to fuel with passengers aboard.
- C. Ensuring the safety, welfare, and orderly conduct of passengers while on the bus
1. Drivers of vehicles for disabled students will have access to all student health information in hard copy or immediately accessible through a two-way communication system or by phone at all times a disabled student is on the bus.
  2. See Section II - Plan for Student Transportation Safety Training.
- D. Communicating effectively with school staff, students, parents/guardians, law enforcement officials, and the motoring public
1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating, or harassing.
  2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students, and it is in a driver's best interest to work together with school officials to ensure that proper student behavior is maintained on the bus. Therefore, it is very important that drivers have good relationships with the school officials and give them full cooperation.

3. Relations with the Public. To the general public, the driver represents the school district. Buses are among the most visible vehicles on the road. Drivers must deal with students, parents/guardians, pedestrians, and other motorists in a polite, professional, and considerate manner.
4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are governed by school district policy. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at any location other than the designated stop. Denial of bus-riding privileges can come only from the school authorities.
5. Route Changes. Drivers may not make changes in the pick-up or drop-off schedule for his or her route without prior authorization. Bus stops may not be added, deleted, or moved without approval. Drivers may not deviate from the established route without prior permission except as required by an emergency or temporary road conditions.
6. Route Problems. All problems encountered by a driver on the routes or trips should be brought to the attention of the Dispatch Specialist or the Transportation Supervisor as soon as possible.
7. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Transportation Supervisor.
8. Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

E. Completing required reports

It is the responsibility of the driver to completely fill out and turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

F. Completing required training programs successfully

The training program is outlined in the "Safe School Bus Driver Curriculum" and is available in the Transportation Department.

G. Providing maximum safety for passengers during loading and unloading

1. Standees Prohibited. Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all

passengers are seated. Students are to remain seated until the bus has stopped.

2. Dangerous Articles. No weapons or articles that may be classified as dangerous may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.
3. Bus drivers must wear a driver's seat belt whenever the bus is in motion. Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

## VI. OPERATING RULES AND PROCEDURES

### A. General Operating Rules

1. All routes shall be on file with the school district's transportation office. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave may be returned to the school immediately and reported to the building principal or designee.
6. Safety evacuation drills for the student passengers shall be conducted in compliance with state law.

7. There shall be no students in the bus while the fuel tank is being filled.
8. Upon leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes, and otherwise render the bus immobile.
9. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
10. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
11. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
12. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio or mobile phone.
13. The district may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with state laws and regulations.

B. Use of Signals, Loading or Unloading

The driver shall follow the following procedures:

1. Activate the flashing 8-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right-hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open the door, activate the red flashing lights, and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep the door open and eight-light system operating until all students have been loaded or unloaded safely.

5. Avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
6. Do not allow students to stand or get on or off the bus while it is in motion.
7. Bring the bus to a full stop and into neutral or park position before loading or unloading students.
8. The driver shall visually ascertain that students getting off the bus are out of the school bus danger zones and at a safe distance before moving the vehicle.
9. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets

1. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver; or
2. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver while being conducted across the road by the school bus patrol; or
3. The driver shall personally conduct the students across the road after following the required procedures for disabling the bus.

D. Type III Vehicles

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus. Any Type III vehicle used to transport students must carry all emergency equipment, including: a fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, and any additional items required by the school district, and meet current annual inspection status requirements. If school district owned, the school district name and/or logo will be clearly marked on the side of the vehicle. All school-owned Type III vehicles will be properly licensed, insured, inspected, and maintained.
2. Students will not be regularly transported in private vehicles. Emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. The school district has no system of inspection for private vehicles.
3. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The

school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

Any driver scheduled to drive a Type III vehicle that does not possess a school bus driver's license must pass the school van driver's test and provide a copy of their driver's license before driving the van.

## VII. SCHOOL BUS DRIVER TRAINING

### A. Training

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students, and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive in-service training annually in compliance with state law. The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the school district. The school district shall forward to the Commissioner of Public Safety the certification of in-service training, including the number of hours and competency certification for each driver.

#### 1. Pre-Trip Inspection

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law, including:

- a. The engine compartment - belts, valves, fluid leaks
- b. Engine start, warning lights, gauges, horn
- c. Fuel level
- d. Brakes - pedal reserve and air/vacuum gauges
- e. Interior - seats, floor, lights
- f. Electrical charging system
- g. Emergency door
  - (1) smooth latch operation
  - (2) alarm buzzer
- h. Entrance door operation
- i. Lift door operation and alarm
- j. Lift equipment for wheelchairs
- k. Wheels, service brakes, emergency brake
- l. Exterior Lights - headlights, brake lights, market lights, turn signals
- m. Exhaust system
- n. Windows, windshield, and inspection sticker
- o. Eight-light system and stop arm

- p. Emergency equipment – first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two-way radio

## 2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

- a. Relevant laws
- b. Rules of the road and school district safety policies
- c. Defensive driving
- d. Driving in inclement weather conditions
  - (1) reduced visibility - rain, snow, fog
  - (2) wet roads
  - (3) icy roads
- e. Dealing with pedestrians and students in traffic
- f. Operation of the manual or automatic transmission
- g. The use of the drivetrain for stopping the school bus
- h. Situations where the hand brake will and will not stop a moving bus
- i. Steering and turning techniques
- j. Right and left turn maneuvers
- k. Gauging the speed of other vehicles on cross streets
- l. Use of mirrors
- m. Merging into traffic
- n. Visual perceptions
- o. Safe following distances
- p. Safe passing procedures
- q. Safe backing procedures
- r. Use of the eight-light system and school district policy regarding its use
- s. Loading and unloading procedures
- t. Knowledge of the danger zone concept
- u. Policies and procedures for grade level railroad crossings
- v. Emergency use of the public address system
- w. Response to an approaching emergency vehicle while unloading
- x. Procedure for leaving the bus unattended at school sites

## 3. Special Education Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

- a. What to do in a medical emergency
- b. Handling of wheelchairs
- c. Operating lift equipment
- d. Properly use of wheelchair securement devices

- e. School district policies on the use of seat belts on designated students
- f. Individual student needs
- g. Responsibilities of the bus driver and the bus aide
- h. School district policy in situations where a responsible person is not available to receive a student

#### 4. Emergency Procedures

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdowns, fire, accident, or passenger injury. Drivers are to receive training in:

- a. Identifying the degree of an emergency before beginning an evacuation
- b. Identifying a safe evacuation unloading area
- c. Preplanning emergency evacuations for both conventional and lift ~~buses~~ ~~busses~~
  - (1) front, rear, and both door evacuations
  - (2) evacuation of special education students
  - (3) evacuation of physically disabled students and students using wheelchairs
  - (4) placement of students in a safe location
- d. Cooperation in emergency evacuation drills
- e. Mechanical breakdowns
  - (1) stop bus in safe location
  - (2) keep passengers in bus if safe to do so
  - (3) take steps to warn motorists
  - (4) radio or call for assistance
- f. How to secure the school bus and place emergency triangles
- g. Use of the two-way communication system in an emergency
- h. When it is appropriate to evacuate the school bus
- i. How to supervise an emergency evacuation
- j. Emergency evacuation of the disabled
- k. Special considerations when evacuating a lift bus
- l. Lifting techniques for handling disabled students in an emergency situation
- m. Priorities when dealing with injured passengers
- n. How to use the school bus first aid kit
- o. Use and operation of the fire extinguisher
- p. Dealing with other motorists and the police
- q. Use of emergency reflectors and hazard lights
- r. Control of exposure to blood borne pathogens
- s. Use of body fluid clean-up kits
- t. School district policy on medical emergencies
- u. Recognition and handling of epileptic seizures
- v. How to respond if a passenger has a weapon on the bus

5. First Aid

All drivers must be trained in basic first aid, including the Heimlich maneuver, procedures for dealing with obstructed airways, shock, bleeding, and seizures.

6. Private or Confidential Student Information

All drivers should know the types of student data that are considered private or confidential under Minnesota Statutes.

7. Student Discipline

All drivers are expected to know district policies/procedures on:

- a. Creating a positive attitude on the school bus
- b. Oral and visual communications skills between the driver and the passenger
- c. Dealing confidently with a disruptive student
- d. District discipline policy
- e. Developing and enforcing appropriate student behavior
- f. Incident report forms
- g. District policy on possession of weapons by a student
- h. District policy on sexual, racial, and religious harassment/violence
- i. District policy on smoking

8. Human Relations

All drivers are expected to know district policies/procedures on:

- a. Appropriate driver behavior
- b. Sensitivity to a diverse student population
- c. Sensitivity to individual student needs
- d. Relations with parents and school staff
- e. Working with a special education bus aide

9. Chemical Abuse

All drivers are expected to know district policies/procedures on:

- a. How alcohol and/or drugs can affect driving skills
- b. Drug-testing programs
- c. State and federal requirements

B. Evaluation

All drivers will be evaluated for the following competencies at least once annually:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handling emergency situations;
6. Safely load and unload students, and;
7. Demonstrate knowledge of basic first aid and CPR procedures.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## VIII. EMERGENCY PROCEDURES

### A. Fire

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

### B. Injuries/Medical Emergencies

1. Drivers will be familiar with first aid and CPR procedures.
2. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency, followed by contacting the dispatcher. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, the driver is to record the student’s name and the name of the hospital where the student is sent.

### C. Tornado

If there is a likelihood that a tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the

students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus, far enough away from the bus so that the bus will not roll over on them, and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

#### D. Evacuation

Drivers should evacuate buses only when there is a danger of fire, collision, or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

#### E. Accident

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the school district and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the district, the driver shall:

1. In cooperation with police officers and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to the accident.
4. Call transportation/district staff to give a list of names and circumstances so they can begin calling parents/guardians.
5. Discuss the accident only with police and school district officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by law enforcement.

Before leaving for the day, the driver shall fill out an accident report. All bus accidents resulting in death, personal injury, or apparent property damage of more than \$1,000 will be reported to the Department of Public Safety. A school bus involved in such an accident may not transport pupils until it has been inspected by or has received a waiver from the State Patrol.

F. Cold Weather Stop

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, they should remain calm and call for assistance. The driver should give the location of the bus to the dispatcher, continue the route, and wait for assistance. The driver should not inform the passenger suspected of having the weapon that they know of the weapon.

H. Lights

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance

The driver should use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot contact the dispatcher by radio or mobile phone, they should ask a passerby or other motorist to attempt contact with the dispatcher. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

## IX. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district. A copy of this program shall be available in the Transportation Office.

- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be documented electronically or carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

**X. SCHOOL TRANSPORTATION COORDINATOR**

The school transportation coordinator shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation coordinator will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation coordinator shall certify annually to the School Board that each school bus driver meets the school bus driver training competencies required by Minnesota Statutes, section 171.321, subdivision 4. The transportation coordinator also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district Superintendent or the Superintendent of the school district where nonpublic students are transported, the school transportation coordinator also shall certify to the Superintendent that students have received school bus safety training in accordance with state law. The name, address, and telephone number of the school Transportation Safety Director are on file with the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation coordinator.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
 Minn. Stat. § 123B.03 (Background Check)  
 Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
 Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
 Minn. Stat. § 123B.90 (School Bus Safety Training)  
 Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
 Minn. Stat. § 123B.935 (Active Transportation Safety Training)  
 Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
 Minn. Stat. Ch. 169 (Traffic Regulations)

Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notice of Violation by a Commercial Driver)  
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)  
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)  
49 C.F.R. § 383.51 (Disqualification of Drivers)  
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

**Cross References:** WBLASB Policy 416 (Drug and Alcohol Testing)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 515 (Protection and Privacy of Pupil Records)  
WBLASB Policy 707 (Transportation of Public Students)  
WBLASB Policy 708 (Transportation of Nonpublic Students)  
WBLASB Policy 710 (Extracurricular Transportation)

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

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 802, Disposition of Obsolete Equipment and Material, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy, in section IV, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

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

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: August 18, 1997*  
*Revised: August 27, 2001*  
*Revised: March 9, 2009*  
*Revised: May 11, 2015*  
*Revised: April 13, 2020*  
*Revised: September 9, 2024*

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

*Revised: July 15, 2019*  
*Revised: April 10, 2023*  
*Revised: \_\_\_\_\_*

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

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

#### **B. Contracts over \$175,000**

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

elsewhere may be made as the School Board shall deem necessary.

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

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

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

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction, or by the quotation procedures specified above. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business.

Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

#### H. Exceptions for Surplus School Computers

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

#### I. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the

school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

**Legal References:** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. §15.054 (Sale or Purchase of State Property; Penalty)  
Minn. Stat. §123B.29 (Sale at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. §471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)  
Minn. Stat. §645.11 (Published Notice)

**Cross References:** MSBA School Law Bulletin “F” (School District Contract and Bidding Procedures)

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

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 806, Crisis Management Policy, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy, in sections II, III, IV, and VI, and resources, are a combination of updates due to the 2025 Minnesota legislature session and grammatical changes.

The purpose of this policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district.

**RECOMMENDED ACTION:**

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 11, 2025 or a subsequent School Board meeting agenda for action.

*Adopted: May 12, 2008*  
*Revised: April 9, 2018*  
*Revised: July 13, 2020*  
*Revised: March 1, 2021*  
*Revised: December 12, 2022*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 806*

*Revised: December 13, 2021*  
*Revised: October 14, 2024*

## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. This policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Pursuant to this policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to the district's crisis management plan, heretofore referred to as the "Emergency Response Plan," and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

### **II. GENERAL INFORMATION**

#### **A. The Policy and Plans**

The school district's Crisis Management Policy and Emergency Response Plan has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

The school district administration shall present the district's Emergency Response Plan to the School Board for review and approval. This district Emergency Response Plan and resultant building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the School Board, the Emergency Response Plan and the Crisis Management Policy will be maintained on an annual basis.

## B. Elements of the District Crisis Management Plan

1. **General Crisis Procedures.** The district's Emergency Response Plan includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans. A communication system will be in place to enable the designated individual(s) to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual(s), the provision of designee(s) when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Finally, all crisis procedures will address specific procedures for children with special needs, such as physical, sensory, motor, developmental, and mental health challenges.
  - a. **Lockdown Procedures.** Lockdown procedures will be used when there is a threat or hazard inside the school building. This could include a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. Lockdown uses classroom security to protect students and staff from a threat. Each building administrator will submit Lockdown procedures for their building as part of their building specific crisis management plan.
  - b. **Secure Procedures.** A Secure is used when there is a threat or hazard outside of the school building. This could include violence or criminal activity in the immediate neighborhood, police activity, or a dangerous animal near the building. Secure uses the security of the physical facility to act as protection. Each building administrator will submit Secure procedures for their building as part of their building specific crisis management plan.
  - c. **Evacuation Procedures.** Evacuation is used when there is a need to move students and staff from one location to another. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe

areas may change based upon the specific emergency situation. Building plans should include specific evacuation procedures for individuals with special needs, including those with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

- d. **Sheltering Procedures.** Shelter is called when the need for personal protection is necessary. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the specific emergency. Each building administrator will submit sheltering procedures as part of their building specific crisis management plan.
  - e. **Hold Procedures.** Hold-in-place provides a response when there is a need to control/limit traffic in the hallways to allow staff or first responders to manage a situation within the school building. Situations such as a medical emergency, escalated student in crisis, or at the discretion of the building administrator or designee. Each building administrator will submit Hold-in-Place procedures as part of their building specific crisis management plan.
2. **Crisis-Specific Procedures.** The Emergency Response Plan includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. **School Emergency Response Teams**
- a. **Composition.** The building administrator in each school building will select a Building Emergency Response Team (BERT) trained to respond in an emergency. Team members will have access to ongoing training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For the purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of

school emergency response team members and update it annually. A copy of the list will be kept on file in the school district office.

- b. **Leaders.** The building administrator or designee serves as the leader (Incident Commander) of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

### III. PREPARATION BEFORE AN EMERGENCY

#### A. Communication

1. **District Employees.** Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and Emergency Response Plan, as well as their own building's crisis management plan. Employees will have access to a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. **Students and Parents.** Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific Crisis Management Plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall participate in a required number of drills and practice sessions throughout the school year.

#### B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the emergency responders are arriving, and the location of fire-fighting equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in

appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe area, both inside and outside of the building.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or a designee to meet local fire or law enforcement agents upon their arrival.

#### C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut-offs. All facility diagrams and site plans will be regularly updated, and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

#### D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office and will be updated annually.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, or any other prescribed means, as well as the procedure to enable staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and external use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

#### E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify the specific crisis or emergency involved. The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

#### F. Early School Closure Procedures

The superintendent will make decisions about closing a school or any school district building as early in the day as possible. The early school closure procedures will set forth criteria for early school closure (e.g., weather related, utility failure, or a crisis situation), and will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, parent notification systems, district or school websites), and will discuss the factors to be considered in closing or reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

#### G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in compliance with federal and state law relative to the release of private data when conveying information to the media.

#### H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources, including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, a shooting, or a suicide. The behavioral health crisis intervention procedures shall include the following steps.

1. Administrators will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and class friends of any victim as well as others in need of emotional support, to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

### IV. ACTIVE SHOOTER DRILL

#### A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an

armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real-life shooting.

2. "Active shooter simulation" means an emergency exercise, including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
  - a. a statistically significant effect on relevant outcomes based on any of the following:
    - i. strong evidence from one or more well-designed and well-implemented experimental studies;
    - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
    - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
  - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037, with students in early childhood through grade 12, must be:

1. accessible;
2. developmentally appropriate and age-appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students **that** there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill, and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record, nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating

or **are** otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
  - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
  - b. the importance of taking threats seriously and seeking help; and
  - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, **including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.**
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:

- a. student opportunities for leadership related to prevention and safety;
- b. encouragement and support to students in establishing clubs and programs focused on safety; and
- c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled School Board meeting, a School Board of a district that has conducted an active shooter drill must consider the following:

- 1. the effect of active shooter drills on the safety of students and staff; and
- 2. the effect of active shooter drills on the mental health and wellness of students and staff.

**V. CRISIS AREAS COVERED BY THE DISTRICT EMERGENCY RESPONSE PLAN**

The district Emergency Response Plan provides procedures, including but not limited to:

- A. Abduction or Kidnapping
- B. Assault
- C. Bomb Threat
- D. Burglary/Vandalism
- E. Civil Disturbance/Demonstration
- F. Community Emergency/Warning
- G. Dangerous Weapons
- H. Death of a Student/Staff Member
- I. Fire Emergency
- J. Hazardous Materials

- K. Hostage Situation
- L. Intruder
- M. Medical Emergency
- N. Shooting
- O. Suicide of Student/Staff Member
- P. Terrorist Threat
- Q. Utility Emergency
- R. Vehicle/Bus Accident
- S. Weather Emergency

Building-specific crisis management plans will include such procedures and any other appropriate procedures.

## VI. MISCELLANEOUS PROCEDURES

### Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

### Visitors

The school district shall implement procedures that regulate visitors and mandate visitor sign-in in school buildings. See District Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and ensure that all doors are locked during regular building hours.

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

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

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
 Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
 Minn. Stat. § 121A.035 (Crisis Management Policy)  
 Minn. Stat. § 121A.038 (Students Safe at School)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses)  
Minn. Rules Part 7511 (Fire Code)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

**Cross References:** WBLASB Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
WBLASB Policy 413 (Harassment and Violence)  
WBLASB Policy 501 (School Weapons Policy)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students from School Grounds)  
WBLASB Policy 903 (Visitors to School District Buildings and Sites)  
[Minnesota School Safety Center - Resources \(mn.gov\)](#)

**Resources:** [I Love U Guys Foundation, \*Standard Response Protocol\* \(012325\)](https://iloveguys.org/The-Standard-Response-Protocol.html)  
[Safe and Sound Schools \(012325\)](https://safeandsoundschools.org/)

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on Resolution to Renew Membership in the Minnesota State High School League for 2025-26**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

Each year the White Bear Lake Area School Board is required to approve the resolution to renew the White Bear Lake Area High School's membership in the Minnesota State High School League. Each School Board member has reviewed the "[Why We Play](#)" training video, and required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities found on the [MSHSL website](#) as required by the Minnesota State High School League.

**RECOMMENDED ACTION:**

Approve resolution renewing membership in the Minnesota State High School League for 2025-26.



**2025-2026 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of White Bear Lake Area High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

**The following is taken from the MSHSL Constitution:**

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**  
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**  
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**  
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

AGENDA ITEM: **Action on Resolution Approving the 916 Long Term Facility Maintenance Plan**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

The School Board of Northeast Metropolitan Intermediate School district No. 916 has approved a long-term facility maintenance budget for its facilities for the 2026-27 school year in the amount of \$597,600, of which member districts pay a proportionate share determined by utilizing a blended rate based on net tax capacity and ratio of ADM utilization by the district. The White Bear Lake Area Schools' proportionate share is \$55,376.72.

**RECOMMENDED ACTION:**

Accept the Resolution approving Northeast Metro 916 Intermediate School District's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2027 long-term facility maintenance revenue in the amount of \$55,376.72 as presented.





Division of School Finance  
400 NE Stinson Blvd  
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-10

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2023, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info. (REQUIRED) Enter Information		Fiscal Year (FY) Ending June 30										
District Name:		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
District Name: Northeast Metro 916 Intermediate School District												
District Number: 916												
District Contact Name: Mark Kumlien												
Contact Phone #: 651-415-5650												
Date:												
Email: mkumlien@916schools.org												
Total Health and Safety Capital Projects		\$186,850	\$187,900	\$182,400	\$183,800	\$183,200	\$191,400	\$187,800	\$215,100	\$210,700	\$212,600	\$219,350
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue												
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Total Annual 10-Year Plan Expenditures		\$431,950	\$467,100	\$597,600	\$513,000	\$1,013,400	\$430,600	\$423,000	\$360,300	\$351,900	\$420,800	\$1,510,950
Fund Balance Section												
Fund 01												
Beginning Fund Balance 01-467-XX		\$413,158	\$448,308	\$578,808	\$494,208	\$994,608	\$411,808	\$404,208	\$341,508	\$333,108	\$402,008	\$1,492,158
LTFM Fiscal Year Revenue - Levy		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue - AID if Applicable		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$467,100	\$597,600	\$513,000	\$1,013,400	\$430,600	\$423,000	\$360,300	\$351,900	\$420,800	\$1,510,950	\$527,950
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$431,950	\$467,100	\$597,600	\$513,000	\$1,013,400	\$430,600	\$423,000	\$360,300	\$351,900	\$420,800	\$1,510,950
Ending Fiscal Year Fund Balance 01-467-XX		\$448,308	\$578,808	\$494,208	\$994,608	\$411,808	\$404,208	\$341,508	\$333,108	\$402,008	\$1,492,158	\$509,158

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 624  
(White Bear Lake)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 624, State of Minnesota, was held on \_\_\_\_\_(date), at \_\_\_\_\_(time), for the purpose, in part, of approving the FY 2027 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Northeast Metro 916 Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

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

**Resolution approving Northeast Metro 916 Intermediate School District's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2027 long-term facility maintenance revenue.**

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

1. The school board of Northeast Metro 916 Intermediate School District has approved a long-term facility maintenance program budget for its facilities for the 2026-2027 school year (Pay 2026 Levy) in the amount of \$597,600 of which School District No. 624's proportionate share is \$55,376.72 for pay as you go projects. The various components of this program budget are attached hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.595, subdivision 3, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where 25% of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times the ratio of the member school district's net tax capacity to the total net tax capacity and 75% of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times the ratio of APU by member district to the total APU. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application

for fiscal year 2027 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against:

WHEREUPON said resolution was approved and adopted by the school board of School District No. 624.

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

I, the undersigned, being the duly qualified and acting Clerk of School District No. 624, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 624 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metro 916 Intermediate School District's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk on \_\_\_\_\_ (date).

\_\_\_\_\_  
Clerk  
Independent School District No. 624

AGENDA ITEM: **Action on 10-Year Long Term Facility Maintenance Plan**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

The District is required to approve its Long Term Facilities Maintenance (LTFM) plan annually in July, submit the plan to the commissioner for approval by July 31, and indicate whether the District will issue bonds to finance the plan.

Attached is the District's 10-Year Long-Term Facility Maintenance (LTFM) expenditure and revenue plans as well as a more detailed planning document that breaks down the planned LTFM expenses over the next 10 fiscal years.

**RECOMMENDED ACTION:**

Approve the 10-year Long-Term Facility Maintenance Plan as presented.

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-11		
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.														
<b>District Info. (REQUIRED) Enter information</b>		<b>District Info. (REQUIRED) Enter information</b>												
District Name: <b>White Bear Lake Area Schools</b>		Date: <b>7/14/2025</b>												
District Number: <b>624</b>		Email: <a href="mailto:kevin.fernandez@isd624.org">kevin.fernandez@isd624.org</a>												
District Contact Name: <b>Kevin Fernandez</b>														
Contact Phone #: <b>651-407-7633</b>														
Expenditure Categories				Fiscal Year (FY) Ending June 30										
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.				2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Finance Code	Category (1)													
347	Physical Hazards			\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	
349	Other Hazardous Materials			\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	
352	Environmental Health and Safety Management			\$216,075	\$216,075	\$216,075	\$216,075	\$216,075	\$216,075	\$216,075	\$216,075	\$216,075	\$216,075	
358	Asbestos Removal and Encapsulation			\$305,000	\$143,925	\$149,925	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	
363	Fire Safety			\$198,925	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	
366	Indoor Air Quality			\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
<b>Total Health and Safety Capital Projects - Category (1)</b>				\$1,030,000	\$870,000	\$876,000	\$846,075	\$846,075	\$846,075	\$846,075	\$846,075	\$846,075	\$846,075	
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue														
Finance Code	Category (2)													
358	Asbestos Removal and Encapsulation			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects \$100,000 or More - Category (2)</b>				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151														
Finance Code	Category 3 (a)													
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)</b>				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Gender-Neutral Single-User Restrooms														
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025													
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)</b>				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility														
Finance Code	Category (4)													
367	Accessibility			\$0	\$2,650,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Accessibility Projects - Category (4)</b>				\$0	\$2,650,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects														
Finance Code	Category (5)													
368	Building Envelope			\$456,000	\$534,000	\$1,600,000	\$570,000	\$1,375,000	\$1,020,000	\$1,050,000	\$621,666	\$621,666	\$1,021,666	
369	Building Hardware and Equipment			\$70,000	\$1,076,056	\$230,000	\$205,000	\$150,000	\$89,981	\$235,000	\$235,000	\$135,000	\$135,000	
370	Electrical			\$1,523,700	\$70,000	\$90,000	\$125,000	\$200,000	\$150,000	\$175,000	\$175,000	\$175,000	\$171,981	
379	Interior Surfaces			\$360,000	\$1,085,000	\$350,000	\$1,381,500	\$490,000	\$300,000	\$390,000	\$390,000	\$390,000	\$390,000	
380	Mechanical Systems			\$32,168,000	\$7,500,000	\$2,040,000	\$3,190,000	\$3,866,500	\$4,307,000	\$3,700,000	\$400,000	\$2,406,981	\$1,700,000	
381	Plumbing			\$2,356,000	\$90,000	\$610,000	\$650,000	\$1,120,000	\$630,000	\$700,000	\$500,000	\$500,000	\$700,000	
382	Professional Services and Salary			\$3,600,549	\$2,700,000	\$2,950,000	\$1,700,000	\$1,750,000	\$1,800,000	\$1,700,000	\$1,600,000	\$1,700,000	\$2,000,000	
383	Roof Systems (normally below \$100,000 unless the school chooses not to receive additional revenue for \$100K or more roofing project/site/year - pending 2025 Legislation)			\$600,000	\$2,175,500	\$2,522,500	\$2,091,981	\$2,150,000	\$2,212,500	\$3,174,481	\$2,630,000	\$2,630,000	\$950,000	
384	Site Projects			\$250,000	\$3,290,000	\$2,272,056	\$1,100,000	\$881,981	\$770,000	\$790,000	\$816,981	\$790,000	\$2,500,000	
<b>Total Deferred Capital Expenditures and Maintenance Projects - Category (5)</b>				\$41,384,249	\$18,520,556	\$12,664,556	\$11,013,481	\$11,983,481	\$11,279,481	\$11,914,481	\$7,368,647	\$9,348,647	\$9,368,647	
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for \$100,000 or more project/site/year														
Finance Code	Category (6)													
383	Roofing Systems - pending 2025 Legislation and if passed effective FY 2027													
<b>Total Deferred Capital Expense and Maintenance - Category (6)</b>				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Annual 10-Year Plan Expenditures</b>				\$42,414,249	\$22,040,556	\$13,540,556	\$11,859,556	\$12,829,556	\$12,125,556	\$12,760,556	\$8,214,722	\$10,194,722	\$10,214,722	
Fund Balance Section														
Fund 01				FY 25 and 26 Revenue Projection Model Revenue				FY 27 Revenue Projection Model Ten-Year Spreadsheet						
Beginning Fund Balance 01-467-XX				\$0	-\$670,426	-\$327,870	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567
LTFM Fiscal Year Revenue - Levy				\$7,100,150	\$5,060,000	\$5,145,933	\$4,729,933	\$4,844,933	\$4,110,933	\$4,715,933	\$4,270,099	\$4,430,099	\$4,470,099	\$5,813,433
LTFM Fiscal Year Revenue - AID if Applicable				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$279,402
LTFM Fiscal Year Revenue Other				-\$670,426	\$382,557	\$148,303	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEVY Page 10, Line 421 LTFM Deduction for applicable Cooperative/Intermediate Member District Levy				\$0	\$0	\$55,377	\$55,377	\$55,377	\$55,377	\$55,377	\$55,377	\$55,377	\$55,377	\$55,377
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures				\$7,100,150	\$5,100,000	\$5,090,556	\$4,674,556	\$4,789,556	\$4,055,556	\$4,660,556	\$4,214,722	\$4,374,722	\$4,414,722	\$6,037,458
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>				-\$670,426	-\$327,870	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567	-\$179,567
Fund 06														
Beginning Fund Balance 06-467-XX				\$51,459,655	\$17,945,556	\$16,600,000	\$8,150,000	\$17,075,000	\$9,035,000	\$13,065,000	\$4,965,000	\$12,585,000	\$6,765,000	\$965,000
LTFM Fiscal Year Bonded Revenue				\$0	\$15,635,000	\$0	\$16,110,000	\$0	\$12,100,000	\$0	\$11,620,000	\$0	\$0	\$16,500,000
LTFM Fiscal Year Revenue Other				\$1,800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Transfers				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures				\$35,314,099	\$16,980,556	\$8,450,000	\$7,185,000	\$8,040,000	\$8,070,000	\$8,100,000	\$4,000,000	\$5,820,000	\$5,800,000	\$9,220,598
<b>Ending Fiscal Year Fund Balance 06-467-XX</b>				\$17,945,556	\$16,600,000	\$8,150,000	\$17,075,000	\$9,035,000	\$13,065,000	\$4,965,000	\$12,585,000	\$6,765,000	\$965,000	\$8,244,402





FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/10/2025												
<b>624</b> <= Type in School District Number																
WHITE BEAR LAKE SCHOOL DISTRICT																
				Change only												
				if requiring levy	Payable 2025											
Calculations for Ten Year Projection				Pay 26	LLC Certification	Current Estimate										
	LLC #	FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035			
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441		4,233,056	5,145,933	4,729,933	4,844,933	4,110,933	4,715,933	4,270,099	4,430,099	4,470,099	5,813,433			
58	General Fund Equalized Revenue = (43) - (52)	442		-	-	-	-	-	-	-	-	-	3,347,230			
59	Total General Fund Aid = (46) - (53)	443		-	-	-	-	-	-	-	-	-	279,402			
60	General Fund Equalized Levy = (58) * (41)	444		-	-	-	-	-	-	-	-	-	3,067,827			
61	General Fund Unequalized levy = (57) - (58)	445		4,233,056	5,145,933	4,729,933	4,844,933	4,110,933	4,715,933	4,270,099	4,430,099	4,470,099	2,466,203			
62	Total General Fund Levy = (60) + (61)	446		4,233,056	5,145,933	4,729,933	4,844,933	4,110,933	4,715,933	4,270,099	4,430,099	4,470,099	5,534,031			
48	<b>Debt Service Portion of Revenue (grandfather districts *)</b>															
	* MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth															
	763+764+765+766															
51	Total Debt Service Revenue = (49) + (50) + (50b)	768		19,482,993	16,491,983	17,013,728	16,428,195	16,129,313	12,619,583	12,600,315	7,192,763	6,279,000	-			
52	Equalized debt Service Revenue (lesser of (43) or (51))	436		3,397,398	3,347,230	3,347,230	3,347,230	3,347,230	3,347,230	3,347,230	3,347,230	3,347,230	-			
53	Debt Service Aid = (52) * (42)	438		100,498	264,591	328,272	324,782	279,405	279,457	279,450	279,387	279,435	-			
54	Equalized Debt Service Levy = (52) - (53)	439		3,296,900	3,082,639	3,018,957	3,022,448	3,067,824	3,067,772	3,067,780	3,067,843	3,067,795	-			
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440		16,085,595	13,144,753	13,666,498	13,080,965	12,782,083	9,272,353	9,253,085	3,845,533	2,931,770	-			
56	<b>General Fund Portion of Revenue (grandfather districts *)</b>															
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441		4,233,056	5,145,933	4,729,933	4,844,933	4,110,933	4,715,933	4,270,099	4,430,099	4,470,099	5,813,433			
58	General Fund Equalized Revenue = (43) - (52)	442		-	-	-	-	-	-	-	-	-	3,347,230			
59	Total General Fund Aid = (46) - (53)	443		-	-	-	-	-	-	-	-	-	279,402			
60	General Fund Equalized Levy = (58) * (41)	444		-	-	-	-	-	-	-	-	-	3,067,827			
61	General Fund Unequalized levy = (57) - (58)	445		4,233,056	5,145,933	4,729,933	4,844,933	4,110,933	4,715,933	4,270,099	4,430,099	4,470,099	2,466,203			
62	Total General Fund Levy = (60) + (61)	446		4,233,056	5,145,933	4,729,933	4,844,933	4,110,933	4,715,933	4,270,099	4,430,099	4,470,099	5,534,031			
<b>Notes:</b>																
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.																
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.																
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																

FY 2026 LTFM Projects	
BAS	200,000.00
Basketball Hoop Replacement	3,000.00
Boiler/mechanical replacement	6,600,000.00
Carpet Replacement	350,000.00
Chiller	300,000.00
Concrete repairs/replacement	70,000.00
Concrete repairs/replacement	115,000.00
Curb and Walk Replacement	40,000.00
Districtwide painting	190,000.00
Divider Curtain Gym	100,000.00
Divider Curtain: install and removal	243,056.00
Door Replacement-Exterior	100,000.00
Door Replacement-Interior	80,000.00
Electrical and lighting replacement	70,000.00
Elevator Modernization- Freight and others	1,950,000.00
Elevator Modernization: All sites	700,000.00
Flooring replacement	105,000.00
Flooring replacement	100,000.00
Gym floor replacement	340,000.00
Health Safety	870,000.00
HVAC Replacement and repair	100,000.00
Interior door lock replacement-security	530,000.00
Kitchen Hood Replacement	300,000.00
Loading Dock Repair	40,000.00
Loading Dock/Drainage Repair	200,000.00
PA systems	120,000.00
Parking Lot	500,000.00
Parking lot repairs	75,000.00
Parking lot repairs	800,000.00
Playground Replacement	350,000.00
Playgrounds	700,000.00
Plumbing replacement and repair	90,000.00
Professional Services	1,600,000.00
Professional services and salaries	1,100,000.00
Roof replacement	1,900,500.00
Roofing Maintenance	175,000.00
Roofing Maintenance	100,000.00
Tennis Court reconstruction	400,000.00
Window Repair	384,000.00
Windows	50,000.00
	<u>22,040,556.00</u>

FY 2027 LTFM Projects	
AC Unit and BAS	700,000
Artificial Turf Replacement	600,000
Concrete repairs/replacement	120,000
Districtwide painting	150,000
Door Replacement-Exterior	100,000
Door Replacement-Interior	90,000
Electrical and Lighting Replacement	90,000
Flooring replacement	200,000
Gym AHU/AC coils	1,000,000
Health Safety	876,000
HVAC Replacement and Repair	120,000
Kitchen Hood Replacement	220,000
PA System Replacement	140,000
Parking lot repairs	90,000
Parking lot replacement	400,000
Playground Replacement	200,000
Playground replacement	450,000
Plumbing Replacement	500,000
Plumbing Replacement and Repair	110,000
Professional services and salaries	1,250,000
Professional Services	1,700,000
Roof Replacement	500,000
Roof Replacement	1,717,500
Roof Replacement	175,000
Roofing Maintenance	130,000
Track replacement	412,056
Window Replacement	1,500,000
	<u>13,540,556</u>

FY 2028 LTFM Projects	
Boiler Replacements	3,000,000
Concrete repairs/replacement	60,000
Districtwide Painting	90,000
Door Replacement-Exterior	70,000
Door Replacement-Interior	80,000
Electrical and lighting	125,000
Flooring Replacement	125,000
Health Safety	846,075
Hood Replacement	450,000
HVAC Repair and Replacement	190,000
PA and Clock upgrades	125,000
Parking lot repairs	90,000
Parking lot replacement	500,000
Plumbing Repair and Replacement	150,000
Plumbing Replacement	500,000
Professional Services	500,000
Professional Services and Salaries	1,200,000
Replace Original Casework	1,166,500
Roof Replacements	2,000,000
Roofing Maintenance	91,981
Window replacement	500,000
	<u>11,859,556</u>

FY 2029 LTFM Projects	
Boiler/HVAC Replacement	3,616,500
Concrete repairs/replacement	160,000
Districtwide Painting	190,000
Door Replacement-Exterior	150,000
Door Replacement-Interior	150,000
Electrical and lighting	200,000
Flooring Replacement	300,000
Health and Safety	846,075
HVAC Repair/Replacement	250,000
Parking lot repairs	221,981
Parking lot replacement	500,000
Plumbing Repair and Replacement	120,000
Plumbing Replacement	1,000,000
Professional Services	550,000
Professional Services and Salaries	1,200,000
Roof Replacements	2,000,000
Roofing Maintenance	150,000
Tuck point	725,000
Window Replacement	500,000
	<u>12,829,556</u>

FY 2030 LTFM Projects	
Boiler/HVAC Replacement	4,000,000
Concrete repairs/replacement	120,000
Districtwide Painting	150,000
Door Replacement-Exterior	100,000
Door Replacement-Interior	89,981
Electrical and Lighting	150,000
Flooring Replacement	150,000
Health Safety	846,075
HVAC Repair and Replacement	307,000
Parking lot and playground asphalt repairs	150,000
Parking lot replacement	500,000
Plumbing Repair and Replacement	130,000
Plumbing Replacement	500,000
Professional Services	600,000
Professional Services and Salaries	1,200,000
Roof Replacements	2,082,500
Roofing Maintenance	130,000
Tuck Point	420,000
Window Replacement	500,000
	<u>12,125,556</u>

FY 2031 LTFM Projects	
Boiler/HVAC Replacement	3,500,000.00
Clock, Bell, PA System	100,000.00
Concrete repairs/replacement	200,000.00
Districtwide Painting	200,000.00
Door Replacement-Exterior	150,000.00
Door Replacement-Interior	135,000.00
Electrical and lighting	175,000.00
Flooring Replacement	190,000.00
Health Safety	846,075.00
HVAC Repair and Replacement	200,000.00
Parking lot repairs	90,000.00
Parking lot replacement	500,000.00
Plumbing Repair and Replacement	200,000.00
Plumbing Replacement	500,000.00
Professional Services	500,000.00
Professional Services and Salaries	1,200,000.00
Roof Replacement	361,981.00
Roof Replacement	2,682,500.00
Roofing Maintenance	130,000.00
Window Replacement	400,000.00
Window Replacement	500,000.00
	<u>12,760,556.00</u>

FY 2032 LTFM Projects	
Clock, Bell, PA System	100,000
Concrete Repairs/Replacement	196,981
Districtwide Painting	200,000
Door Replacement-Exterior	100,000
Door Replacement-Interior	135,000
Electrical and Lighting	175,000
Flooring Replacement	190,000
Health Safety	846,075
HVAC Repair and Replacement	400,000
Parking lot repairs	120,000
Parking Lot Replacement	500,000
Plumbing Repair and Replacement	200,000
Plumbing Replacement	300,000
Professional Services and Salaries	1,200,000
Professional Services	400,000
Roof Replacement	2,500,000
Roofing Maintenance	130,000
Window Replacement	521,666
	<u>8,214,722</u>

FY 2033 LTFM Projects	
Boiler replacement	2,206,981
Concrete Repairs and Replacement	200,000
Districtwide Painting	200,000
Door Replacement-Exterior	200,000
Door Replacement-Interior	135,000
Electrical and Lighting	175,000
Flooring Replacement	190,000
Health/Safety	846,075
HVAC Repair and Replacement	200,000
Parking Lot Repairs	90,000
Parking Lot Replacement	500,000
Plumbing Repair and Replacement	200,000
Plumbing Replacement	300,000
Professional Services and Salaries	1,200,000
Professional Services	500,000
Roof Replacement	2,500,000
Roofing Maintenance	130,000
Window Replacement	421,666
	<u>10,194,722</u>

FY 2034 LTFM Projects	
Concrete Repairs and Replacement	200,000
Districtwide Painting	200,000
Door Replacement-Exterior	200,000
Door Replacement-Interior	135,000
Electrical and Lighting	171,981
Flooring Replacement	190,000
Health/Safety	846,075
HVAC Repair and Replacement	200,000
Mechanical Unit Replacement	1,500,000
Parking Lot Repairs	400,000
Parking Lot Replacement	400,000
Parking Lot Replacement	500,000
Parking Lot Replacement	200,000
Plumbing Repair and Replacement	200,000
Plumbing Replacement	300,000
Professional Services and Salaries	1,500,000
Professional Services	500,000
Roofing Maintenance	150,000
Roofing Replacement	800,000
Turf Replacement	1,000,000
Window Replacement	400,000
Window Replacement	421,666
	<u>10,214,722</u>

FY 2035 LTFM Projects	
Boiler/HVAC Replacement	3,265,000
Concrete Repairs and Replacement	200,000
Districtwide Painting	200,000
Door Replacement-Exterior	200,000
Door Replacement-Interior	200,000
Electrical and Lighting	135,000
Electrical and Lighting	175,000
Flooring Replacement	190,000
Health/Safety	846,075
HVAC Repair and Replacement	326,981
Parking Lot Repairs	90,000
Parking Lot Replacement	500,000
Plumbing Repair and Replacement	200,000
Plumbing Replacement	500,000
Professional Services and Salaries	1,200,000
Professional Services	500,000
Roof Replacement	800,000
Roof Replacement	2,500,000
Roofing Maintenance	130,000
Tennis Court Replacement	500,000
Tennis Court Resurface	200,000
Track Rejuvenation	200,000
Turf Replacement	1,500,000
Window Replacement	900,000
	<u>15,258,056</u>

**Extract of School Board Meeting Minutes  
Independent School District No. 642  
White Bear Lake Area Schools  
State of Minnesota**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 624, State of Minnesota, was held on Monday, July 14, 2025 at 5:30 p.m., for the purpose in part, of approving the District’s Fiscal Year 2027 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**Resolution Adopting Independent School District No. 624  
Fiscal Year 2027 Long-Term Facilities Maintenance Ten-Year Plan**

**Be it resolved** that the School Board of Independent School District No. 624, State of Minnesota, approves the attached Fiscal Year 2027 Long-Term Facilities Maintenance Ten-Year Plan.

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

And the following voted against:

**Whereupon** the resolution was declared duly passed and adopted the **14th** day of **July, 2025**.

\_\_\_\_\_  
Kathleen Daniels, School Board Clerk

AGENDA ITEM: **Action on Official Depositories for School District Funds and Authorized Bank Accounts and Signatures**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

*Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories July 14, 2025 to January 12, 2026 and that the authorized signers and those designated to electronically transfer funds be approved.*

<b><u>Account Name</u></b>	<b><u>Bank Name</u></b>	<b><u>Authorized Signers</u></b>
General Account	MSDLAF US Bank	*Board Chair *Board Clerk *Board Treasurer
Business Account	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Cafeteria Account	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Dist. Petty Cash Acct	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Central Petty Cash	Bremer Bank	Cathryn Peterson Timothy Wald Andrea Johnson

Mariner Petty Cash	Bremer Bank	Christina Pierre Timothy Wald Andrea Johnson
WBLAHS Petty Cash	Bremer Bank	Russell Reetz Carrie Barth Matthew Young Timothy Wald Andrea Johnson

\*Facsimile signature to be used: with all three signatures required.

**Electronic Transfers**

The following individuals are authorized to initiate electronic transfers from the above designated accounts:

Wayne A. Kazmierczak  
Timothy Wald  
Andrea Johnson  
Stephanie Wendel  
Megan Frost  
April Livers

**RECOMMENDED ACTION:**

Approve the list of official depositories for School District funds and authorized bank accounts and signatures for 2025.

AGENDA ITEM: **Action on Designation of Identified Official with Authority for the MDE External User Access Recertification System**

MEETING DATE: **July 14, 2025**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority (IOwA) to comply with MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority assigns job duties and authorizes external user's access to MDE secure systems for their local education agency (LEA). The School Board authorizes Wayne Kazmierczak, Superintendent to act as the IOwA and Rachael Markuson, Executive Assistant to the Superintendent to act as the IOwA (to add and remove names only) for White Bear Lake Area Schools, ISD 624.

**RECOMMENDED ACTION:**

Move to approve Wayne Kazmierczak, Superintendent, and Rachael Markuson, Executive Assistant to the Superintendent (to add and remove names only), as White Bear Lake Area Schools' Identified Officials with Authority as required by the Minnesota Department of Education.



## Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

### Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: White Bear Lake Area Schools, ISD No. 624

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0624-01

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Wayne Kazmierczak

Title: Superintendent

Board Member Signature:

Name: \_\_\_\_\_

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

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)

AGENDA ITEM: **Policy 613, Graduation Requirements**  
MEETING DATE: **July 14, 2025**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Alison Gillespie, Superintendent for Teaching and Learning**

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**BACKGROUND:**

School Board Policy 613, Graduation Requirements, was reviewed by the School Board Policy Committee and Cabinet, had a first reading and is being recommended for a second reading. The changes recommended to this policy are in sections III, and VI.

The purpose of this policy is to set forth requirements for graduation from the school district.

**RECOMMENDED ACTION:**

Approve School Board Policy 613, Graduation Requirements, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: September 8, 1997*  
*Revised: June 11, 2002*  
*Revised: July 18, 2005*  
*Revised: November 8, 2007*  
*Revised: April 11, 2011*  
*Revised: November 12, 2019*  
*Revised: January 8, 2024*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624 Policy 613*

*Revised: December 14, 2009*  
*Revised: February 13, 2012*  
*Revised: September 11, 2023*  
*Revised: September 9, 2024*

## **613 GRADUATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

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

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### **III. DEFINITIONS**

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district. An academic year of study is equivalent to one (1) ~~two (2)~~ full credits.
- B. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- C. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- D. “Required standard” means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

- E. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

#### **IV. DISTRICT ASSESSMENT COORDINATOR**

The Superintendent or designee shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures.

#### **V. ASSESSMENT GRADUATION REQUIREMENTS**

##### **A. Graduation Requirements**

Students’ state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students’ continuous development of and growth in requisite knowledge and skills; analyze students’ progress and performance levels, identifying students’ academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students’ progress and performance data, determine students’ learning and instructional needs and the instructional tools and best practices that support academic rigor for the student;
2. Consistent with this paragraph and Minnesota Statutes, section 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation; and
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

##### **B. Targeted Instruction Plan**

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student’s knowledge and skills in core subjects so that the student

has a reasonable chance to succeed in a career or college without need for postsecondary remediation.

2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## VI. GRADUATION CREDIT REQUIREMENTS

Students who enter grade 9 in the Fall of 2025 and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

### A. Credit Requirements

1. **Four** ~~Eight~~ credits of language arts sufficient to satisfy all academic standards in English language arts;
2. **Three** ~~Six~~ credits of mathematics sufficient to satisfy all of the academic standards in mathematics;
3. **Three** ~~Six~~ credits of science, including credits sufficient to satisfy all the earth and space science standards for grades 9 through 12, credits sufficient to satisfy all the life science standards for grades 9 through 12, and credits sufficient to satisfy all the chemistry or physics standards for grades 9 through 12;
4. **Four** ~~Seven~~ credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship,

world history, and economics sufficient to satisfy all of the academic standards in social studies;

5. ~~Two~~ **One** credits in the arts sufficient to satisfy all of the academic standards in the arts;
6. Credit sufficient to satisfy the state standards in physical education;
7. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math; and
8. A minimum of ~~twenty-two~~ **thirteen** elective credits.

#### B. Credit Equivalencies

1. A trimester class is equivalent to ~~one full~~ **one-half** academic credit.
2. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph **A.4** above, if the credit is sufficient to satisfy all of the academic standards in economics.
3. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph **A.3** above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph **A.3** above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph **A.3** above.
4. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph **A.2** or Paragraph **A.5** above.

5. A computer science credit may fulfill a mathematics credit requirement under Paragraph **A.2** above, if the credit meets state academic standards in mathematics.
6. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph **A.2** or Paragraph **A.3** above, if the credit meets the state academic standards in mathematics or science.
7. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.
8. Addendum A provides a detailed credit conversion chart for students who entered 9th grade in the Fall of 2024, 2023, and 2022.

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must demonstrate their understanding of the following academic standards:
  1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

\* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
  1. Minnesota Academic Standards, English Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;

4. Minnesota Academic Standards, Social Studies K-12; and
  5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
  - E. The academic standards for language arts, mathematics, and science apply to all students except students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

### VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course, standards, and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the Superintendent and School Board.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)  
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)  
Minn. Stat. § 120B.307 (College and Career Readiness)  
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)

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

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

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

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

***Cross References:*** WBLASB Policy 601 (School District Curriculum and Instruction Goals)  
WBLASB Policy 614 (School District Testing Plan and Procedure)  
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
WBLASB Policy 616 (School District System Accountability)  
White Bear Lake Area High School Registration Guide

# **F. BOARD FORUM**

# **G. LABOR NEGOTIATIONS**

AGENDA ITEM:                   **Labor Negotiations\***

MEETING DATE:               **July 14, 2025**

SUGGESTED DISPOSITION:   **Discussion Item**

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

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**BACKGROUND:**

Matt Mons, Director of Human Resources, will provide information on labor negotiations.

This portion of the meeting will be closed as permitted by Minnesota statutes.

*\*This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minn. Stat. 179A.01 to 179A.25.*

# **H. REVIEW OF SUPERINTENDENT'S EVALUATION**

AGENDA ITEM: **Review of Superintendent's Evaluation\*\***  
MEETING DATE: **July 14, 2025**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Scott Arcand, School Board Chair**

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**BACKGROUND:**

The School Board will review and discuss the evaluation of the superintendent for the 2024-25 school year.

This portion of the meeting will be closed as permitted by Minnesota statutes.

*\*\*This portion of the meeting may be closed to discuss evaluation of superintendent, pursuant to Minnesota Statutes 13D.05, Subd. 3(a).*