



Cambridge-Isanti Schools  
Regular School Board Meeting  
Thursday, June 18, 2020 - 6:30 PM  
Conference Rooms 121 A&B  
625A Main Street North

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Agenda Item I: Call Meeting to Order

Commentary by: Chair Hitchings

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Background:

The Board Chair will call the meeting to order.

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Administration Recommendation:

Board action is not required



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Agenda Item II: Pledge of Allegiance

Commentary by: Chair Tim Hitchings

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Background:

The Board Chair will lead the Pledge of Allegiance.

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Administration Recommendation:

Board action is not required



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Agenda Item III: Roll Call

Commentary by: Chair Hitchings

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Background:

The Board Chair will take roll call. A quorum must be established in order for the meeting to proceed.

Board Members:

Tim Hitchings, Board Chair  
Gary Hawkins, Vice Chair  
Lynn Wedlund, Clerk  
Heidi Sprandel, Treasurer  
Aaron Berg, Director  
Nikki Johnson, Director  
Carri Levitski, Director

Ex Officio, Dr. Nate Rudolph, Superintendent

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Administration Recommendation:  
Board action is not required



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Agenda Item IV: Approve the Revised Agenda

Commentary by: Chair Hitchings

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Background:

Once quorum has been established the Board Chair will request approval of the revised meeting agenda.

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Administration Recommendation:

To approve the revised meeting agenda

Motion to approve the revised meeting agenda made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_

Carri Levitski: \_\_\_\_\_

Heidi Sprandel: \_\_\_\_\_

Tim Hitchings: \_\_\_\_\_

Lynn Wedlund: \_\_\_\_\_

Gary Hawkins: \_\_\_\_\_

Aaron Berg: \_\_\_\_\_



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Agenda Item V: Communications/Recognition

Commentary by: Chair Hitchings

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Background:

None at this time.

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Administration Recommendation:  
Board action is not required



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Agenda Item VI: School Board Showcase – PBIS Recognition

Commentary by: Tammy Kraft, Federal Programs Coordinator

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Background:

We are very proud to have been selected by the MN Department of Education as a 2020 Exemplar PBIS District as well as IIS/SFAS and IMS/MNC being awarded with the 2020 Sustaining Exemplar PBIS Award. The purpose of Minnesota PBIS Recognition is to identify and recognize exemplar schools and districts that have completed PBIS implementation and are continuing to achieve positive student outcomes. These schools and districts are able to demonstrate exemplary status by sustaining school-wide PBIS with fidelity in the current 2019-2020 school year. In addition to the awards, we cannot help but boast about the incredible work that the schools have done throughout the 2019-2020 SY as well as through Distance Learning efforts to keep PBIS a positive initiative in the Cambridge-Isanti Schools.

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Administration Recommendation:

Board action is not required



# Cambridge-Isanti Schools & PBIS 2019-20 School Year

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## Highlights and Celebrations!

# MN PBIS Leadership Team Awards

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2020 Exemplar PBIS District

2020 Sustaining Exemplar PBIS Schools: IIS/SFAS

2020 Sustaining Exemplar PBIS Schools: IMS/MNC

# District PBIS Efforts



# Cambridge-Isanti High School



Hot Cocoa Socials for all students and staff in the cafeteria. Music was also provided by our talented staff.



Bus Driver Appreciation with staff and students welcoming students and bus drivers. Little bags with a note and treat were donated by our local community.

# Riverside Academy



**Celebrating Student Success**



**Students of the Month**



**Advisory Team Building/Competitions**

# Cambridge Middle School



All smiles from these 8th graders following the CMS Cares Color Run

CMS Students wear orange to take a stand against Bullying



Bluejacket Pride Students of the Month receive yard signs to take home

# Isanti Middle School / Minnesota Center



Raffle Prizes throughout the year



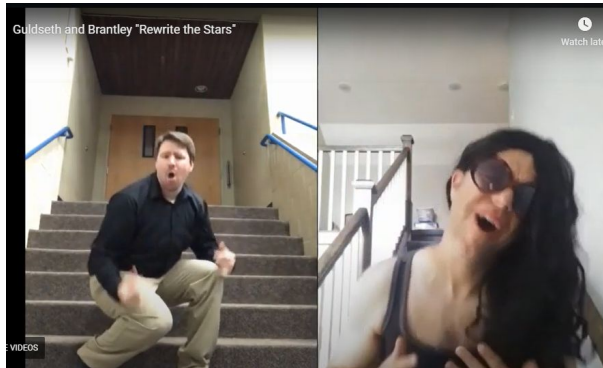
Rachel's Challenge



School store and many teachers had their own individual store



UROCK! Teacher award



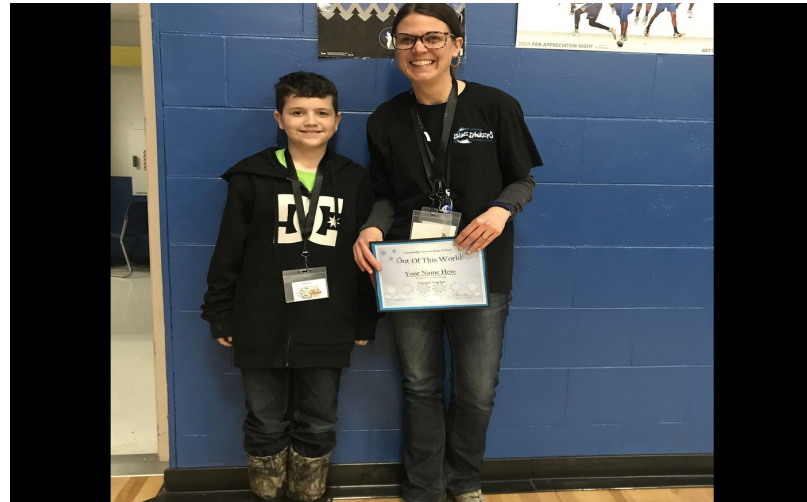
Student used points to have teachers lip sync to a song.

# Cambridge Intermediate School

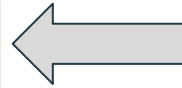
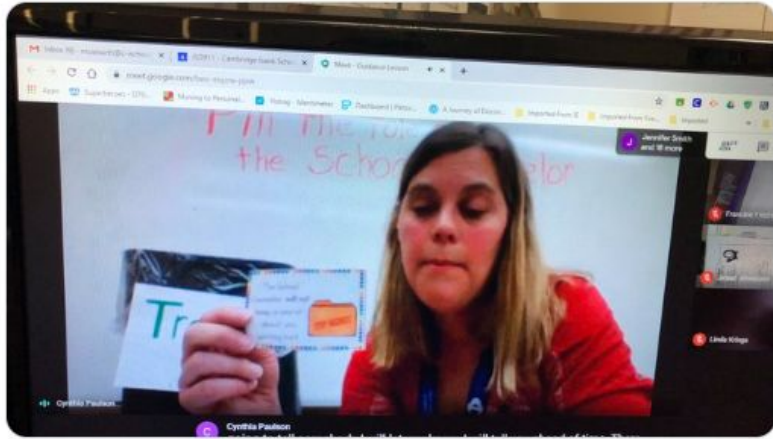


Students proudly display their Bluejacket Pride locker magnets.

Character Traits are for everyone....Mrs. Blake was honored by one of her students.



# Isanti Intermediate / School For All Seasons

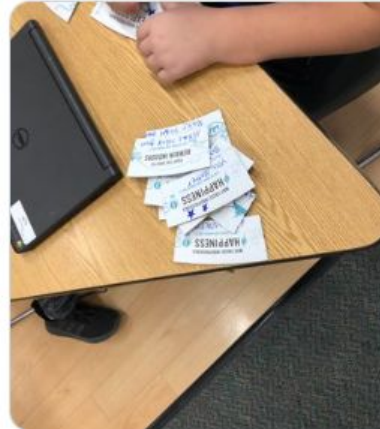
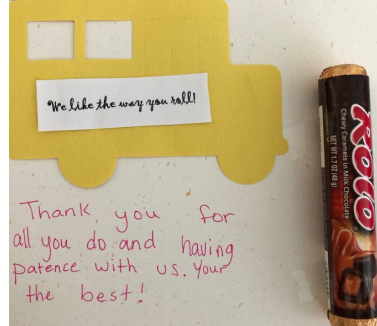


Weekly Guidance Lessons with Mrs. Paulson each Wednesday morning



Students spreading **kindness** around our school and the community.

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# Cambridge Primary School



Classrooms show the PBIS  
Expectations and earn a critter  
for our school tree



Caring Critter Call~students are  
nominated by teacher and Mrs.  
Malecha makes a phone call home  
to share the good news



Lions Club Compassion Project  
Caring Critters donate gifts/food  
to families in our community

# Isanti Primary School



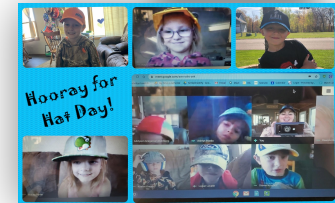
Bluejacket Pride tickets were drawn from our collection bin and winners received prizes such as t-shirts, capes, books and more!



Despite Distance Learning, Bluejacket Pride celebrations continued.



Our Bluejacket Power Half Hour was a huge hit this year for our students. A huge thanks to Mrs. Kaspar for doing this weekly event with our students.



Thank You!!

We'd like to thank the School Board members and the community for your continued support





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Agenda Item VII: Open Forum

Commentary by: Community Members

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Background:

An opportunity for members of the community to address the Board.

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Administration Recommendation:  
Board action is not required



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Agenda Item VIII: Board Committees

Commentary by: Committee Members

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Background:

- A. Board Standing Committee Reports
- B. Board Representative Committee Reports
- C. Legislative Information
- D. Student Representative Board Report
- E. School Board Member Good News Report

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Administration Recommendation:  
Board action is not required



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Agenda Item IX: Administration Reports

Commentary by: Administrators

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Background:

Administration will provide an update to the School Board.

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Administration Recommendation:  
Board action is not required



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Agenda Item X – Non-Action Item A: Student Handbooks

Commentary by: Dr. Brenda Damiani

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Background:

Early Childhood through fifth grade and grades 6-12 share common student handbook templates. These templates allow for streamline information for families and students as well as create efficiency for policy updates each spring. The attached document outlines the student handbook changes for 2020-21.

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Administration Recommendation:  
Board action is not required

## Student Handbook Updates for 2020-21

All calendars, directories, policies, and forms have been updated for each building.

<b>Adventure Center</b>	We accept payments from the Child Care Assistance Program and Child Care Aware of America (Military Families).
	Effective June 10, 2020, Adventure Center programs will close at 6:00 pm (Previously 6:30 pm)
	We reserve the right to close the Preschool program if we have fewer than 10 (previously 8) children signed up by the designated sign-up deadline for school year non-school days.
<b>Preschool</b>	No changes
<b>Cambridge Primary School</b>	No changes
<b>Isanti Primary School</b>	
<b>Cambridge Intermediate School</b>	No changes
<b>Isanti Intermediate/School for All Seasons</b>	<b>Page 11 &amp; 12</b> Took sentence regarding planners out. <b>Page 18-</b> Took section on Planners out. <b>Rationale-</b> We no longer use planners.

<b>Cambridge Middle School</b>	<p><b>Page 8 Added</b></p> <ul style="list-style-type: none"> <li>● <a href="#">CMS 2020-21 Course Offerings</a></li> </ul> <p><b>Pages 34-43</b></p> <p><b>NEW-</b> “A student is subject to a suspension of up to ten (10) days, expulsion, exclusion, or alternative placement pursuant to the Student Discipline Policy 525. Police referral”</p> <p><b>PREVIOUS-</b> “10 day Suspension, police referral, recommendation for expulsion”</p> <p><b>RATIONALE-</b> This language aligns with the high school student handbook language.</p>
<b>Isanti Middle School</b>	<p><b>Page 8 Added</b></p> <ul style="list-style-type: none"> <li>● <a href="#">IMS Course Offerings</a></li> </ul> <p><b>Pages 33-43</b></p> <p><b>NEW-</b> “A student is subject to a suspension of up to ten (10) days, expulsion, exclusion, or alternative placement pursuant to the Student Discipline Policy 525. Police referral”</p> <p><b>PREVIOUS-</b> “10 day Suspension, police referral, recommendation for expulsion”</p> <p><b>RATIONALE-</b> This language aligns with the high school student handbook language.</p>
<b>Cambridge-Isanti High School</b>	<p><b>Page 10</b></p> <p><b>NEW-</b> Daily Bell Schedule and 2-Hour Late Start Schedule reflecting six academic periods. Begin academic day at 8:15 am.</p> <p><b>PREVIOUS-</b> Schedules with five academic classes and Flex Time. Begin academic day at 8:20 am</p> <p><b>RATIONALE-</b> Daily schedule adjusted to handle staffing changes. Academic day begins five</p>

	<p>minutes earlier to permit five 55-minute classes and one 60 or 65-minute class (depending on lunch shift) during the lunch period.</p> <p><b>Page 12</b>  <b>NEW-</b> Students must register for five credits per trimester and a total of fifteen credits per year. Students will also be scheduled for a study hall or other non-academic assignment.  <b>PREVIOUS-</b> Students must register for a minimum of fifteen academic credits per year.  <b>RATIONALE-</b> CIHS has altered the daily schedule to include six academic periods. This change has allowed CIHS to maintain optimal sizes based upon staffing.</p> <p><b>Page 17</b>  <b>NEW-</b> Updated athletic and activities fees, family caps, pass costs. Added Robotics as an activity requiring a participant fee.  <b>RATIONALE-</b> All changes originated in the revenue generation efforts to meet budget shortfalls.</p> <p><b>Page 17</b>  <b>NEW-</b> Removed  <b>PREVIOUS-</b> Flex Time is offered to students during the directed study periods on Tuesdays, Wednesdays, and Thursdays. On these days students will be provided an opportunity to determine how they will use their time. A wide variety of options will be emailed to students on Flex Time mornings. The options will include academic support, relaxed and quiet study, gym time, activity meetings, and many other choices. Students should consider their needs when choosing Flex Time options. Students will be responsible for logging their attendance on Flex Time days and must remain in their selected location throughout the period.  <b>RATIONALE-</b> Flex Time will no longer be offered. Students will now have the opportunity to have a study hall hour assigned in their schedule.</p>
<p><b>Riverside Academy</b></p>	<p><b>Page 25</b>  <b>NEW</b> (Tobacco Possession)- Referral to juvenile justice authorities. Students will participate in an e-cigarette education class taught by our school resource officers. Failure to attend this class may result in further action and a report to the court.  <b>PREVIOUS-</b> Referral to juvenile justice authorities-with ticket issued (Note: adult fine possibly \$150.00).  <b>RATIONALE-</b> Students will attend a class on e-cigarette education.</p> <p><b>Page 28</b>  <b>NEW</b> (Student Driving or Parking)- There is no fee for parking on school grounds  <b>PREVIOUS-</b> Students planning to drive cars and motorcycles to school must register their driver's license number and vehicle license number in the principal's office. In order to drive to school and park in the school parking lot, each driver and vehicle must have liability and property damage insurance of minimum limits as defined by state statutory requirements. After September 15, vehicles without parking permits may be booted. Student drivers are to follow these procedures.</p> <p>Each vehicle must have a parking permit on the rearview mirror to be parked on school grounds. Cost of the parking permit is \$45 per vehicle per year. Obsolete permits must be removed from the car.</p>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>● Student must have a signed contract on file.</li><li>● Student vehicles are to be parked in the Educational Center parking only.</li><li>● We ask that students not routinely park on public streets out of respect and a sense of community for our neighbors. Also, be careful to not litter or loiter so as to create a negative image for yourself or the high school.</li><li>● Parking at school is a privilege and can be withdrawn for violation of rules. Students who are truant / unexcused will forfeit their parking permit, with no fee refunded.</li></ul> |
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Agenda Item XI: Consent Agenda

Commentary by: Chair Hitchings

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Background:

- A. May 21, 2020 Regular School Board Meeting Minutes.
- B. June 4, 2020 School Board Study Session Minutes.
- C. Bills & Wire Transfers A copy of the Bills & Wire Transfers is available for your review.
- D. Personnel Action  
A summary of personnel actions for this month is attached, including hires, retirements, leaves of absence, and change in assignments, additional assignments, resignations, layoffs and terminations.

Any items board members wish to have considered as a separate action?

Board approval of consent agenda is needed.

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Administration Recommendation:  
To approve the Consent Agenda

Motion to approve Consent Agenda  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson	_____
Carri Levitski	_____
Heidi Sprandel	_____
Tim Hitchings	_____
Lynn Wedlund	_____
Gary Hawkins	_____
Aaron Berg	_____



## MINUTES

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The Regular School Board Meeting of Cambridge-Isanti Schools was held on Thursday, May 21, 2020 - 6:30 PM at the Education Center - Community Room 121 A and B & Conference Call.

With Chair Tim Hitchings, Vice Chair Gary Hawkins, Treasurer Heidi Sprandel, Clerk Lynn Wedlund and Directors Aaron Berg, Nikki Johnson, Carri Levitski; and Ex Officio, Superintendent Dr. Nate Rudolph.  
Absent: None

- I. Call Meeting to Order– Chair Hitchings called the meeting to order at 6:30 p.m.
- II. Pledge of Allegiance/National Anthem– Chair Hitchings led the board in the Pledge of Allegiance and high school students Becca Maikkula and AnnaGrace Nelson sang the National Anthem.
- III. Roll Call – All present.
- IV. Approve the Revised Agenda – Motion to approve the revised agenda made by Aaron Berg, seconded by Gary Hawkins. Roll call vote: Johnson: yes; Levitski: absent due to technological issues; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried.
- V. Communications/Recognition – None.
- VI. School Board Showcase – Athletics and Activities Director, Mark Solberg showcased Academics, Arts, and Athletics (AAA) Award recipients AnnaGrace Nelson and Trent Viesselman and multi-sport standout and choir member Henry Abraham.
- VII. Open Forum – None.
- VIII. Board Committees – Gaby Holboy thanked the Board, Dr. Rudolph, CIHS Principal Steve Gibbs, and all the board presenters over the years for all the perspective and knowledge she’s gained during her years as the student representative; she graduates this Spring and a new student representative will be replacing her. Carri Levitski highlighted legislative updates that affect education. Christopher Kampa explained how those updates might affect our district specifically. Aaron Berg gave a good news update on the CIHS graduation planning committee’s success with CIHS commencement plan. Gary Hawkins shared how impressed he is with the new Woodland Campus facility he recently visited with the Long-Range Planning Committee.
- IX. Administration Reports – Superintendent Rudolph highlighted the amount of celebration the District is planning in regards to our graduating class of 2020, our retirees, annual staff award nominees and winners, dollars for scholars, and Inspired to the Top students. He also thanked the Board for their support during this time and recognized the change everyone experienced during this Covid-19 pandemic
- X. Non-Action Items
  - A. Cambridge-Isanti Distance Learning Plan – Dr. Brenda Damiani gave an update on changes to the Distance Learning Plan, which were a result of professional learning and planning sessions held earlier this month.
- XI. Consent Agenda – Motion to approve the consent agenda made by Lynn Wedlund, seconded by Carri Levitski. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- XII. Treasurer's Report – Presented by Heidi Sprandel. Motion to approve the Treasurer’s Report subject

to audit made by Nikki Johnson, seconded by Gary Hawkins. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.

### XIII. Action Items

- A. Gifts & Donations – Presented by Christopher Kampa. The school board gratefully accepts donations from the following: East Central Energy, Education Minnesota Cambridge-Isanti, and Jacket Hoop Boosters. Motion to adopt the resolution made by Aaron Berg, seconded by Tim Hitchings. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Whereupon said resolution was declared duly passed and adopted.
- B. ISD 911 Mutual Aid Agreement 2020 – Presented by Christopher Kampa. Motion to approve ISD911 Mutual Aid Agreement 2020 made by Lynn Wedlund, seconded by Carri Levitski. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- C. Meal Prices 2020-2021 – Presented by Christopher Kampa. Motion to approve Meal Prices 2020-2021 made by Gary Hawkins, seconded by Carri Levitski. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- D. Memorandum of Understanding Between C-I Schools and Education Minnesota, Cambridge-Isanti Local 7040 – Presented by Superintendent Rudolph. Motion to approve Memorandum of Understanding Between C-I Schools and Education Minnesota, Cambridge-Isanti Local 7040 made by Aaron Berg seconded by Nikki Johnson. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- E. Non-Renewal of Out of Field Permission and Tier 2 Teachers – Presented by Superintendent Rudolph. Motion to approve Non-Renewal of Out of Field Permission and Tier 2 Teachers made by Carri Levitski seconded by Gary Hawkins. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- F. MSHSL Membership – Presented by Mark Solberg. Motion to approve MSHSL Membership made by Lynn Wedlund seconded by Aaron Berg. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- G. Dissolution of Girls Hockey Coop – Presented by Mark Solberg. Motion to approve Dissolution of Girls Hockey Coop made by Nikki Johnson seconded by Heidi Sprandel. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- H. New Girls Hockey Coop Agreement – Presented by Mark Solberg. Motion to approve New Girls Hockey Coop Agreement made by Heidi Sprandel seconded by Carri Levitski. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- I. Online Learning Provider Application – Presented by Ray Sperl and Dr. Brenda Damiani. Motion to approve Online Learning Provider Application made by Carri Levitski seconded by Nikki Johnson. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.
- J. Distance Learning Grading – Presented by Dr. Brenda Damiani. Motion to approve Distance Learning Grading made by Gary Hawkins seconded by Carri Levitski. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins: yes; Berg: yes. Motion carried unanimously.

- XIV. Adjournment – Motion made by Heidi Sprandel, seconded by Carri Levitski to adjourn at 8:07 p.m. Roll call vote: Johnson: yes; Levitski: yes; Sprandel: yes; Hitchings: yes; Wedlund: yes; Hawkins:

yes; Berg: yes. Motion carried unanimously.

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School Board Clerk

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Date



## MINUTES

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The School Board Study Session of Cambridge-Isanti Schools was held on Thursday, June 4, 2020 - 6:00 PM at the Education Center - Community Room 121 A and B and via conference call.

Present: Chair Tim Hitchings, Vice Chair Gary Hawkins, Treasurer Heidi Sprandel, Clerk Lynn Wedlund and Directors Aaron Berg, Nikki Johnson, Carri Levitski; and Ex Officio, Superintendent Dr. Nate Rudolph.

Absent: None

Also Present: Dr. Brenda Damiani, Shawn Kirkeide, Julie Williams, Christopher Kampa, Janet Swiecichowski and Jessica Faust

- I. Opening – Chair Hitchings opened the meeting.
- II. Abstaining Policy Discussion – Initiated by Director Aaron Berg. The Board discussed the proper procedure for choosing to abstaining from a vote during a School Board Meeting.
- III. Superintendent Evaluation Forms – Initiated by Clerk Lynn Wedlund. Lynn explained the annual Superintendent Evaluation process and asked all members of the board to submit their evaluation in the following week so next steps can be taken.
- IV. Short Term and Long-Term Planning Discussion
  - A. Class sizes – Presented by Superintendent, Nate Rudolph. Dr. Rudolph presented proposed top-end class size increases for the 2020-21 school year. The Board discussed concerns around the logistics of fitting more students into current classrooms as well as the increased workload of staff managing those students.
  - B. Planning Framework for Reopen 2020 – Presented by Superintendent, Nate Rudolph. Dr. Rudolph presented timelines and pacing for creating plans (ad directed by Minnesota Department of Education) to reopen for the 2020-2021 school year. He discussed various scenarios for returning which include modified on-campus, distance/remote learning, and a hybrid/blended model. The group discussed direction from MDE and acknowledged that all would choose to be back in school if possible recognizing that MDE will likely direct districts accordingly, and that several plans should be prepared to meet those directives. The C-I district continues to work regionally with 5-6 surrounding districts and a steering committee is being created to ensure coherence and equity.
  - C. Planning for the Future
    1. Strategic Priorities – Presented by Superintendent, Nate Rudolph. Dr. Rudolph discussed how administrators have been working to update our strategic priorities by gathering feedback and doing a lot of active listening. An initial draft of the priorities include: fiscal responsibility; school culture; students and learning; technology; community engagement and Business partnerships. The Board suggested including staff, leadership, and co/extra-curricular opportunities.
    2. Budget and Finance Discussion – Presented by Superintendent Nate Rudolph and Director of Finance and Operations Christopher Kampa. Dr. Rudolph discussed how during the budget reduction process and collecting feedback on our strategic priorities, many people have suggested the need for a referendum. Mr. Kampa presented information on the District funding, various referendum options, and election history. The Board discussed the cost of holding an election (no cost during a General Election year), and the potential challenges during a presidential

election year, and the need for additional funding to provide a high-quality education for our students.

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School Board Clerk

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Date

**CAMBRIDGE-ISANTI PUBLIC SCHOOLS**  
**WIRE ACH TRANSACTIONS**  
**May 1 - May 31, 2020**

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/08/20	FIDELITY INVESTMENTS -EBC	\$ 20,293.47
05/08/20	INTERNAL REVENUE SERVICE	\$ 307,917.95
05/08/20	ECONOMIC SERVICES INC - EBC	\$ 20,490.06
05/08/20	MN DEPT OF REVENUE	\$ 685.53
05/08/20	AIG RETIREMENT - EBC	\$ 552.78
05/08/20	MINNESOTA DEPT OF REVENUE	\$ 47,611.67
05/08/20	ING LIFE INS AND ANNUITY - EBC	\$ 15,889.68
05/08/20	AMERIPRISE FINANCIAL - EBC	\$ 3,928.96
05/08/20	TEACHERS RETIREMENT ASSOC	\$ 142,496.94
05/08/20	PUBLIC EMPLOYEES RETIREMENT	\$ 67,474.90
05/08/20	EDUCATION CAMBRIDGE-ISANTI	\$ 15,645.24
05/08/20	PAYROLL	\$ 25,089.74
05/08/20	PAYROLL	\$ 933,356.07
05/20/20	DELTA DENTAL PLAN OF MINN	\$ 33.60
05/20/20	DELTA DENTAL PLAN OF MINN	\$ 1,248.10
05/20/20	DELTA DENTAL PLAN OF MINN	\$ 536.48
05/20/20	DELTA DENTAL PLAN OF MINN	\$ 821.99
05/20/20	PREFERRED ONE	\$ 51,569.70
05/20/20	PREFERRED ONE	\$ 59,219.35
05/20/20	PREFERRED ONE	\$ 61,145.83
05/20/20	PREFERRED ONE	\$ 48,253.48
05/20/20	PREFERRED ONE	\$ 31,813.78
05/20/20	PREFERRED ONE	\$ 28,481.92
05/20/20	PREFERRED ONE	\$ 22,419.97
05/20/20	PAYLINE PAYMENT GATEWAY	\$ 20.90
05/20/20	MASTERCARD P-CARD	\$ 509.95
05/20/20	MASTERCARD P-CARD	\$ 86,554.77
05/21/20	ELEYO	\$ 265.86
05/21/20	REVTRAK, INC	\$ 79.34
05/21/20	rSchool	\$ 15.33
05/21/20	DELTA DENTAL PLAN OF MINN	\$ 2,282.25
05/21/20	EDUCATORS BENEFIT CONSULTANTS LLC	\$ 6,486.68
05/21/20	EDUCATORS BENEFIT CONSULTANTS LLC	\$ 6,967.04
05/21/20	EDUCATORS BENEFIT CONSULTANTS LLC	\$ 6,231.68
05/22/20	FIRST BANK & TRUST	\$ 18.00
05/22/20	FIDELITY INVESTMENTS -EBC	\$ 24,219.09
05/22/20	INTERNAL REVENUE SERVICE	\$ 307,794.51
05/22/20	ECONOMIC SERVICES INC - EBC	\$ 21,204.24

**CAMBRIDGE-ISANTI PUBLIC SCHOOLS  
WIRE ACH TRANSACTIONS  
APR 1 - APR 30, 2020**

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/22/20	MN DEPT OF REVENUE	\$ 510.62
05/22/20	AIG RETIREMENT - EBC	\$ 552.74
05/22/20	MINNESOTA DEPT OF REVENUE	\$ 48,257.12
05/22/20	ING LIFE INS AND ANNUITY - EBC	\$ 15,799.25
05/22/20	AMERIPRISE FINANCIAL - EBC	\$ 4,226.82
05/22/20	TEACHERS RETIREMENT ASSOC	\$ 144,711.54
05/22/20	PUBLIC EMPLOYEES RETIREMENT	\$ 66,507.72
05/22/20	EDUCATION CAMBRIDGE-ISANTI	\$ 15,645.24
05/22/20	PAYROLL	\$ 911,033.69
05/31/20	DELTA DENTAL PLAN OF MINN	\$ 1,163.06
05/31/20	HASLER, INC.	\$ 3,000.00
05/31/20	PREFERRED ONE	\$ 31,217.13
05/31/20	PREFERRED ONE	\$ 121,386.13
<b>Total Wire &amp; ACH Transactions</b>		<b>\$ 3,733,637.89</b>

(New Hires, Resignations, Terminations, Change in Assignments, Leave Requests, and Position Authorizations)

NEW HIRES				
NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Adam Engel	Special Education Teacher	CMS	Full-time	8/24/2020
Rebecca Nelson	Project Lead the Way Teacher	IMS	Full-time	8/24/2020
Todd Schaefer	Special Education Teacher	CMS	Full-time	8/24/2020
Breanne Schoen	Special Education Teacher	CIHS	Full-time	7/1/2020
Michelle Vogel	Special Education Teacher	CMS	Full-time	7/1/2020

RESIGNATION/TERMINATION/RETIREMENT				
NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Shelley Benting	Head Cook	IIS/SFAS	Retirement	8/1/2020
Staci Bosacker	Lunchroom Monitor	CIHS	Termination	5/20/2020
Josh Brantley	DILT Member	IMS/MNC	End of assignment	6/5/2020
Kelly Brenneman	IA	IMS/MNC	Resignation	6/5/2020
Renae Citrowski	Administrative Assistant	CIHS	Resignation	5/18/2020
Lindsee Dall	Special Education IA	IPS	Layoff	6/5/2020
Anna Dee	Kindergarten IA	CPS	Layoff	6/5/2020
Rebecca Dey	Media IA	IIS	Layoff	6/5/2020
Terri Emmons	BILT Member	IMS/MNC	End of assignment	6/5/2020
Deborah Erickson	Administrative Assistant Long-term Sub	CIS	End of assignment	6/10/2020
Chad Filley	DILT Member	CIHS	End of assignment	6/5/2020
Tiffany Fry	BILT Member	IMS/MNC	End of assignment	6/5/2020
Travis Fuhol	Assistant Football Coach, Assistant Wrestling Coach, and Middle School Track and Field Coach	CIHS	Resignation	5/15/2020
Sandra Galligan	Kindergarten IA	CPS	Layoff	6/5/2020
Jenifer Gaudreau	Media IA	CPS	Layoff	6/5/2020
Jackie Geving	Special Education Instructional Assistant	IMS/MNC	Resignation	5/27/2020
Trina Godfrey	10th Grade Advisor	CIHS	Resignation	6/5/2020
Theresa Grittner	Long-term Sub Special Education Instructional Assistant	IIS	End of assignment	4/9/2020
Beth Hannan	Special Education Instructional Assistant	Moving Forward	Resignation	6/4/2020
Amy Huntley	Media IA	CIS	Layoff	6/5/2020
Leslie Jacques	Kindergarten IA	CPS	Layoff	6/5/2020
Amy Jennissen	BILT Member	IMS/MNC	End of assignment	6/5/2020
Emily (Anderson) Johnson	Special Education IA and Crossing Guard	CIS	Resignation	6/3/2020
Lydia Johnson (Sanislo)	Teacher	SFAS	Resignation	6/5/2020
Bret Lemm	WEB Advisor	IMS/MNC	Resignation	6/30/2020
Robert Miller	Industrial Tech Teacher	CIHS	Resignation	6/9/2020
Robert Miller	JV Girls' Tennis and Middle School Boys' Tennis Coach	CIHS	Resignation	6/9/2020
Natalie Nelson	Special Education IA	CIS	Resignation	6/4/2020
Sherry Salo	BILT Member	IMS/MNC	End of assignment	6/5/2020
Andrea Smith	Special Education IA	IPS	Layoff	6/5/2020
Sandra Stengel	School Bus Driver	Transportation	Resignation	5/29/2020
Michael Thom	Lunchroom Monitor	CMS	Resignation	6/4/2020

Emily Vogelpohl	Assistant Gymnastics Coach	CIHS	Resignation	6/8/20020
Jennifer Washburn	Kindergarten IA	IPS	Layoff	6/5/2020
Katie Walker	DILT Member	CIHS	End of assignment	6/5/2020
Jennifer Wolfe Olson	Kindergarten IA	IPS	Layoff	6/5/2020
Elizabeth Young	DILT Member	CIS	End of assignment	6/5/2020
Lauren Zeis	Kindergarten IA	CPS	Layoff	6/5/2020

**CHANGE OF ASSIGNMENT**

<b>NAME</b>	<b>TITLE</b>	<b>BUILDING</b>	<b>STATUS</b>	<b>EFFECTIVE</b>
Andrew Bjorge	From MNC Project Lead the Way Teacher to IMS Project Lead the Way Teacher	IMS	Full-time	8/24/2020
Andrew Bjorge	Project Lead the Way Teacher adding WEB Advisor	IMS	Full-time	8/1/2020
Alyson Blake	From CIS 5th Grade Teacher to IIS 4th Grade Teacher	IIS	Full-time	7/1/2020
Tiffany Fry	From MNC English Teacher to IMS English Teacher	IMS	Full-time	8/17/2020
Trina Godfrey	From CIHS Academic Coach to CPS Academic Coach	CPS	Full-time	7/1/2020
Kristina Golyer	From Grade 2 Teacher to Grade 1 Teacher	IPS	Full-time	7/1/2020
Amanda Grosskopf	From IMS Teacher to CMS Teacher	CMS	Full-time	7/1/2020
Curtis Gustafson	From MNC Math Teacher to IMS Math Teacher	IMS	Full-time	8/17/2020
Alberta Hain	From 5.0 hrs per day IPS Kindergarten IA to 6.5 hr IIS Special Education IA	IIS	Full-time	8/31/2020
Joyce Hanson	From 5.5 hrs per day SFAS Kindergarten IA to 7 hrs per day SFAS Special Education IA	SFAS	Full-time	8/5/2020
James Jones	From 5.0 hrs per day Media IA to 7.0 hr per day IIS Special Education IA	IIS	Full-time	8/31/2020
Crystal Kennedy	Band Teacher adding WEB Advisor	IMS	Full-time	8/1/2020
Joe Lakeberg	From .2 FTE SFAS Health/PE Teacher and .6 Riverside Academy Health/PE Teacher to 1.0 FTE Riverside Academy Health/PE Teacher	Riverside Academy	Full-time	7/1/2020
Bret Lemm	From .5 FTE IMS/MNC PE Teacher and .5 FTE SFAS ADSIS Teacher to 1.0 FTE IMS PE Teacher	IMS	Full-time	8/17/2020
Darla Peterson	From 1.0 FTE CMS Math Teacher to 1.0 FTE Riverside Academy Math Teacher	Riverside Academy	Full-time	7/1/2020
Becky Rundhaug	From CIHS Cook/Laundry to IIS/SFAS Head Cook	IIS/SFAS	Full-time	8/1/2020
Brenda Schultz	From 5.25 hrs per day IPS Kindergarten IA to 6.5 hrs IIS Special Education IA	IIS	Full-time	8/31/2020
Rebecca Strand	From 1.0 FTE Teacher to .5 FTE ADSIS Teacher and .5 FTE Science Teacher	SFAS	Full-time	7/1/2020
Tina Voss	From 1.0 FTE IPS Media Specialist to .5 FTE IPS Media Specialist and .5 FTE IIS/SFAS Media Specialist	IPS and IIS/SFAS	Full-time	7/1/2020
James Weiss	From Temporary Night Lead at IIS to Night Lead at CMS	CMS	Full-time	5/11/2020

**Leave Requests**

<b>NAME</b>	<b>TITLE</b>	<b>BUILDING</b>	<b>STATUS</b>	<b>EFFECTIVE</b>
Phuong Cox	Custodian, leave effective approximately 5/1/2020-6/1/2020	CPS	Part-time	5/1/2020
Christine Dahlquist	Bus Driver and CIS IA, leave effective approximately 5/20/2020-7/20/2020	Transportation & CIS	Full-time	5/20/2020
Darla Eich	IA, leave effective approximately 5/16/2020-6/4/2020	IMS/MNC	Full-time	5/16/2020
Lonna Lind	Food Service Assistant, leave effective approximately 4/21/2020-6/31/2020	CPS	Part-time	4/21/2020
Jo Ann Long	Administrative Assistant, return from leave effective approximately 06/02/2020	IPS	Full-time	6/2/2020

**Position Authorizations**

<b>TITLE</b>	<b>BUILDING</b>	<b>STATUS</b>
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Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XII: Treasurer’s Report

Commentary by: Heidi Sprandel

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Background:

Heidi Sprandel, Board Treasurer, will give recommendation for treasurer’s report subject to audit. The Board Treasurer and Director of Finance and Operations meet once a month to review the previous month’s financial activity. Reports that are reviewed are the treasurer’s report, payment registers, and employee reimbursement report.

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Administration Recommendation:  
To approve the treasurer’s report subject to audit

Motion to approve treasurer’s report subject to audit  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson	_____
Carri Levitski	_____
Heidi Sprandel	_____
Tim Hitchings	_____
Lynn Wedlund	_____
Gary Hawkins	_____
Aaron Berg	_____

**TREASURER'S REPORT**  
**MAY 2020**  
*Unaudited*

SMART-FINANCE Reconciliation	General Fund*	Food Service	Community	Building	Debt	Internal	Trust &	Total
	Fund 1,3,5,21	Fund 2	Education	Construction	Redemption	Service	Agency*	
			Fund 4	Fund 6	Fund 7	Fund 20	Fund 8,30,31,32	
<b>Beginning Balance from (04-30-20)</b>	7,476,632.10	329,859.89	(290,076.03)	(86,429.28)	2,022,779.70	5,053,371.41	473,470.94	\$ 14,979,608.73
Receipts	5,622,714.38	182,041.57	176,271.18	-	2,005,865.96	701,843.12	22,882.81	\$ 8,711,619.02
Payroll	(3,693,865.09)	(99,755.48)	(85,885.82)	-	-	-	(36,698.19)	\$ (3,916,204.58)
Bills & Journal Entries	(532,556.75)	(109,570.56)	(4,286.88)	(1,155,032.98)	-	(487,255.67)	(56,466.38)	\$ (2,345,169.22)
<b>End Balance (05-31-20)</b>	8,872,924.64	302,575.42	(203,977.55)	(1,241,462.26)	4,028,645.66	5,267,958.86	403,189.18	17,429,853.95
<b>Construction Bond 2019A</b>				3,443,674.07				
<b>Treasurer's Balance</b>	8,872,924.64	302,575.42	(203,977.55)	2,202,211.81	4,028,645.66	5,267,958.86	403,189.18	20,873,528.02
<b>Total</b>								<b>\$ 20,873,528.02</b>

**\*Fund Descriptions:**

Fund 1 - General Fund  
Fund 3 - Transportation  
Fund 5 - Operating Capital & Long-Term Facilities Maint.  
Fund 21 - Student Activities  
*These four funds are separated for internal tracking. When data is submitted to MDE these four funds are reported as a total General Fund.*  
Fund 20 - Self Funded Health & Dental Plans  
Fund 8 - Trust Fund (not currently in use)  
Agency Fund 30 - ECMECC  
Agency Fund 31 - Rum River Special Education Cooperative  
Agency Fund 32 - Oak Land Cooperative

**BANK Reconciliation**

Payroll Checking - 1.0%	\$ 501,544.45
Outstanding Checks - PR	(27,329.61)
Outstanding Wires - PR	-
A/P Checking - 1.0%	149,323.42
Outstanding Checks - AP	(145,551.14)
MSDMAX - .54%	3,836,130.07
MSDLAF - .44%	13,115,656.76
US Bank Construction Account	3,443,674.07
Petty Cash	80.00

Treasurer's Report Data

May 2020

Balance	Fund 01	Fund 02	Fund 03	Fund 04	Fund 05	Fund 06	Fund 07	Fund 20	Fund 21	Ecmecc Fund 30	RR Fund 31	OL Fund 32	Total
<b>CASH 101</b>													
<b>Beg. Balance</b>	911 \$ 61,322,404.23	\$ 329,859.89	\$ (54,765,043.27)	\$ (290,076.03)	\$ 484,905.78	\$ (86,429.28)	\$ 2,022,779.70	\$ 5,053,371.41	\$ 434,365.36	\$ 295,365.10	\$ 179,000.04	\$ 15,147.39	\$ 14,995,650.32
	6003									\$ (16,041.59)			\$ (16,041.59)
	\$ 61,322,404.23	\$ 329,859.89	\$ (54,765,043.27)	\$ (290,076.03)	\$ 484,905.78	\$ (86,429.28)	\$ 2,022,779.70	\$ 5,053,371.41	\$ 434,365.36	\$ 279,323.51	\$ 179,000.04	\$ 15,147.39	\$ 14,979,608.73
<b>Receipts</b>	911 \$ 4,974,090.13	\$ 182,041.57	\$ 576.00	\$ 176,271.18	\$ 633,985.16	\$ -	\$ 2,005,865.96	\$ 701,843.12	\$ 14,063.09	\$ -	\$ -	\$ 935.06	\$ 8,689,671.27
	6003									\$ 21,947.75			\$ 21,947.75
	4,974,090.13	182,041.57	576.00	176,271.18	633,985.16	-	2,005,865.96	701,843.12	14,063.09	21,947.75	-	935.06	8,711,619.02
<b>A/P:</b>													
<b>A/P2 &amp; MSDL</b>	911 \$ (310,745.07)	\$ (100,187.56)	\$ (19,571.01)	\$ (4,130.07)	\$ (209,079.44)	\$ (1,155,032.98)	\$ -	\$ (487,255.67)	\$ (2,701.04)	\$ -	\$ -	\$ (935.06)	\$ (2,289,637.90)
	6003									\$ (55,531.32)			\$ (55,531.32)
	(310,745.07)	(100,187.56)	(19,571.01)	(4,130.07)	(209,079.44)	(1,155,032.98)	-	(487,255.67)	(2,701.04)	(55,531.32)	-	(935.06)	(2,345,169.22)
<b>Journal Entries</b>	911 \$ 8,839.67	\$ (9,383.00)	\$ 700.14	\$ (156.81)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,719.55	\$ -	\$ -	\$ 37,719.55
	6003									\$ (37,719.55)			\$ (37,719.55)
	8,839.67	(9,383.00)	700.14	(156.81)	-	-	-	-	-	-	-	-	-
<b>Total</b>	(301,905.40)	(109,570.56)	(18,870.87)	(4,286.88)	(209,079.44)	(1,155,032.98)	-	(487,255.67)	(2,701.04)	(55,531.32)	-	(935.06)	(2,345,169.22)
<b>Payroll SHR</b>	911 \$ (1,589,120.76)	\$ (53,174.30)	\$ (167,468.42)	\$ (42,628.38)	\$ (3,599.65)	\$ -	\$ -	\$ -	\$ (1,301.20)	\$ (15,781.56)	\$ -	\$ -	\$ (1,873,074.27)
<b>Payroll</b>	911 \$ (1,829,817.75)	\$ (46,581.18)	\$ (99,227.07)	\$ (43,257.44)	\$ (3,330.24)	\$ -	\$ -	\$ -	\$ -	\$ (20,916.63)	\$ -	\$ -	\$ (2,043,130.31)
<b>CASH 101 End Balance</b>	\$ 62,575,650.45	\$ 302,575.42	\$ (55,050,033.63)	\$ (203,977.55)	\$ 902,881.61	\$ (1,241,462.26)	\$ 4,028,645.66	\$ 5,267,958.86	\$ 444,426.21	\$ 209,041.75	\$ 179,000.04	\$ 15,147.39	\$ 17,429,853.95
<b>CASH 103 with Fiscal Agent</b>													
<b>Beginning Bal. Construction Bond 2019A</b>							3,443,651.81						3,443,651.81
<b>Construction Bond 2019A Interest</b>							22.26						22.26
<b>Construction Bond 2019A JE Draws</b>							-						-
<b>CASH 103 Ending Balance</b>							3,443,674.07						3,443,674.07
												<b>Total Cash &amp; Cash with Fiscal Agent</b>	<b>\$ 20,873,528.02</b>



Cambridge-Isanti Schools  
 Regular School Board Meeting Date:  
 Thursday, June 18, 2020

Agenda Item XIII – Action Item A: Gifts and Donations

Commentary by: Christopher Kampa

Background: Therefore the Director of Finance and Operations recommends the following resolution:

Minnesota Statutes 12B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

School Board Policy 706 establishes guidelines for the acceptance of gifts/donations to the District; and

Minnesota Statute 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED that the School Board of Cambridge-Isanti Schools, ISD 911 accept with appreciation the following gifts/donations and permit their use as designated by the donor(s).

<b>Date</b>	<b>Donor</b>	<b>Site</b>	<b>Item/Nature of Gift/Donation</b>	<b>Amount</b>
6/10/20	Aaron Berg	CIHS	Spirit Boulder	\$350
5/28/20	Allina Health	CMS	Change to Chill Resources	\$1000
4/24/20	Brenda Lillion and Pheasants-Quail Forever	Community Education	1000 Boxes of Ammunition for Trap Shooting	\$5290

Administration Recommendation: To adopt resolution to accept gifts, grants, or devise of real or personal property

Motion to adopt resolution to accept gifts, grants or devise of real or personal property  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_

Carri Levitski: \_\_\_\_\_

Heidi Sprandel: \_\_\_\_\_

Tim Hitchings: \_\_\_\_\_

Lynn Wedlund: \_\_\_\_\_

Gary Hawkins: \_\_\_\_\_

Aaron Berg: \_\_\_\_\_

Whereupon said resolution is declared duly passed and adopted.



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item B: 2020-2021 Fiscal Year Budget

Commentary by: Christopher Kampa

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Background:

School districts are required to have a budget approved by the School Board by July 1 of each year per Minn. State Statute 123B.77. Projections and planning for the FY 2019-20 budget started in January and since then have included school board meetings, finance committee meetings, administration team meetings, staff meetings, communication through newsletters and the budget website, and other forums. Upon approval of the budget assumptions and final recommendations on March 26<sup>th</sup> we have worked diligently to build the preliminary budget. Completing the preliminary budget will complete the second part of our fiscal year financial process (Property Tax Levy – Preliminary Budget – Revised Budget – Annual Financial Audit).

Public school districts are required to maintain financials in different funds, which each serve specific and restricted purposes. The main funds are the General, Food Service, Community Service, and Debt Service funds. We will also now have the Building Construction fund for the accounting of the new facility.

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Administration Recommendation:  
To approve 2020-2021 Fiscal Year Budget

Motion to approve 2020-2021 Fiscal Year Budget  
made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_  
Carri Levitski: \_\_\_\_\_  
Heidi Sprandel: \_\_\_\_\_  
Tim Hitchings: \_\_\_\_\_  
Lynn Wedlund: \_\_\_\_\_  
Gary Hawkins: \_\_\_\_\_  
Aaron Berg: \_\_\_\_\_



# Cambridge-Isanti<sup>43</sup> Schools, ISD 911

## FY2020-21 Preliminary Budget

JUNE 18, 2020

PRESENTED BY:

CHRISTOPHER KAMPA, CFA,

DIRECTOR OF FINANCE &  
OPERATIONS



# Budget Assumptions

## Assumptions

- Normal Operations – school back in session full-time
- Oct 1 Enrollment: 5,062
- General education per pupil funding: 2% increase
- Salaries and benefits: 2.7% (weighted average)
- Supply budgets: 0% increase
- Decrease in federal funding
- Retirement staffing credit
- Target general fund unrestricted/unassigned balance: 5.0%



# Enrollment – Trends and Projections

School	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	24-25	25-26	5-Year %
<b>CPS</b>	569	602	564	558	510	511	514	508	502	496	<b>-0.55%</b>
<b>IPS</b>	454	440	448	455	459	480	506	520	534	548	<b>3.60%</b>
<b>CIS</b>	638	645	605	579	595	556	531	502	509	502	<b>-3.34%</b>
<b>IIS</b>	408	435	423	460	445	449	433	446	468	494	<b>2.10%</b>
<b>SFAS</b>	188	198	202	199	181	169	184	177	181	180	<b>-0.11%</b>
<b>CMS</b>	600	630	645	652	663	645	635	632	593	565	<b>-3.16%</b>
<b>IMS</b>	442	399	388	436	486	483	487	468	477	456	<b>-1.29%</b>
<b>MNC</b>	69	83	77	59	68	60	57	61	59	66	<b>-0.66%</b>
<b>CIHS</b>	1,470	1,473	1,492	1,467	1,550	1,581	1,621	1,679	1,664	1,658	<b>1.36%</b>
<b>MF</b>	9	11	7	10	12	20	13	14	14	15	<b>5.39%</b>
<b>BSA</b>	-	-	-	-	-	24	30	34	40	40	<b>10.76%</b>
<b>RS</b>	-	81	74	83	81	84	82	82	82	83	<b>0.37%</b>
	<b>4,847</b>	<b>4,997</b>	<b>4,925</b>	<b>4,958</b>	<b>5,050</b>	<b>5,062</b>	<b>5,092</b>	<b>5,122</b>	<b>5,124</b>	<b>5,102</b>	<b>0.21%</b>



# Budget Timeline

## Timeline

- 9/23/2019: school board adopts preliminary levy
- 12/3/2019: Truth in Taxation presentation
- 12/19/2019: school board adopts final levy
- 1/3/2020: kindergarten registration begins
- 1/9/2020: enrollment projection meetings with principals
- 1/22/2020: initial meetings with principals to set staffing
- 2/1/2020: deadline for retirement notifications



# Budget Timeline

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## Timeline (continued)

- Feb/Mar 2020: budget bootcamps - multiple meetings with admin team to discuss budget implications
- Mar 19<sup>th</sup>: present revised budget for FY2020
- Mar 19<sup>th</sup>: present budget assumptions for FY2021
- Mar/Apr: continued budget work
- Apr 2020: staffing communications
- Jun 18<sup>th</sup>: finalize budget for FY2021



# FY2020-21 General Fund Prelim Budget

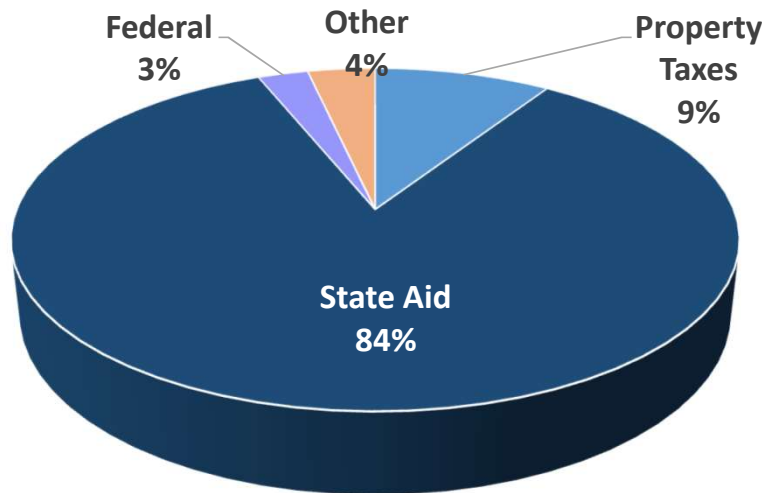
	FY2019-20 Revised Budget	FY2020-21 Preliminary Budget	Variance (\$)	Variance (%)
<b>GENERAL FUND (01, 03, 05, 21)</b>				
<b>REVENUES</b>				
Local Revenue	\$ 8,113,191	\$ 7,776,116	\$ (337,076)	-4.2%
State Revenue	49,519,526	50,742,243	1,222,717	2.5%
Federal Revenue	1,526,000	1,578,931	52,930	3.5%
Other Local	16,644	19,341	2,697	16.2%
<b>Total Revenues</b>	<b>\$ 59,175,361</b>	<b>\$ 60,116,630</b>	<b>\$ 941,269</b>	<b>1.6%</b>
<b>EXPENSES</b>				
Salaries	34,593,655	34,882,003	288,347	0.8%
Employee Benefits	13,198,036	13,495,505	297,469	2.3%
Purchased Services	5,017,300	5,620,148	602,848	12.0%
Supplies & Materials	2,370,498	1,783,793	(586,705)	-24.8%
Capital Expenditures	2,243,303	4,048,861	1,805,558	80.5%
Other Expenditures	604,373	589,256	(15,117)	-2.5%
<b>Total Expenditures</b>	<b>\$ 58,027,166</b>	<b>\$ 60,419,566</b>	<b>\$ 2,392,400</b>	<b>4.1%</b>



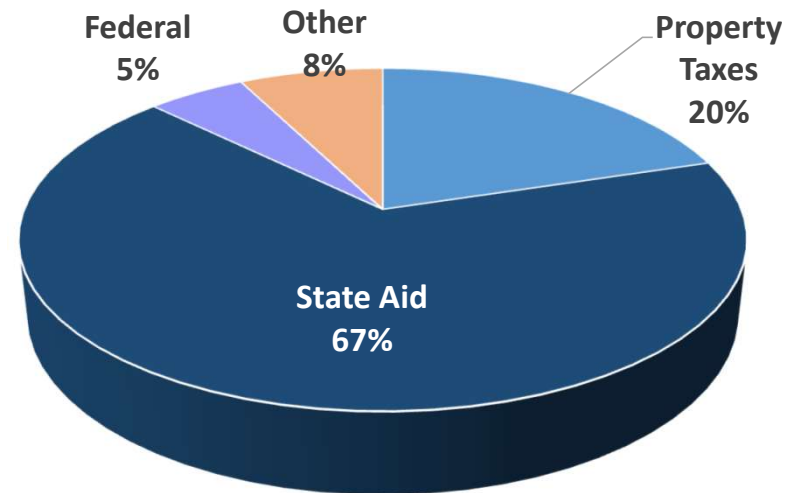
# General Fund Source of Revenues

49

## CAMBRIDGE-ISANTI SCHOOLS



## STATEWIDE

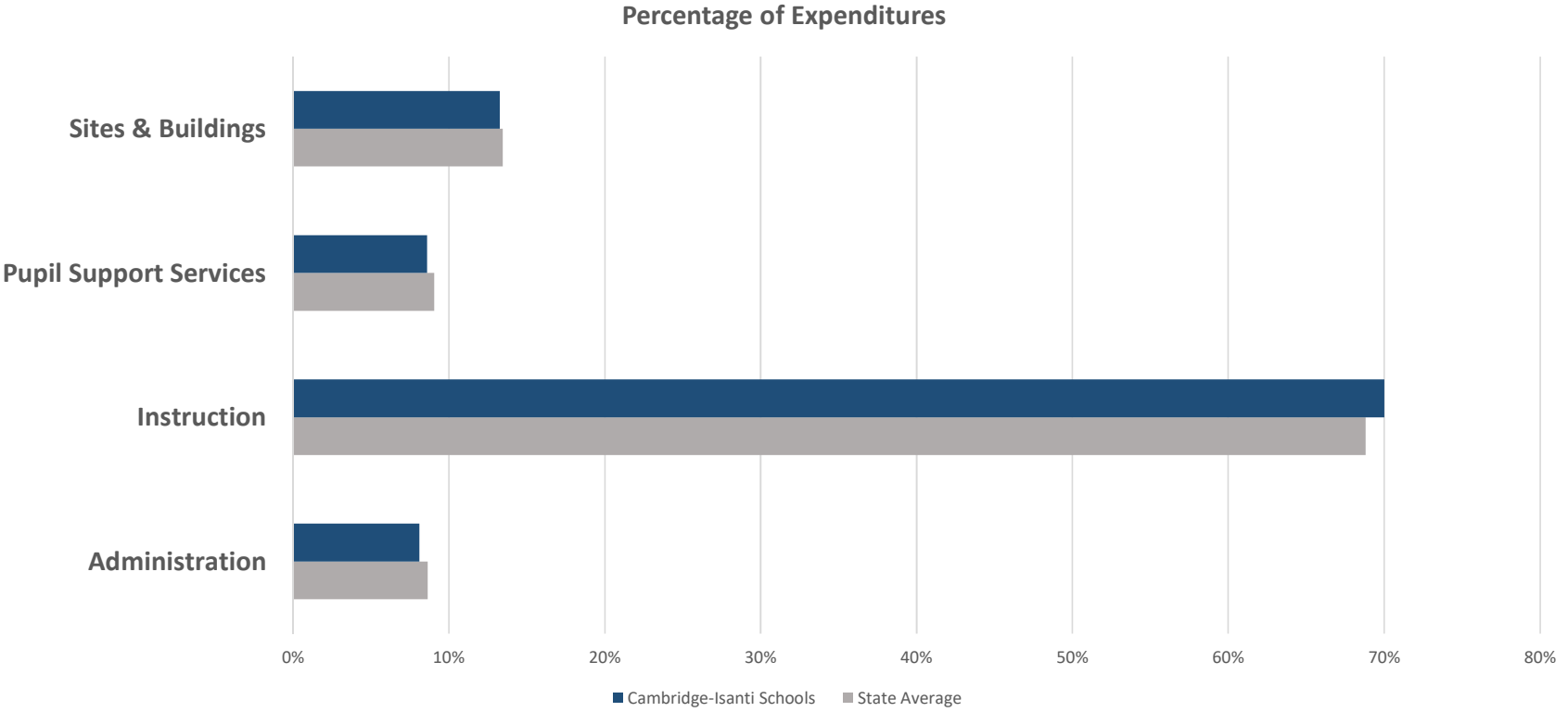


Source: Minnesota Department of Education

7



# Spending vs State-wide Average (2019)



50

Source: Minnesota Department of Education



# FY2020-21 Food Services Prelim Budget

FOOD SERVICE FUND (02)	FY2019-20 Revised Budget	FY2020-21 Preliminary Budget	Variance (\$)	Variance (%)
<b>REVENUES</b>				
Local Revenue	\$ 5,799	\$ 7,689	\$ 1,890	32.6%
State Revenue	144,696	122,781	(21,915)	-15.1%
Federal Revenue	1,049,419	1,217,971	168,552	16.1%
Other Local	1,087,651	1,031,978	(55,673)	-5.1%
<b>Total Revenues</b>	<b>\$ 2,287,565</b>	<b>\$ 2,380,418</b>	<b>\$ 92,854</b>	<b>4.1%</b>
<b>EXPENSES</b>				
Salaries	\$ 818,455	\$ 858,936	\$ 40,482	4.9%
Employee Benefits	288,098	286,784	(1,314)	-0.5%
Purchased Services	185,896	175,082	(10,814)	-5.8%
Supplies & Materials	1,013,681	1,029,922	16,241	1.6%
Capital Expenditures	22,130	35,500	13,370	60.4%
Other Expenditures	4,422	3,750	(672)	-15.2%
<b>Total Expenditures</b>	<b>\$ 2,332,681</b>	<b>\$ 2,389,974</b>	<b>\$ 57,293</b>	<b>2.5%</b>



# FY2020-21 Community Ed Prelim Budget

COMMUNITY EDUCATION (04)	FY2019-20 Revised Budget	FY2020-21 Preliminary Budget	Variance (\$)	Variance (%)
<b>REVENUES</b>				
Local Revenue	\$ 1,992,381	\$ 1,748,477	\$ (243,904)	-12.2%
State Revenue	544,472	529,403	(15,069)	-2.8%
<b>Total Revenues</b>	<b>\$ 2,536,853</b>	<b>\$ 2,277,880</b>	<b>\$ (258,973)</b>	<b>-10.2%</b>
<b>EXPENSES</b>				
Salaries	\$ 1,559,238	\$ 1,403,448	\$ (155,791)	-10.0%
Employee Benefits	516,304	589,802	73,498	14.2%
Purchased Services	270,990	155,757	(115,234)	-42.5%
Supplies & Materials	109,970	72,384	(37,586)	-34.2%
Capital Expenditures	18,050	5,550	(12,500)	-69.3%
Other Expenditures	2,250	940	(1,310)	-58.2%
<b>Total Expenditures</b>	<b>\$ 2,476,803</b>	<b>\$ 2,227,880</b>	<b>\$ (248,923)</b>	<b>-10.1%</b>



# FY2020-21 Debt Service Prelim Budget

<b>DEBT SERVICE (07)</b>	<b>FY2019-20 Revised Budget</b>	<b>FY2020-21 Preliminary Budget</b>	<b>Variance (\$)</b>	<b>Variance (%)</b>
<b>REVENUES</b>				
Local Revenue	\$ 4,573,506	\$ 4,682,517	\$ 109,011	2.4%
State Revenue	649,690	706,691	57,001	8.8%
Other Local	10,000	-	(10,000)	-100.0%
<b>Total Revenues</b>	<b>\$ 5,233,196</b>	<b>\$ 5,389,208</b>	<b>\$ 156,012</b>	<b>3.0%</b>
<b>EXPENSES</b>				
Principal Payments	\$ 4,055,000	\$ 4,190,000	\$ 135,000	3.3%
Interest Payments	1,532,045	1,413,745	(118,300)	-7.7%
Other/Misc Fees	5,000	5,775	775	15.5%
<b>Total Expenditures</b>	<b>\$ 5,592,045</b>	<b>\$ 5,609,520</b>	<b>\$ 17,475</b>	<b>0.3%</b>



# FY2020-21 General Fund Balance

Fund Balances	Beg Balance	Revenue Projection	Expense Projection	End Balance	Fund Bal (%)
Unassigned	\$ 1,808,076	\$ 51,523,219	\$ 50,340,826	\$ 2,990,469	5.0%
Non-Spendable	166,438	166,438	166,438	166,438	0.3%
Staff Development	-	734,020	734,020	-	0.0%
Operating Capital	306,307	1,996,881	2,055,601	247,587	0.4%
Learning and Development	142,127	1,075,876	1,218,003	-	0.0%
Area Learning Center	1,413	-	1,413	-	0.0%
Gifted & Talented	863	72,682	73,545	-	0.0%
Basic Skills	219,155	1,250,640	1,469,795	-	0.0%
Safe Schools Levy	144,351	190,107	190,107	144,351	0.2%
Basic Skills Extended Time	4,209	45,487	49,696	-	0.0%
Assigned Fund Balance	-	-	-	-	0.0%
LTFM	1,509,098	2,145,579	3,198,309	456,368	0.8%
Medical Assistance	-	400,000	400,000	-	0.0%
Assigned	473,638	515,700	515,700	473,638	0.8%
<b>Total Fund Balance</b>	<b>\$ 4,775,675</b>	<b>\$ 60,116,630</b>	<b>\$ 60,413,454</b>	<b>\$ 4,478,851</b>	<b>7.4%</b>



# FY2020-21 Other Fund Balances

<b>Fund Balances</b>	<b>Beg Balance</b>	<b>Revenue Projection</b>	<b>Expense Projection</b>	<b>End Balance</b>	<b>Fund Bal (%)</b>
Food Service	245,468	2,380,418	2,389,974	235,912	9.9%
Community Education	(68,744)	2,277,880	2,227,880	(18,744)	-0.8%
Debt Service	1,594,385	5,389,208	5,609,520	1,374,073	24.5%



**CAMBRIDGE**

**ISANTI** *Schools*

**EVERY STUDENT, EVERY DAY**



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item C: 2020-2021 BoardBook Renewal

Commentary by: Christopher Kampa

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Background:

Currently the school board agenda and supporting documentation is created and compiled using the BoardBook application which is a subscription-based service.

The renewal cost for 2020-2021 is \$2,100.00  
The renewal cost for 2019-2020 was \$2,100.00

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Administration Recommendation:  
To approve 2020-2021 BoardBook Renewal

Motion to approve 2020-2021 BoardBook Renewal made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

- Nikki Johnson: \_\_\_\_\_
- Carri Levitski: \_\_\_\_\_
- Heidi Sprandel: \_\_\_\_\_
- Tim Hitchings: \_\_\_\_\_
- Lynn Wedlund: \_\_\_\_\_
- Gary Hawkins: \_\_\_\_\_
- Aaron Berg: \_\_\_\_\_



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item D: 2020-2021 SEE (Schools for Equity in Education)  
Membership Renewal

Commentary by: Christopher Kampa

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Background:

The Schools for Equity in Education (SEE) membership fee for Cambridge-Isanti Schools commencing July 1, 2020- June 30, 2021 is \$6707.00.

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Administration Recommendation:  
To approve SEE Membership Renewal

Motion to approve SEE Membership Renewal made by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_  
Carri Levitski: \_\_\_\_\_  
Heidi Sprandel: \_\_\_\_\_  
Tim Hitchings: \_\_\_\_\_  
Lynn Wedlund: \_\_\_\_\_  
Gary Hawkins: \_\_\_\_\_  
Aaron Berg: \_\_\_\_\_



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item E: 2020-2022 MREA (Minnesota Rural Educators Association)  
Membership Renewal

Commentary by: Christopher Kampa

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Background:

MREA (Minnesota Rural Educators Association) represents a significant number of rural Minnesota districts, advocating for equal funding for rural communities. Cambridge-Isanti Schools has been a member of MREA for the past 4 years and have found it to be a great asset to our school district. MREA gives C-I an expanded opportunity by joining forces with a team who advocates for K-12 funding increases, reducing inequalities in long-term maintenance funding, and meets with legislative leaders to drive educational change. The two-year renewal option offers a 15% discount on the standard membership dues. This represents a \$750 savings over both years.

2019-2020 Renewal Cost: \$2,500.00

2020-2022 2-Year Renewal Cost: \$4,250.00 (\$2,125 per year)

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Administration Recommendation:

To approve 2020-2022 MREA Membership Renewal

Motion to approve 2020-2022 MREA Membership Renewal made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_

Carri Levitski: \_\_\_\_\_

Heidi Sprandel: \_\_\_\_\_

Tim Hitchings: \_\_\_\_\_

Lynn Wedlund: \_\_\_\_\_

Gary Hawkins: \_\_\_\_\_

Aaron Berg: \_\_\_\_\_



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item F: 2019-2020 Calendar Revision

Commentary by: Dr. Brenda Damiani

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Background:

The 2019-20 Traditional and Year-round school calendars have been revised to reflect the following:

February 13, 2020 eLearning Day

March 15 and 16, 2020 C-I Schools Distance Learning Planning Days

March 18 - 27, 2020 MDE Distance Learning Planning Days

March 30 - June 4, 2020 Distance Learning Days

The revised Traditional and Year-round calendars are attached.

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Administration Recommendation:

To approve 2019-2020 Calendar Revision

Motion to approve 2019-2020 Calendar Revision made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_

Carri Levitski: \_\_\_\_\_

Heidi Sprandel: \_\_\_\_\_

Tim Hitchings: \_\_\_\_\_

Lynn Wedlund: \_\_\_\_\_

Gary Hawkins: \_\_\_\_\_

Aaron Berg: \_\_\_\_\_

JULY 2019						
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AUGUST 2019						
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SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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**AUGUST 2019**

Aug 26 All Staff Workshop (AM) / Work Time (PM)  
 Aug 27 Professional Development / Work Time  
 Aug 28 Professional Development / Work Time  
 Aug 29 Work Time

**SEPTEMBER 2019**

Sept 2 Labor Day (Buildings Closed)  
 Sept 3 **First Day of School for Grades 1-6 and 9**  
 Sept 4 **First Day of School for Grades 7-8, 10-12**  
 Sept 5 **First Day of School for Kindergarten**  
 Sept 30 **No School: Professional Development**

**OCTOBER 2019**

Oct 17-18 **No School: Professional Conventions**

**NOVEMBER 2019**

Nov 26 End of Trimester 1 (58 Days)  
 Nov 27 **No School: Professional Development / Work Time**  
 Nov 28-29 **No School: Thanksgiving Break (Buildings Closed)**

**DECEMBER 2019**

Dec 2 Start of Trimester 2  
 Dec 23-31 **No School: Winter Break (Buildings Closed Dec 23, 24, 25)**

**JANUARY 2020**

Jan 1 **No School: Winter Break (Buildings Closed)**  
 Jan 20 **No School: Martin Luther King Day**  
 Jan 21 **No School: Professional Development**

**FEBRUARY 2020**

Feb 13 **E-Learning Day**  
 Feb 17 **No School: President's Day (Buildings Closed)**

**MARCH 2020**

Mar 5 End of Trimester 2 (58 days)  
 Mar 6 **No School: Professional Development / Work Time**  
 Mar 9-13 **No School: Spring Break**  
 Mar 16 Start of Trimester 3  
 Mar 16-17 **No School: COVID-19 Planning (C-I Schools)**  
 Mar 18-27 **COVID-19 Planning (State Closure)**

**APRIL 2020**

Apr 10 **No School: (Buildings Closed)**  
 Apr 13 **No School: Professional Development**

**MAY 2020**

May 25 **No School: Memorial Day (Buildings Closed)**

**JUNE 2020**

June 4 End of Trimester 3 (56 days) — **Last Day of School**  
 June 5 Snow Make-up day if needed / Work Time / Graduation

**March 30 — June 4: Distance Learning**

<b>Total Student Instructional Days:</b>	<b>170</b>	<b>Total Teacher Days:</b>	<b>183</b>
Trimester 1 — Sept 3 to Nov 26 .....	58	Teacher Work Days .....	3.5
Trimester 2 — Dec 2 to Mar 5 .....	58	Prof Development Days .....	5.5
Trimester 3 — Mar 16 to June 4 .....	54	Conference Comp Days .....	2

No School	School in Session	Teacher Work Time
Holiday-Buildings Closed	First/Last Day of School	No School-Staff Prof Dev

JANUARY 2020						
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JUNE 2020						
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TRIMESTER 1—Sept 3 to Nov 27 (58 Days)

TRIMESTER 2

TRIMESTER 2—Dec 2 to Mar 5 (58 Days)

TRIMESTER 3—Mar 16 to June 4 (56 Days)

TRIMESTER 1—July 31 to Oct 25 (57 Days)

TRIMESTER 2—Nov 11 to Feb 28 (60 Days)

TRIMESTER 2—Nov 11 to Feb 28 (60 Days)

TRIMESTER 3—Mar 2 to June 4 (55 Days)

JULY 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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### JULY / AUGUST 2019

- July 29-30 Professional Development / Work Time
- July 31 **First Day of School**
- Aug 26 **No School: All Staff Workshop (AM)**
- Aug 27 **No School: Professional Development / Work Time**

### SEPTEMBER 2019

- Sept 2 Labor Day (Buildings Closed)
- Sept 30 **No School: Professional Development**

### OCTOBER 2019

- Oct 17-18 **No School: Professional Conventions**
- Oct 25 End of Trimester 1 (57 Days)
- Oct 28-31 **No School: Fall Break**

### NOVEMBER 2019

- Nov 1-8 **No School: Fall Break**
- Nov 11 Start of Trimester 2
- Nov 27 **No School: Professional Development / Work Time**
- Nov 28-29 **No School: Thanksgiving Break (Buildings Closed)**

### DECEMBER 2019

- Dec 20-31 **No School: Winter Break (Buildings Closed Dec 23, 24, 25)**

### JANUARY 2020

- Jan 1-8 **No School: Winter Break (Buildings Closed Jan 1)**
- Jan 20 **No School: Martin Luther King Day**
- Jan 21 **No School: Professional Development**

### FEBRUARY 2020

- Feb 13 **E-Learning Day**
- Feb 17 **No School: President's Day (Buildings Closed)**
- Feb 28 End of Trimester 2 (60 days)

### MARCH 2020

- Mar 2 Start of Trimester 3
- Mar 6 **No School: Professional Development / Work Time**
- Mar 9-20 **No School: Spring Break**
- Mar 23-27 **COVID-19 Planning (State Closure)**

### APRIL 2020

- Apr 10 **No School: Holiday (Buildings Closed)**
- Apr 13 **No School: Professional Development**

### MAY 2020

- May 25 **No School: Memorial Day**

### JUNE 2020

- June 4 End of Trimester 3 (55 Days) — **Last Day of School**
- June 5 Snow make-up day if needed / Work Time / Graduation

**March 30 — June 4: Distance Learning**

<b>Total Student Instructional Days:</b> 172	<b>Total Teacher Days:</b> 183
Trimester 1 — Jul 31 to Oct 25..... 57	Teacher Work Days ..... 3.5
Trimester 2 — Nov 11 to Feb 28 ..... 60	Prof Development Days ..... 5.5
Trimester 3 — Mar 2 to June 4 ..... 55	Conference Comp Days ..... 2

No School	School in Session	Teacher Work Time
Holiday-Buildings Closed	First/Last Day of School	No School-Staff Prof Dev

JANUARY 2020						
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FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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JUNE 2020						
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Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item G: Contractual Agreement for Alternative Education Services  
Between Cambridge-Isanti Schools and Ogilvie Public  
Schools

Commentary by: John Droubie

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Background:

Cambridge-Isanti is required by MDE to update their ALC application along with all other ALC's. MDE is attempting to get a better handle of ALC partnerships and extended day programs. One requirement is for Riverside Academy to have a partnership or cooperative with another school district. Ogilvie Public Schools has been a limited partner with Riverside Academy for the past several years. This agreement continues to be a limited partnership with Cambridge-Isanti Schools serving as their fiscal host for Targeted Services. There is no negative financial implication.

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Administration Recommendation:

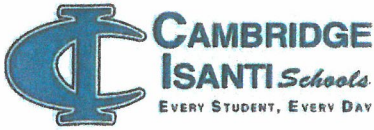
To approve Contractual Agreement for Alternative Education Services Between Cambridge-Isanti Schools and Ogilvie Public Schools

Motion to approve Contractual Agreement for Alternative Education Services Between Cambridge-Isanti Schools and Ogilvie Public Schools made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

- Nikki Johnson: \_\_\_\_\_
- Carri Levitski: \_\_\_\_\_
- Heidi Sprandel: \_\_\_\_\_
- Tim Hitchings: \_\_\_\_\_
- Lynn Wedlund: \_\_\_\_\_
- Gary Hawkins: \_\_\_\_\_
- Aaron Berg: \_\_\_\_\_



**CONTRACTUAL AGREEMENT  
For Alternative Education Services  
Between Cambridge-Isanti Schools and Ogilvie Public Schools**

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This agreement is made and entered into by and between Riverside Academy, Intervention Options for Cambridge-Isanti Schools, 625 C Main Street North, Cambridge, Minnesota 55008, hereafter referred to as the Riverside Academy, and Ogilvie School District, Independent School District Number 0333, hereafter referred to as School District 0333, for school years: 2020-21, 2021-22, 2022-2023; the dates of July 1, 2020 to June 30, 2023.

WHEREAS, School District 0333 wishes to collaborate for alternative education services from Riverside Academy

WHEREAS, Riverside Academy represents that it is duly qualified and willing to perform such services; and

WHEREAS, funds are available to obtain such services; and

NOW THEREFORE, in consideration of the mutual undertakings and agreements set forth below, Riverside Academy and School District 0333 agree as follows:

**A. Provisions**

- Riverside Academy agrees to provide consultative services pertaining to the provision of alternative education services for at-risk students.
  
- Riverside Academy agrees to provide design, monitoring, programming, and reporting for specified Summer and Traditional Year programming. Riverside Academy will serve as fiscal host of these programs and retain a portion of the revenue generated to cover operating expenses.
  
- Riverside Academy agrees to reimburse School District 0333 for all approved expenditures incurred in the performance of the agreed upon services.
  
- School District 0333 agrees to provide a 15:1 student-teacher ratio that covers the cost of the program.
  
- School District 0333 agrees to provide access to the records of students served under the contract in accordance with the provisions of the Minnesota Government Data Practices Act.

- School District 0333 agrees to provide accommodations and support services as necessary and as directed on Individualized Educational Plans or 504 Plans.
- School District 0333 agrees to assure Riverside Academy and Cambridge-Isanti Schools hold-harmless in any and all liabilities incurred by School District 0333.
- School District 0333 agrees to complete all essential paperwork, and to the MN State of Education requirements, and Riverside Academy, Cambridge-Isanti Schools expectations. This list includes, but is not limited to; continual learning plans for each student, registration for each student, referral for each student, attendance for each class/program, data summary and evaluation, and student required documentation.
- School District 0333 will submit invoice(s) after the Summer Session, on or about August 15th; after the Traditional Year first semester, and the end of the Traditional Year programming calendar (approximately May 23rd). Riverside Academy will hold end of the year payroll/payments until all statute required CLPs (Continuous Learning Plans) are received completed in their entirety.

**B. Statement of Nondiscrimination**

The parties hereto agree that they shall provide services, equipment, and facilities in compliance with the Civil rights Act of 1964 (P.L. 88-352) to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination; under any program activity which is supported by Federal Funds.

**C. Modification Of Contract**

No modification or amendment of this Contract or of any covenant, condition or limitation contained herein shall be valid unless in writing and duly executed by the party to be charged therewith and no evidence of any waiver or modification shall be offered or received in any proceeding between the parties unless in writing.

**D. Termination**

This agreement shall continue and be binding upon the parties hereto for the 2020-2021, 2021-2022, and 2022-2023 fiscal years unless terminated as herein provided. The Cooperative agrees to commit services for the full period specified in the contract.

**E. Assets and Equity**

This agreement does not entitle School District 0333 to any of the assets or equity of the Cambridge-Isanti School District.

**F. Term of Contract**

This contract shall be in existence for the period July 1, 2020 through June 30, 2023.

APPROVED AS TO EXECUTION:

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Nathan Rudolf, Superintendent  
Cambridge-Isanti Schools, ISD# 911

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Date

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John Droubie, Director  
Riverside Academy, Director  
Cambridge-Isanti Schools, ISD# 911

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Date

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Kathy Belsheim, Superintendent of Schools  
Ogilvie Public Schools, ISD# 333

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Date

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Tim Hitchings, Board Chair  
Cambridge-Isanti Schools, ISD #0911

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Date

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Gerry DeBoer, Board Chair  
Ogilvie School District, ISD #0333

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Date

# STATE APPROVED ALTERNATIVE PROGRAM UPDATE

## Area Learning Center

***ALC required programming components:***

1. Except for districts located in a city of the first class (Minneapolis, St. Paul and Duluth), ALCs **must** be established cooperatively with at least **two districts** and serve the geographic area of those districts.
2. ALCs must offer a comprehensive education program through a school within a school or separate site for students at **both** the middle school and high school level.
3. ALCs must have programming available throughout the calendar year.
4. If the above components are in place Targeted Services may be offered outside of the core school day program to grade levels K-8.

*Please complete the full update. Incomplete forms will be returned.  
Questions, technical support and completed applications can be sent to  
MDE.AlternativeLearning@state.mn.us.*

SUMMARY OF AREA LEARNING CENTER PROGRAMS TO BE OFFERED					
✓	LEARNING YEAR PROGRAMS	Separate Site (SS) or School within School (SWS)	DAILY SCHEDULE	STUDENT ENROLLMENT DATES	DESCRIPTION OF STUDENTS <i>grade level, focus of support</i>
	Day Program – High School		Seat-based and Independent Study 8:15am – 2:45pm	9/3/19-6/5/20	9-12, HSGI
	Day Program – Middle Level		Seat-based and Independent Study 8:15am – 2:45pm	9/3/19-6/5/20	9-12, HSGI
	Before/After school Program		None		
	Summer Program	Cambridge-Isanti HS and Riverside Academy	High School-4 days/week, 6 weeks		HSGI and credit recovery
	Night Option Program	Riverside Academy	2 days per week 3:00- 5:00 pm	9/4/19-6/4-20	HSGI, credit recovery
	Targeted Services (K-8)	Cambridge-Isanti Schools, Ogilvie, Art and Art and Science Academy	2 days per week, multiples schedules	10/4/19-5/27/20	K-8, HSGI, referral
	OTHER		<b>67</b>		

*NOTE: Independent Study and Targeted Services are separate from the ALC Application process.*

# STATE APPROVED ALTERNATIVE PROGRAM UPDATE

Area Learning Center

*ALC required programming components:*

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*Please complete the full update. Incomplete forms will be returned.  
Questions, technical support and completed applications can be sent  
to [MDE.AlternativeLearning@state.mn.us](mailto:MDE.AlternativeLearning@state.mn.us).*

*NOTE: Independent Study and Targeted Services are separate from the ALC Application process.*

	Career and College Success 1500 Highway 36 West Roseville, MN 55113-4266	<b>Area Learning Center(ALC)                  Application</b>
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**1. Documented District Cooperation (unless city of the first class):**

APPLICANT IDENTIFICATION INFORMATION			
District Acting as Fiscal Agent (1) Cambridge-Isanti Schools, Riverside Academy		District Number 911	
Contact Person John Droubie, Director	Email jdroubie@c-ischools.org	Telephone Number Off:763.552.6252, cell: 763.234-8509	
Address of Contact 1700 305th Ave. NE	City Cambridge	State MN	Zip Code 55008
Cooperating District Name (2) Ogilvie School District		District Number 0333	
Contact Person Kathy Belsheim, Superintendent	Email kbelsheim@ogilvie.k12.mn.us	Telephone Number 320.272.5075	
Address of Contact 333 School Dr.	City Ogilvie	State MN	Zip Code 56358
Cooperating District Name (If applicable)		District Number	
Contact Person	Email	Telephone Number	
Address of Contact	City	State	Zip Code

*Examples of documentation to attach formalizing the agreement between districts to provide an ALC:*

1. Local School Board of Directors written agreement to cooperate including the elements of
  - Data sharing agreement
  - Identifying district to act as fiscal agent
  - Standardization of all basic skills and title funding from resident districts (ensuring allocation to ALC)
  - Professional development plan/allocation for ALC staff
2. Advisory Committee/other to guide decision-making processes at the ALC
  - Frequency of meeting

- Sharing of minutes for transparency
- 3. Locations of ALC programming (comprehensive high and mid-level, extended-day and targeted services)
- 4. Systems related to providing transportation where appropriate

*Questions, technical support and submissions should be directed to [MDE.AlternativeLearning@state.mn.us](mailto:MDE.AlternativeLearning@state.mn.us)*

**2. Description of Core Day Programming:**

**Comprehensive High School Programming** – this details information for the core day programming that will be offered through the ALC.

HIGH SCHOOL PROGRAM SITE/LOCATIONS			
Provide the following information on each of the program sites for which approval is desired. Attach an additional page, if necessary.			
SITE NAME	SITE ADDRESS	SITE CONTACT	CONTACT EMAIL
1 Riverside Academy	1700 305th Ave. NE, Cambridge MN	John Droubie	jdroubie@c-ischools.org
2			
3			
4			

HIGH SCHOOL PROGRAM STAFFING			
Provide the following information on each of the program sites listed above. Attach an additional page, if necessary.			
SITE #	AREA OF TEACHER LICENSURE	NUMBER OF TEACHER FTE(s)	Please describe the essential skills sought for teachers that will be supporting students in the core ALC high school program.
380	Math	.8	5 Character Traits: Respect, Compassion, Responsibility, Honesty and Self-disciplines; Marzano Framework, PBIS School Riverside staff in-service in collaboration with CI -teaching to state standards; Marzano Framework; PBIS schools.
380	English	.8	
380	Social	.8	
380	Science	.6	
380	Sped	.8	
380 Electives		.8	

**Comprehensive Mid-Level Programming** – this details information for the core day programming that will be offered through the ALC to mirror grades levels in the districts middle school:

MID-LEVEL PROGRAM SITE/LOCATIONS			
Provide the following information on each of the program sites for which approval is desired. Attach an additional page, if necessary.			
SITE NAME	SITE ADDRESS	SITE CONTACT	CONTACT EMAIL
1 Riverside Academy, MLP	1700 305th Ave. Cambridge	John Droubie	jdroubie@c-ischools.org
2			
3			
4			

MID-LEVEL PROGRAM STAFFING			
Provide the following information on each of the program sites listed above. Attach an additional page, if necessary.			
SITE #	AREA OF TEACHER LICENSURE	NUMBER OF TEACHER FTE(s)	Please describe the essential skills sought for teachers that will be supporting students in the core ALC high school program.
385	Math	.2	See above.

385	English	.2	same as above
385	Social	.2	
385	Science	.2	
385	Electives	.2	
385	Sped	.2	

Traditional Day, Independent Study, School 381

381	Multiple Subjects, one teacher	.2	Same as above

**3. Description of Extended Day Programming:**

*a. Extended Day Programming – this details programming that will be offered outside of the core school day and/or calendar (i.e. summer) for students in grades 9-12:*

EXTENDED LEARNING PROGRAM SITE/LOCATIONS			
Provide the following information on each of the program sites for which approval is desired. Attach an additional page, if necessary.			
SITE #	SITE NAME	SITE ADDRESS	CONTACT EMAIL
1	380 Summer, seat-based	1700 305th Ave. Cambridge	John Droubie jdroubie@c-ischools.org
2	381, Independent Study/Credit Makeup	same	same
3			
4			

EXTENDED LEARNING PROGRAM STAFFING			
Provide the following information on each of the program sites listed above. Attach an additional page, if necessary.			
SITE #	AREA OF TEACHER LICENSURE	NUMBER OF TEACHER FTE(s)	Please describe the essential skills sought for teachers that will be supporting students in the core ALC high school program.
381	Social		Licensed staff for Independent study full-time students and independent study credit makeup students in collaboration with Cambridge-Isanti High School; also serving multiple MN district diploma requirements using a Credit Completion Agreement with those schools.
	English		
	Math/Science/Multi-subjects		
	Electives		

*b. Targeted Services Programming - this details programming that will be offered outside of the core school day and/or calendar (i.e. summer) for students in grades K-8.*

EXTENDED LEARNING PROGRAM SITE/LOCATIONS			
Provide the following information on each of the program sites for which approval is desired. Attach an additional page, if necessary.			
SITE #	SITE NAME	SITE ADDRESS	CONTACT EMAIL
1	390, traditional year only	1700 305th Ave. Cambridge	John Droubie jdroubie@c-ischools.org
2	391, summer only	same	
3	392, non res schools, summer and traditional year	same	
4			

EXTENDED LEARNING PROGRAM STAFFING			
Provide the following information on each of the program sites listed above. Attach an additional page, if necessary.			
SITE #	AREA OF TEACHER LICENSURE	NUMBER OF TEACHER FTE(s)	Please describe the essential skills sought for teachers that will be supporting students in the core ALC high school program.

390	Elementary and Middle School		Remediation of elementary and middle school standards
391	Same		
392	Same		

**4. PROGRAM DETAILS: please respond to the following and attach requested documents**

1. Program Decision Making – how will the cooperating districts share in decision making related to ALC programming?
2. Attach a draft budget for the center, including revenue sources and proposed staffing levels.
3. How will ALC programming be communicated to the community (*attach a copy of a sample promotional article*)?
4. What are the procedures and methods for identifying learner needs and completing the Continual Learning Plan (CLP) (*attach a copy of the continual learning plan*)?
5. How will ALC students access district resources such as counselors, social supports, technology, facilities and staff?
6. Describe how the ALC will be cooperating agencies from the community, and how each will provide assistance to learners.
7. Legislation requires that students be taught and assessed on the state academic standards (Language Arts, Mathematics, Science, Social Studies, and the Arts) and local standards (Physical Education, Health, Career and Technical Education, World Languages). Explain the process of aligning courses to local and state standards.
8. Describe the personal support services as required by the state (see Minnesota Statute 123A.06, Subd. 1. Program Focus).

***Please complete the full update. Incomplete forms will be returned.***

***Questions, technical support and completed applications can be sent to MDE.AlternativeLearning@state.mn.us.***

## STATE APPROVED ALTERNATIVE PROGRAM UPDATE

Supporting documentation to:

### ITEM 4 - PROGRAM DETAILS

1. Program Decision Making - How will the cooperating districts share in the decision making related to ALC programming?
  - a. Planning meetings between districts to collaborate on program focus according to state standards and current student needs and interest.
  - b.
  - c.
2. Attach a draft budget for the center including revenue sources and proposed staffing levels.
  - a. See Attached
    - i. ALC: Core Day and Extended Day
    - ii. Targeted Services may (include C-I Summer transportation for School 391 and School 392 for Summer/Traditional year transportation for Ogilvie.
3. How will ALC programming be communicated to the community (attach a copy of a sample promotional article)?
  - a. The Riverside Academy brochure contains the following:

#### **General Information**

The Riverside Academy - High School Program is designed to meet the needs of diverse learners by providing flexible scheduling, a safe student-centered environment, challenging curriculum and student designed programming. Riverside Academy - High School offers 10th through 12th grade students an opportunity to earn credits toward a high school diploma from their resident district. The delivery method choices are seat-based, independent study (for students 16 years and older) or a combination of both.

The Riverside Academy - Middle School Program is designed to meet the needs of diverse learners by providing small classes, a safe student-centered environment, individualized curriculum/instruction. Riverside Academy - Middle School offers 6th through 9th grade students an opportunity continue their education and 9th graders are able earn their credits towards graduation

#### **Program Goals**

- By demonstrating respectful relationships toward themselves and others, students will set and accomplish their goals.
- Staff will assess all students' emotional, social and behavioral supports needed.

- All students will be provided a comprehensive education based on relevancy and best practices which will give them skills and abilities to compete in an ever-changing world.

Roots of Success at Riverside Academy - High School are Founded in the Cambridge-Isanti Schools Commitment in

***THE BLUEJACKET WAY***

**We show COMPASSION** (Kindness & Consideration)

**We exhibit HONESTY** (Truthfulness & Sincerity)

**We practice RESPECT** (Politeness & Humility)

**We demonstrate RESPONSIBILITY** (Dependability & Accountability)

**We display SELF-DISCIPLINE** (Attentiveness & Mindfulness)

## **Independent Study Program Model**

### **General Information**

The Independent Study method requires student direct-instructional class time (attendance) and outside academic work completed (homework) to earn the required credit(s). A state requirement for direct-instructional time is 1 hour for every 4 hours of quality, standards-based, independent study homework completed. Homework completed and turned in may not be counted if there is insufficient direct-instructional time. It is the responsibility of the student to ask for Independent Study work. Students must be 16 years of age or older and must be approved case by case with Riverside Academy.

## **School Year Credit Recovery Program**

### **General Information**

Riverside Academy High School credit recovery is offered as an after-school program using the independent study model. It is available to students age 16 and older who have failed a course and are in need of making up the credit in order to meet district graduation requirements. A limited number of courses are offered.

TUESDAY      3:15 - 5:15      ENGLISH OR SOCIAL

WEDNESDAY   3:15 - 5:15      MATHEMATICS OR SCIENCE OR ELECTIVES

## Riverside Academy Intervention Programs

Riverside Academy believes all students should be given every opportunity to succeed. Targeted Services provides students with a recommended intervention to help students succeed in school and also excel in life.

Targeted Services is a free, year-round program that helps students in grades K-8 improve their math and reading abilities. Qualifying students are invited to attend before- or after-school classes during the school year and attend our summer program. Transportation may be provided along with either breakfast for before-school classes, an afternoon snack for after-school classes, or both breakfast and lunch during the summer program.

Our Targeted Services opportunities are taught by licensed teachers who work closely with students to help meet individual students' needs in math and reading, preparing them for success during the school day. Targeted Services classes are engaging and comfortable environments for learning. There are typically no more than 15 students per teacher. In Targeted Services, parents and teachers work together to develop an educational plan that is tailored to that student. While Targeted Services instruction focuses mainly on math and reading, we know it is critical to also provide students with a well-rounded education, so students in Targeted Services also participate in various enrichment activities, including field trips.

Schools included in this are:

Cambridge Primary School                  Cambridge Intermediate School

Isanti Primary School                        Isanti Intermediate School

Cambridge Middle School                  Isanti Middle School

Additional Districts include: Ogilvie School District, #0333-01 and

Art and Science Academy, #4227-07

b. Targeted Services Brochure:

[https://drive.google.com/file/d/1aikqG\\_86dX\\_DXbYLAJrIpsCz0UaVAnXX/view?usp=sharing](https://drive.google.com/file/d/1aikqG_86dX_DXbYLAJrIpsCz0UaVAnXX/view?usp=sharing)

4. What are the procedures and methods for identifying learner needs and completing the Continual Learning plan (CLP) (attach a copy of the continual learning plan)?

a. Riverside Academy Core Day and Extended Day CLP-see attached.

<https://drive.google.com/file/d/1isu6TBDAknHEZ4-abpBkXPiHlmPBx9qS/view?usp=sharing>

Riverside Academy has bi-weekly meetings with all Cambridge-Isanti Schools (grades 6-12) in regards to identifying potential learners who would be appropriate

for Riverside Academy. There is also an open and regular communication with these schools as needed. Surrounding school districts also have open communication with Riverside Academy with possible new referrals. The attached CLP is our framework in terms of criteria and meeting the needs of our learners.

b. Targeted Services CLPs are grade-intentional:

Grades K-2:

[https://drive.google.com/file/d/13yK\\_-lOsX7dV\\_qDfAbIOR-CBLq4UQmjq/view?usp=sharing](https://drive.google.com/file/d/13yK_-lOsX7dV_qDfAbIOR-CBLq4UQmjq/view?usp=sharing)

Grades 3-5:

[https://drive.google.com/file/d/1SXyQ5LzjeJlpU\\_sCpoXnvTlvHi1GOj44/view?usp=sharing](https://drive.google.com/file/d/1SXyQ5LzjeJlpU_sCpoXnvTlvHi1GOj44/view?usp=sharing)

Grades 6-8:

[https://drive.google.com/file/d/1c\\_bL11SEmGYJ955w5XnrL2OvWXvqaar-/view?usp=sharing](https://drive.google.com/file/d/1c_bL11SEmGYJ955w5XnrL2OvWXvqaar-/view?usp=sharing)

5. How will ALC students access district resources such as counselors, social supports, technology, facilities and staff?

- a. Riverside Academy has a licensed school social worker.
- b. Riverside Academy utilizes an Advisory system to individually support students academically, socially, and emotionally. Referrals for social support and non-academic concerns are made internally and externally when appropriate for referrals to outside agencies.
- c. Riverside Academy has access to Cambridge-Isanti schools for technology services and supports.
- d. Riverside Academy is housed in a new facility: Woodland Campus of Cambridge-Isanti Schools. Within this facility are licensed staff, staffed lunchroom, gymnasium- including a weight room.
- e. Riverside Academy has health care support from Cambridge-Isanti Schools.
- f. Riverside Academy receives support for special education services through Cambridge-Isanti Schools.

6. Describe how ALC Students will be cooperating with agencies from the community and how each will provide assistance to learners.

- a. Occupational Seminar/Work Experience courses prepare students for employment within the community.
- b. Partnership with Anoka Ramsey Community College for PSEO.
- c. Isanti County Family Services
- d. Isanti County Probation

7. Legislation required that students be taught and assessed on the state academic standards (Language Arts Mathematics, Science, Social Studies, and the Arts) and local standards( Physical Education, Health, Career and Technical Education, World Languages). Explain the process of aligning courses to local and state standards.

- a. Riverside Academy follows the direction of Cambridge-Isanti Teaching and Learning Department for local, and Minnesota state standard requirements.

8. Describe the personal support services as required by the state (Minnesota Statute 123A.06, subd. 1. Program Focus).
  - a. Riverside programming, Cored Day/Independent Study/Credit Make-up/Targeted Services provide students with programs focusing on individual student achievement.

**123A.06 STATE-APPROVED ALTERNATIVE PROGRAMS AND SERVICES.**

Subdivision 1. **Program focus.** (a) The programs and services of a state-approved alternative program must focus on academic and learning skills, applied learning opportunities, trade and vocational skills, work-based learning opportunities, work experience, youth service to the community, transition services, and English language and literacy programs for children whose primary language is a language other than English. Applied learning, work-based learning, and service learning may best be developed in collaboration with a local education and transitions partnership, culturally based organizations, mutual assistance associations, or other community resources. In addition to offering programs, the state-approved alternative program shall coordinate the use of other available educational services, special education services, social services, health services, and postsecondary institutions in the community and services area.

(b) Consistent with the requirements of sections [121A.40](#) to [121A.56](#), a school district may provide an alternative education program for a student who is within the compulsory attendance age under section [120A.20](#), and who is involved in severe or repeated disciplinary action.

# Targeted Services

**Targeted Services** is designed to provide intervention to elementary and middle level students who need academic support in math, language arts, and behavioral/social skills.

## Riverside Academy

Students vary in learning styles and in the amount of time needed to demonstrate academic growth.

625 North Main Street  
Cambridge, Minnesota 55008  
(763) 552-6262

John Droubie  
Director

We also know that all students vary according to their giftedness in different areas.

**A quality learning opportunity to meet the diverse needs of individual learners**

**Therefore, it is the intent of the Targeted Services Program to provide students an additional learning opportunity that allows each individual to utilize their learning preferences, further develop their natural talents, and explore and expand their skills in order to reach new learning horizons.**

Participating Districts:

Cambridge-Isanti Public Schools  
District #911

Ogilvie Public Schools  
District #333

## **FREQUENTLY ASKED QUESTIONS REGARDING TARGETED SERVICES**

### **What is the Targeted Services Program?**

- After school and summer programs
- Promote development of basic skills
- Serves students grade K through 8
- Students must meet State at-risk criteria
- Academic, social, and personal focus
- Low student to teacher ratio

### **How is the Targeted Services Program funded?**

- Revenue from the State of Minnesota
- Governed and facilitated by an Area Learning Center (ALC)
- Based on per student membership

### **What criteria qualify students for the Targeted Services Program?**

- Academic, social and/or personal criteria
- Students at risk of not graduating
- Have not made the same progress as same age peers
- Specific criteria on the referral form

### **What is the purpose of the program?**

- Provide additional time to build skills
- Intervention for skills not yet developed
- Provide activities that help students improve basic skills

### **May students do homework in Targeted Services?**

- Program not designed for this purpose
- May use current homework to teach and practice learning and study strategies
- Study strategies are transferable to new learning situations

### **May students with special needs attend Targeted Services?**

- Yes, students meeting Essential Core skills
- An IEP meeting may be necessary to determine appropriateness of placement
- Targeted Services does not provide support services for special needs students
- Referral to Targeted Services should be a team decision

### **What is a CLP, and what is its purpose?**

- Identifies individual student needs
- States how needs will be addressed
- Is a blueprint for improving academic, social and/or personal skills
- Is reviewed and rewritten annually

### **How is student achievement and/or performance monitored?**

- Standardized tests at the beginning and end of the program
- Periodic written assessments to determine progress
- Informal teacher observations

### **When do Targeted Services classes meet?**

- After school or during the summer
- During inter-sessions
- Schedules vary according to district
- Contact the school for specific details

### **How does a parent refer a student to the Targeted Services Program?**

- Contact their child's teacher
- Contact the building principal
- Contact Riverside Academy

### **What kind of progress toward individual goals can be expected?**

- Progress of individual students varies
- Excellent attendance and a serious approach have the most impact
- Expect improved classroom performance
- Expect less loss of essential learning over the summer months

### **Is transportation provided for after school and summer Targeted Services programs?**

- Transportation varies according to district
- Information regarding busing is sent to parents
- Parents with additional questions should contact their child's school

### **May volunteers work with Targeted Services students?**

- Yes, according to district policies governing volunteers in the schools
- Volunteers under strict supervision of licensed Targeted Services teachers

### **Can private school students attend?**

- Private school students have the same basic program access privileges as do public school children
- Contact your resident school district for details regarding registration

### **Who do I contact if I still have questions about Targeted Services?**

- Contact your child's teacher or the principal of the building in which your child is a student
- Contact Riverside Academy

**RIVERSIDE ACADEMY  
ANNUAL CONTINUOUS LEARNING PLAN (CLP) 2020-2021**

**Today's  
Date** \_\_\_\_\_

STUDENT NAME (PRINT): \_\_\_\_\_ HOME SCHOOL DISTRICT: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_ Grade \_\_\_\_\_

<p><b>I. CURRENT STATUS</b> (Where is the student currently at?)</p> <p>(Check those appropriate)</p> <p><input type="checkbox"/> Performs below peers on achievement tests.</p> <p><input type="checkbox"/> Experienced mental health</p> <p><input type="checkbox"/> Experienced Homelessness</p> <p><input type="checkbox"/> English as a 2nd Language</p> <p><input type="checkbox"/> Excluded or Expelled</p> <p><input type="checkbox"/> Victim of physical or sexual abuse</p> <p><input type="checkbox"/> Pregnant or parent</p> <p><input type="checkbox"/> Assessed as Chemically Dependent</p> <p><input type="checkbox"/> Withdrawn or Truant</p> <p><input type="checkbox"/> Behind in Credit</p> <p><input type="checkbox"/> Referred by District</p>	<p><b>II. GOALS</b> (Where does the student want to go?)</p> <p>(Check those appropriate)</p> <p><input type="checkbox"/> Develop a plan for Graduation</p> <p><input type="checkbox"/> Develop a plan for Credit Make-up</p> <p><input type="checkbox"/> Return to the High School</p> <p><input type="checkbox"/> Follow Accommodations/Modifications per IEP/504 Plan</p> <p><input type="checkbox"/> Other (i.e., social-emotional, study skills, vocational, transitional, parenting, personal) _____</p> <p><input type="checkbox"/> Develop a plan to attend post-secondary school through PSEO Options.</p>	<p><b>III. ACTIVITIES</b> (How will the student meet their goals?)</p> <p>(Check those appropriate)</p> <p><input type="checkbox"/> Enroll &amp; Attend ALC Program:</p> <p><input type="checkbox"/> FULL-TIME DAY STUDENT</p> <p><input type="checkbox"/> Independent Study</p> <p><input type="checkbox"/> Seat-Time</p> <p><input type="checkbox"/> COMBINATION WITH CIHS</p> <p><input type="checkbox"/> CREDIT MAKE-UP</p> <p><input type="checkbox"/> Outside Agency Credits</p> <p><input type="checkbox"/> OJT- Work</p> <p><input type="checkbox"/> Independent Study</p> <p><input type="checkbox"/> Summer ALC/Distance Learning</p> <p><input type="checkbox"/> Night School</p> <p><input type="checkbox"/> Participate in my Individual Education Plan/504</p>	<p><b>IV. ASSESSMENTS</b> (How and when will the student know when they have met the goals?)</p> <p>(Check those appropriate)</p> <p><input type="checkbox"/> Complete Graduation Requirements</p> <p><input type="checkbox"/> Improve attendance</p> <p><input type="checkbox"/> Take MCA ASSESSMENT</p> <p><input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Science</p> <p><input type="checkbox"/> Take ASVAB</p> <p><input type="checkbox"/> Accuplacer</p> <p><input type="checkbox"/> Take ACT offered to student</p> <p><input type="checkbox"/> Complete other district or Individual plan requirements: _____</p>
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**SERVICE ADDENDUM**

<p><b>I. CURRENT STATUS</b></p> <p>PO's Name: _____ Phone #: _____</p> <p>Student is enrolled as a:</p> <p><input type="checkbox"/> Full-Time Student</p> <p><input type="checkbox"/> Independent Study</p> <p><input type="checkbox"/> Seat-Time</p> <p><input type="checkbox"/> Modified Program</p> <p><input type="checkbox"/> Combination Student</p> <p><input type="checkbox"/> Credit Make-Up Student</p> <p><input type="checkbox"/> PSEO Student</p>	<p><b>II. GOAL(S)</b></p> <p>My goal is to earn _____ credits per Trimester (5.5=full time) during this school year towards meeting my graduation requirements.</p> <p><input type="checkbox"/> _____ remaining Graduation Requirements</p> <p><input type="checkbox"/> Credit Make-up Plan includes:</p> <p><input type="checkbox"/> Earn a diploma from the following school _____</p>	<p><b>III. ACTIVITIES</b></p> <p>Attend ALC to complete:</p> <p><input type="checkbox"/> Make yearly progress towards graduation requirements.</p> <p><input type="checkbox"/> Improve my attendance and participation.</p> <p><input type="checkbox"/> I will exceed requirements as a result of attending the ALC because:</p> <p><input type="checkbox"/> I am making up a failed credit.</p> <p><input type="checkbox"/> I qualify through Graduation Incentives criteria.</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>IV. ASSESSMENTS</b></p> <p><input type="checkbox"/> Attendance and IS reviewed each term and data collected to evaluate progress.</p> <p><input type="checkbox"/> Complete course requirements towards graduation and/or to meet yearly progress goal.</p> <p><input type="checkbox"/> Student and staff will review CLP Goals annually</p>
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Parent Notified: \_\_\_\_\_ YES \_\_\_\_\_ NO

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Teacher/Counselor/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



**EXTENDED PROGRAM OFFERED THROUGH RIVERSIDE ACADEMY  
REGISTRATION FORM Grades K-2 at SCHOOL: \_\_\_\_\_**

**To be Completed by the Parent/Guardian**

Student's Legal \_\_\_\_\_ Grade Lvl \_\_\_\_\_ Teacher/Team \_\_\_\_\_  
 . (First) (Middle) (Last)  
 Address \_\_\_\_\_ Gender \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (H) \_\_\_\_\_  
 Parent(s)/Guardian(s) Name (s) \_\_\_\_\_ Phone (W) \_\_\_\_\_  
 Email Contact \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Phone (H) \_\_\_\_\_

Current Services the Student is Receiving, (X) all that apply: **(Student does not need these for Targeted Services)**  
 Title I  Special Education with IEP in  LD  EBD  ELL  School Social Worker/Psychologist  
 504 Plan (Information Sheet MUST be Completed by Caseworker)

**By signing this registration form, I agree with the setting of the below specific goals/targets set for my child during this school year. Cambridge Isanti Alternative Program is providing resources to assist in developing and managing these programs.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Student Signature \_\_\_\_\_ - Date \_\_\_\_\_

Using the initials provided (NY, IP, P), identify areas of concern in the **Initial Referral** column: **NY** = Not Yet at Grade Level **IP** = In Progress **P** = Proficient at Grade Level **NA** = Not Applicable. **TS teachers** complete the **End of TS Term** column using the same initials.

**Beginning of TS Term**  
 (To be completed by referring/school year teacher)

**End of TS Term: (To be completed**  
**by targeted services teacher end of TS school term)**

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Day-school Current Status**

**Personal & Social:**

<u>Current</u>	<u>Goal</u>	
_____	_____	Listens and follows directions
_____	_____	Works independently & responsibly
_____	_____	Demonstrates respect for others
_____	_____	Makes independent personal choices
_____	_____	Interacts easily with peers & adults

**Language & Literacy:**

<u>Current</u>	<u>Goal</u>	
_____	_____	Sight word recognition
_____	_____	Phonics (letters & sounds)
_____	_____	Comprehension
_____	_____	Fluency

**Mathematical Thinking:**

<u>Current</u>	<u>Goal</u>	
_____	_____	Number recognition
_____	_____	Counting
_____	_____	Sorting by color, shape, size
_____	_____	Number identification
_____	_____	Addition/subtraction
_____	_____	Money/time
_____	_____	Place value
_____	_____	Creating/identifying patterns

**End of TS Term Status**

<u>Status</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____

<u>Status</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____

<u>Status</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____

1. \_\_\_\_\_ Performs substantially below the performance level for pupils of the same age in a locally determined achievement test
2. \_\_\_\_\_ Has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69
3. \_\_\_\_\_ Is a victim of physical or sexual abuse
4. \_\_\_\_\_ Has experienced mental health problems
5. \_\_\_\_\_ Has experienced homelessness sometime within six months before requesting a transfer to an eligible program
6. \_\_\_\_\_ Speaks English as a second language or has limited English proficiency

**ASSESSMENT SCORES**

	<u>BEGINNING</u>		<u>ENDING</u>
	RDG	MATH	RDG MATH
NWEA:	_____	_____	_____
AIMS WEB:	_____	_____	_____
OTHER:	_____	_____	_____

**To be Completed by Out of District Staff**

**MARSS DATA:** (TO BE COMPLETED BY OFFICE) MARSS #: \_\_\_\_\_ GRAD YR: \_\_\_\_\_  
 D.O.B. \_\_\_\_\_ RESIDENT SCH. DIST: \_\_\_\_\_ RACE/ETH: \_\_\_\_\_ HOME LANG: \_\_\_\_\_

**EXTENDED PROGRAM OFFERED THROUGH RIVERSIDE ACADEMY  
REGISTRATION FORM Grades 3-5 at SCHOOL: \_\_\_\_\_**

**To be Completed by the Parent/Guardian**

Student's Legal \_\_\_\_\_ Grade Lvl \_\_\_\_\_ Teacher/Team \_\_\_\_\_  
 . (First) (Middle) (Last)  
 Address \_\_\_\_\_ Gender \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (H) \_\_\_\_\_  
 Parent(s)/Guardian(s) Name (s) \_\_\_\_\_ Phone (W) \_\_\_\_\_  
 Email Contact \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Phone (H) \_\_\_\_\_

Current Services the Student is Receiving, (X) all that apply: **(Student does not need these for Targeted Services)**  
 Title I  Special Education with IEP in  LD  EBD  ELL  School Social Worker/Psychologist  
 504 Plan (Information Sheet MUST be Completed by Caseworker)

***By signing this registration form, I agree with the setting of the below specific goals/targets set for my child during this school year. Cambridge Isanti Alternative Program is providing resources to assist in developing and managing these programs.***

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Using the initials provided (NY, IP, P), identify areas of concern in the **Initial Referral** column: **NY** = Not Yet at Grade Level **IP** = In Progress **P** = Proficient at Grade Level **NA** = Not Applicable. **TS teachers** complete the **End of TS Term** column using the same initials.

**Beginning of TS Term**  
 (To be completed by referring/school year teacher)

**End of TS Term:** (To be completed  
 by targeted services teacher end of TS school term)

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Day-school Current Status**

**End of TS Term Status**

**Personal & Social:**

<u>Current</u>	<u>Goal</u>	
_____	_____	Listens and follows directions
_____	_____	Works independently & responsibly
_____	_____	Demonstrates respect for others
_____	_____	Makes independent personal choices
_____	_____	Interacts easily with peers & adults

<u>Status</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Language & Literacy:**

<u>Current</u>	<u>Goal</u>	
_____	_____	Vocabulary
_____	_____	Constructs meaning from reading
_____	_____	Comprehension
_____	_____	Oral reading fluency
_____	_____	Mechanics of writing

<u>Status</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Mathematical Thinking:**

<u>Current</u>	<u>Goal</u>	
_____	_____	Word problems
_____	_____	Place value
_____	_____	Measurement
_____	_____	Number sense
_____	_____	Addition/subtraction
_____	_____	Money/time
_____	_____	Multiplication/division
_____	_____	Fraction/decimals

<u>Status</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1. \_\_\_\_\_ Performs substantially below the performance level for pupils of the same age in a locally determined achievement test
2. \_\_\_\_\_ Has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69
3. \_\_\_\_\_ Is a victim of physical or sexual abuse
4. \_\_\_\_\_ Has experienced mental health problems
5. \_\_\_\_\_ Has experienced homelessness sometime within six months before requesting a transfer to an eligible program
6. \_\_\_\_\_ Speaks English as a second language or has limited English proficiency

**ASSESSMENT SCORES**

<u>BEGINNING</u>	<u>ENDING</u>
<u>RDG</u>	<u>MATH</u>
NWEA: _____	_____
AIMS WEB: _____	_____
OTHER: _____	_____

**To be Completed by <sup>85</sup>Out of District Staff**

**MARSS DATA:** (TO BE COMPLETED BY OFFICE) MARSS #: \_\_\_\_\_ GRAD YR: \_\_\_\_\_  
 D.O.B. \_\_\_\_\_ RESIDENT SCH. DIST: \_\_\_\_\_ RACE/ETH: \_\_\_\_\_ HOME LANG: \_\_\_\_\_



# 2020-21 Budget Riverside Academy and Ogilvie

## High School/Middle Level School Year and Summer:

	<u>#Students</u>	<u>Student ADM Rev.</u>	<u>All Staffing FTE/Costs</u>
Seat Based Program School year-	95-100	\$600,000	\$650,000
			<b>Total- -\$50,000</b>
-----			
	<u>#Credit</u>	<u>Student ADM Rev.</u>	<u>All Staffing FTE/Costs</u>
Ind. Study/Credit Recovery School year-	200-225	30,000	\$23,000
			<b>Total- \$+7,000</b>
-----			
	<u>#Students</u>	<u>Student ADM Rev.</u>	<u>All Staffing FTE/Costs</u>
Summer Credit Recovery (under 16yr.)-	60- 65	\$20,000	\$15,000
			<b>Total- \$ +5,000</b>

## Targeted Services (k-8) School Year:

	<u>#Students</u>	<u>Student ADM Rev.</u>	<u>All Staffing/Costs</u>
Cambridge-Isanti School Year	310	\$110,00	\$80,000
Ogilvie School Year	100	\$12,000	\$10,000
			<b>Total- +\$32,000</b>

## Targeted Services (k-8) Summer:

	<u>#Students</u>	<u>Student ADM Rev.</u>	<u>All Staffing/Busing Costs</u>
Cambridge-Isanti School Year	300	\$85,000	\$75,000
Ogilvie School Year	30	\$7000	\$6,000
			<b>Total- +\$11,000</b>



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item H: Local Education Agency Representative

Commentary by: Dr. Nate Rudolph

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Background:

The LEA Representative will ensure that the school district LEA will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of this improvement plan. The local Board of Education ensures that its designee(s) will periodically update the Board regarding goals, strategies/practices, participate as a member of the school leadership implementation team, and work in collaboration with the Regional Centers of Excellence and/or MDE in support of technical assistance through the Minnesota Statewide System of Support (SSOS) or the Department.

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Administration Recommendation:

To approve Dr. Brenda Damiani as our Local Education Agency Representative

Motion to approve Dr. Brenda Damiani as our Local Education Agency Representative made by:

\_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_

Carri Levitski: \_\_\_\_\_

Heidi Sprandel: \_\_\_\_\_

Tim Hitchings: \_\_\_\_\_

Lynn Wedlund: \_\_\_\_\_

Gary Hawkins: \_\_\_\_\_

Aaron Berg: \_\_\_\_\_



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item I: Resolution Establishing Dates for Filing Affidavits of  
Candidacy

Commentary by: Dr. Nate Rudolph

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Background:

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

BE IT RESOLVED by the School Board of Independent School District No. 911, State of  
Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of  
Independent School District No. 911 shall begin on July 28, 2020 and shall close on August  
11, 2020. An affidavit of candidacy must be filed in the office of the school district clerk and  
the \$3 filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published  
in the official newspaper of the district, at least two (2) weeks prior to the first day to file  
affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at  
the administrative offices of the school district at least ten (10) days prior to the first day to file  
affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 911  
(Cambridge-Isanti School District)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of  
school board member of Independent School District No. 911 shall begin on July 28, 2020, and  
shall close at 5:00 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, three  
members will be elected to the School Board for the terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 625A Main St. N. Cambridge, MN 55008. The filing fee for this office is \$3. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

Date: June 18, 2020  
BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk  
Independent School District No. 911  
(Cambridge-Isanti School District)  
State of Minnesota

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Administration Recommendation:

To approve Resolution Establishing Dates for Filing Affidavits of Candidacy as listed in the resolution

Motion to approve Resolution Establishing Dates for Filing Affidavits of Candidacy as listed in the resolution made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_

Carri Levitski: \_\_\_\_\_

Heidi Sprandel: \_\_\_\_\_

Tim Hitchings: \_\_\_\_\_

Lynn Wedlund: \_\_\_\_\_

Gary Hawkins: \_\_\_\_\_

Aaron Berg: \_\_\_\_\_

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

BE IT RESOLVED by the School Board of Independent School District No. 911, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 911 shall begin on July 28, 2020 and shall close on August 11, 2020. An affidavit of candidacy must be filed in the office of the school district clerk and the \$3 filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

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

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 911  
(Cambridge-Isanti School District)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 911 shall begin on July 28, 2020, and shall close at 5:00 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, three members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 625A Main St. N. Cambridge. MN 55008. The filing fee for this office is \$3. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

Dated: June 18, 2020

BY ORDER OF THE SCHOOL BOARD

/s/

91  
School District Clerk



Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIII- Action Item J: 2020 Chemical Health Contract between Cambridge-Isanti Schools and Isanti County

Commentary by: Dr. Nate Rudolph

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Background:

Cambridge-Isanti Schools, as members of the Integrated Collaborative for Children, will contract with Isanti County Family Resources to provide for chemical health services within the Cambridge-Isanti Schools. The contract amount will be up to \$25,000 towards reimbursement of expenses incurred to provide these services during the Calendar Year January 1, 2020 to December 31, 2020. Up to \$12,500 invoiced in May 2020, and up to \$12,500 invoiced in November 2020. This contract will be valid from January 1, 2020 to December 31, 2020. Upon approval, the services for Chemical Health in the Cambridge-Isanti Schools will continue to be available to students as needed.

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Administration Recommendation:

To approve 2020 Chemical Health Contract between Cambridge-Isanti Schools and Isanti County

Motion to approve 2020 Chemical Health Contract between Cambridge-Isanti Schools and Isanti County made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_  
Carri Levitski: \_\_\_\_\_  
Heidi Sprandel: \_\_\_\_\_  
Tim Hitchings: \_\_\_\_\_  
Lynn Wedlund: \_\_\_\_\_  
Gary Hawkins: \_\_\_\_\_  
Aaron Berg: \_\_\_\_\_

**CONTRACT BETWEEN ISANTI COUNTY FAMILY SERVICES AND  
THE SCHOOL DISTRICT #911- CAMBRIDGE-ISANTI SCHOOLS**

**COPY**

Isanti County Family Services and Cambridge-Isanti Schools as members of the Collaborative, enter into this agreement for the period from January 1, 2020 to December 31, 2020. Cambridge-Isanti Schools will be hereafter referred to as the CONTRACTOR. This contract supersedes previous contracts for this service.

WITNESSETH

WHEREAS, the County of Isanti on behalf of the Isanti County Integrated Collaborative for Children has awarded a grant for the period January 1, 2020 to December 31, 2020 to the CONTRACTOR, to provide Chemical Health Services; and

WHEREAS, the Isanti County Integrated Collaborative has designated Isanti County Family Services to be fiscal host; and

WHEREAS, the Collaborative, pursuant to Minnesota Statutes, section 373.01, 373.02, and 256E.08 wishes to purchase services from the CONTRACTOR;

WHEREAS, the CONTRACTOR is an organization approved for the provision of Chemical Health Services through subcontracting; and

WHEREAS, the Collaborative, pursuant to Minnesota Statutes, section 373.01, 373.02, and 256E.08 wishes to purchase such program services from the CONTRACTOR; and

WHEREAS, the CONTRACTOR represents that it is duly qualified and willing to perform such services;

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the

Collaborative and CONTRACTOR agree as follows:

**I. DUTIES**

A. The Collaborative agrees to purchase and the CONTRACTOR agrees to furnish the following:

1) Chemical Health Services by subcontract for Isanti County at the Cambridge-Isanti Schools:

- a) Monitor and help enforce District Chemical use policy.
- b) Conduct intervention.
- c) Individual and family support sessions.

- d) Develop and implement prevention programming.
  - (i) Support groups as determined by location.
  - (ii) Peer Helper training (SADD).
  - (iii) Peer Education (workshops, chemical control factors and decisions).
- e) Develop and deliver classroom educational programming.
- f) Faculty and staff in-services.
- g) Serve as member of Health and Guidance Development (HGD) pre-assessment team.
- h) Monitor aftercare progress of students returning from treatment.

## **II. COST AND DELIVERY OF PURCHASED SERVICES**

- A. The total amount for contracted services for Chemical Health Services serving the Cambridge-Isanti Schools will be a contribution up to \$25,000 towards reimbursement of expenses incurred to provide these services during the Calendar Year January 1, 2020 to December 31, 2020. Up to \$12,500 invoiced in May 2020, and up to \$12,500 invoiced in November 2020.
- B. The CONTRACTOR certifies that the services to be provided under this agreement are not otherwise available without cost to eligible clients. The CONTRACTOR further certifies that payment claims for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of service. The CONTRACTOR further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.
- C. The CONTRACTOR must, within 10 days, notify the Collaborative in writing whenever it is unable to, or going to be unable to, provide the required quality of quantity of purchased services. Upon such notification, the Collaborative must determine whether such inability will require modification or cancellation of said contract.
- D. Purchased services will be provided at Cambridge-Isanti Schools.
- E. It is understood and agreed that in the event the funding to Isanti County from state and federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of services, the obligations of each party hereunder shall be terminated.
- F. Payment of all quarterly invoices shall be paid within 30 days of receipt.

### **III. AUDIT AND RECORD DISCLOSURES**

The CONTRACTOR must:

- A. Send the following financial statistical and social services reports to the Collaborative:
  - 1) Outcome measures — annually
  - 2) Number of program participants — Annual unduplicated count and school year count per program site.
  - 3) Other information as requested by Collaborative
- B. Allow personnel of the Collaborative, the Minnesota Department of Human Services, and the U.S. Department of Health and Human Services, access to the CONTRACTOR's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
- C. Maintain all records pertaining to this contract for four years for audit purposes.
- D. Comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined and described in Department of Human Services rules and manuals.

### **IV. SAFEGUARD OF CLIENT INFORMATION**

The use of disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, or for any purpose not directly connected with Collaborative's or CONTRACTOR's responsibility with respect to the purchased services hereunder is prohibited except on written consent of such eligible student, the student's attorney, or the student's responsible parent or guardian.

### **V. EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS AND NONDISCRIMINATION**

- A. (When applicable) the CONTRACTOR agrees to comply with the Civil Rights Act of 1964, Title VII (42USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;
- B. (When applicable) the CONTRACTOR certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363 .073 (1998). This section only applies if the grant is for more than \$100,000, and the CONTRACTOR has employed forty or more full-time

employees within the State of Minnesota on a single working day during the previous 12 months.

## **VI. FAIR HEARING AND GRIEVANCE PROCEDURES**

The Collaborative agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statutes, section 256.045, and in conjunction with fair hearing and grievance procedures established by the Department of Human Services administrative rules.

## **VII. BONDING, INDEMNITY, INSURANCE, AND AUDIT CLAUSE**

- A. Indemnify: The CONTRACTOR agrees that it will at all times indemnify and hold harmless the Collaborative from any and all liability, loss, damages, costs or expenses which may be claimed against the Collaborative or CONTRACTOR:
- 1) By reason of any service client's suffering personal injury, death, or property loss or damages either while participation in or receiving from the CONTRACTOR the care and services to furnished by the CONTRACTOR under this agreement, or while on premises owned, leased or operated by the CONTRACTOR, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the CONTRACTOR or CONTRACTOR's assigns; or
  - 2) By reason of any service client's causing injury to, or damage to, the property of another person during any time when the CONTRACTOR or CONTRACTOR's assigns, or employee thereof has undertaken or is furnishing the care and service called for under this agreement.
- B. Insurance: (when applicable) the CONTRACTOR further agrees, in order to protect itself and the Collaborative under the indemnify provisions set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$500,000.00 for bodily injury or property damage to any one person and \$1,500,000.00 for total injuries or damages arising from any one incident.
- C. Audit: (when applicable) the CONTRACTOR agrees that within 160 days of the close of its fiscal year an audit will be conducted by a Certified Public Accounting Firm which will meet the requirements of the Single Audit Act Amendments of 1996, P.L. 104.156 and Office of Management and Budget, Circular No. A- 133. After completion of the audit, a copy of the audit report must be filed with the Collaborative.

- D. Professional liability insurance is provided to CONTRACTOR during the course of state duties under Cambridge-Isanti Schools.

**VIII. CONTRACTOR DEBARMENT, SUSPENSION AND RESPONSIBILITY CERTIFICATION**

- A. Federal Regulation 45 CFR 92.35 prohibits the State/Collaborative from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd.2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Collaborative. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.
- B. By Signing This Contract, The CONTRACTOR Certifies That It And Its Principals Employees; and identified subcontractors:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
  - 2) Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
  - 3) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
    - a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction;
    - b) violating any federal or state antitrust statutes; or
    - c) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
  - 4) Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.

- 5) Shall immediately give written notice to the Contracting Officer should CONTRACTOR come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property. Principals for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division or business segment and similar positions).

#### Directions for On-Line Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at.

If you do not have access to the website, and/or need the information in an alternative format, contact: Penny Messer, Family Services Director, Isanti County Family Services, at (763) 689-1711.

### **IX. CONDITIONS OF THE PARTIES OBLIGATIONS**

- A. It is understood and agreed that in the event the reimbursement to the Collaborative from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder must thereupon be terminated.
- B. This agreement may be canceled by either party in writing at any time, with or without cause, upon 30 days of notice submitted by mail or in person.
- C. Before the termination date specified in Section 1 of this agreement, the Collaborative may evaluate the performance of the CONTRACTOR in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- D. Any alterations, variations, modifications, or waivers of provisions of this agreement must be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- E. No claim for services furnished by the CONTRACTOR not specifically provided in the agreement will be allowed by the Collaborative, nor must the CONTRACTOR do any work or furnish any material not covered by the agreement, unless this is approved

in writing by the Agency. Such approval must be considered to be a modification of the agreement.

- F. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.

## **X. SUBCONTRACTING**

- A. The CONTRACTOR agrees to enter into subcontracts for work contemplated under this contract through the directive of Isanti County Integrated Collaborative. All other subcontractors must be approved by the collaborative.
- B. All subcontractors must be subject to and must meet all of the requirements of this contract.
- C. The CONTRACTORS must ensure that any and all subcontracts to provide services under this contract must contain the following language:

The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this contract. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the provider for any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performance, of all or any part of the contract. Minnesota Department of Human Services is entitled to and may recover from the provider reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the contract or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver or immunity.

- D. The CONTRACTOR agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

## **XI. NONCOMPLIANCE**

- A. If the CONTRACTOR fails to comply with the provisions of this contract, the Collaborative may seek any available legal remedy.

- B. Either party must notify the other party within 30 days or based on availability of funds when a party has reasonable grounds to believe that this contract has been or will be breached in a material manner. The party receiving such notification must have 30 days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach.

## **XII. DATA PRACTICES**

- A. The collection, maintenance and dissemination of data pertaining to eligible persons shall be in accordance with Minnesota Statutes Chapter 13.
- B. Cambridge-Isanti Schools and any and all subcontractors shall ensure that a joint Release of Information document is completed prior to exchanging private information in accordance with Minnesota Rules, Parts 1205.0100 to 1205.2000.
- C. HIPAA Protocol

The CONTRACTOR provides assurances that it will comply with Health Information Portability and Accountability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be:

- 1) appropriately safeguarded;
- 2) any misuse of IIHI will be reported to the Collaborative;
- 3) secure satisfactory assurances from any subcontractor;
- 4) grant individuals access and ability to amend their IIHI;
- 5) make available an accounting of disclosures; release applicable records to the Collaborative or Department of Human Services if requested; and
- 6) upon termination, return or destroy all IIHI in accordance with conventional record retention and destruction practices.

### **D. FERPA Protocol**

The CONTRACTOR provides for assurances that the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) will be adhered to in order to protect the privacy of student education records.

### **E. CFR Title 42: Part 2**

The Confidentiality of Alcohol and Drug Abuse Patient Records (CFR Title 42: Part 2) regulation specifies restrictions concerning the disclosure and use of patient records that include information on substance use diagnoses or services

**XIII. MISCELLANEOUS**

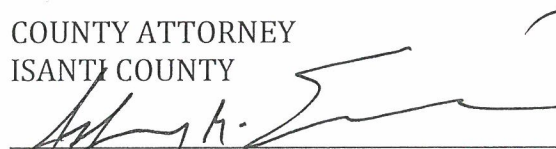
The CONTRACTOR acknowledges and agrees that the Minnesota Department of Human services is a third party beneficiary, and as third-party beneficiary, is an affected party under this agreement. The CONTRACTOR specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the CONTRACTOR for any appropriate relief in law or performance of all or any part of the agreement between the County Welfare Board and the CONTRACTOR. The CONTRACTOR specifically acknowledges that the County Welfare Board and the Minnesota Department of Human Services are entitled to and may recover from the CONTRACTOR reasonable attorney’s fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the agreement of any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.

**XIV. ENTIRE AGREEMENT**

It is understood and agreed that the entire contract of the parties, Isanti County Family Services and the School District of Cambridge-Isanti Schools, for the dates January 1, 2020 to December 31, 2020 contained herein and **this contract supersedes all other contracts/agreements including the contract previously signed which had the effective dates of July 1, 2019 – June 30, 2020.**

APPROVED AS TO FORM AND EXECUTION

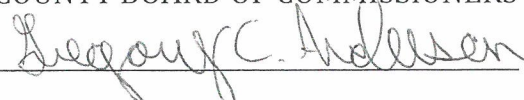
COUNTY ATTORNEY  
ISANTI COUNTY

  
\_\_\_\_\_  
Jeff Edblud

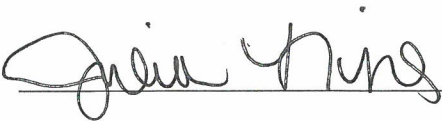
DIRECTOR  
ISANTI COUNTY SOCIAL SERVICES

  
\_\_\_\_\_  
Penny Messer

CHAIRPERSON  
COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Greg Anderson

COUNTY ADMINISTRATOR

  
\_\_\_\_\_  
Julia Lines

SUPERINTENDENT  
DISTRICT 911

\_\_\_\_\_  
Dr. Nate Rudolph

BOARD CHAIR  
DISTRICT 911

\_\_\_\_\_  
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Cambridge-Isanti Schools  
Regular School Board Meeting Date:  
Thursday, June 18, 2020

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Agenda Item XIV: Adjournment

Commentary by: Chair Hitchings

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Background: Adjourn meeting

Time: \_\_\_\_\_

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Administration Recommendation:  
To adjourn meeting

Motion to adjourn meeting made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Action: \_\_\_\_\_

Roll Call Vote:

Nikki Johnson: \_\_\_\_\_

Carri Levitski: \_\_\_\_\_

Heidi Sprandel: \_\_\_\_\_

Tim Hitchings: \_\_\_\_\_

Lynn Wedlund: \_\_\_\_\_

Gary Hawkins: \_\_\_\_\_

Aaron Berg: \_\_\_\_\_