



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

**July 19, 2016
5:00 PM**

Board Members:

Caleb Anderson, Director
Theresa Augé, Director
Amy Coborn, Chair
Steve Hunt, Vice Chair
Nancy Livingston, Director
Becky Neve, Clerk
Michelle Yener, Treasurer

Superintendent:

Christine Osorio

622 Education Center
2520 East 12th Avenue
North St. Paul, Minnesota 55109

District Mission Statement:

A community collaborative dedicated to educating and empowering all learners to excel in our changing world.

**SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 622
North St. Paul-Maplewood-Oakdale**

**Regular Meeting
July 19, 2016
5:00 PM**

District Education Center, 2520 East 12th Avenue, North St. Paul

A G E N D A

I. Call to Order and Pledge of Allegiance

II. Approval of the Agenda

III. Public Comment

An opportunity for public to comment on items pertaining to the agenda. Speakers shall complete a registration card, state their name and address, and will have between two and four minutes, depending on the number of speakers, to speak on an agenda topic. The Public Comment section of the meeting shall last no longer than thirty minutes.

IV. Consent Agenda

6

The Consent Agenda consists of routine items that are acted on in a single, consolidated motion without Board discussion. Board members have the option of pulling items off the Consent Agenda if they wish to discuss them or consider them individually.

****I recommend that the consent agenda items, listed below, be approved as presented.***

- | | |
|--|----|
| A. Minutes of June 28, 2016 Work Study Session | 7 |
| B. Minutes of June 28, 2016 Business Meeting | 8 |
| C. Routine Personnel | 24 |
| D. Bid Calendar | 27 |
| E. Disbursements | 28 |
| F. Bid Awards | 32 |

- G. Previous Awarded Bid Rejection & Award to Next Lowest Bidder 35

Sealed bids were solicited as required by law for the North High School Chiller Rebuild Project - Long Term Facilities Maintenance. Corval Constructors were the lowest bidder and were awarded the project by the School Board at its June 28 meeting. Corval Constructors subsequently requested that LHB and the District allow them to withdraw from the project due to a bid mistake. LHB and District administration is recommending that the School Board allow Corval Constructors to withdraw and reject their previously awarded bid and award the project to the next lowest bidder, Trane Inc.

V. Reports

- A. Superintendent

1. Levy

I will be discussing the levy communication timeline which I will also share with you in my weekly Board update.

2. Strategic Plan 37

To keep you all in the loop with the next steps of our Strategic Plan, I have attached a document with Measurement Team and Action Team timelines. We are waiting for confirmation from our facilitator to firm up the dates, so please note that they are subject to change. We plan to have solid information for you early next week and I will share that news with you during my report at the business meeting.

VI. Action Items

- A. Business Office

1. Acknowledgment of Contributions - Livingston 40

**I recommend that the list of contributions, with a year to date total of \$2,956.41 be accepted with appreciation.*

- B. Human Resources - Gray

1. Nutrition Services Master Contract Approval 41

The Board has established a parameter of subtracting the cost of

lanes for the Teachers' Association settlement to establish the total settlement limit for all non-teaching groups. The total percentage target is 2.60. This settlement is within that established parameter.

The settlement provides a lump sum payment in year two of the contract representing \$.675/hour for typical hours scheduled to work. These lump sums limit future rollups in subsequent budgets. Health insurance caps were not increased in year one and by 1% in year two.

**I recommend that the 2015-2017 Nutrition Services Master Contract be approved.*

2. Non-Unit Salary Approval

42

Although this group is not represented by a union, the Board must approve of the compensation given to these employees. As in the Nutrition Services contract - and all others - the Board has established a parameter of a total percentage settlement target of 2.60, and this settlement is within that parameter.

The settlement provides a lump sum payment in each year of the contract. These lump sums limit future rollups in subsequent budgets by freezing the salaries of most employees with the exception of those receiving a step increase. Health insurance caps were not increased in year one and by 1% in year two.

**I recommend that the 2015-2017 Non-Unit proposed salaries be approved.*

C. School Board

1. Set Agenda, Time & Location for August 9, 2016 Work Study Session
Our August 9 work study session date has been set, but we must take action on the time, location and agenda. Suggested items are: Ice Breaker; Superintendent Check In; and Achievement Briefing. Due to the Primary Election, our meeting must end by 6:00 p.m., and the

planned agenda items will allow us to do so.

**I recommend that the August 9 work study session begins at 4:30 p.m. in Conference Room 202 of the District Education Center and includes the following agenda items: 1)Ice Breaker; 2)Superintendent Check In; and 3)Achievement Briefing.*

VII. Board Communications

VIII. Future Board Meeting Dates

A. August 9, 2016 Work Study Session

B. August 23, 2016 Business Meeting 6:00 p.m. (Board Room)

IV. CONSENT AGENDA

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

Therefore, the following resolution is recommended:

BE IT RESOLVED by the School Board of Independent School District No. 622 that Consent Agenda Items, IV.A. through IV.G., be approved as written, and a copy of the agenda items is attached to the minutes.

MOTION:

SECOND:

**INDEPENDENT SCHOOL DISTRICT 622
NORTH ST. PAUL-MAPLEWOOD-OAKDALE SCHOOLS**

**WORK STUDY SESSION
SCHOOL BOARD
June 28, 2016**

Vice Chair Hunt called the meeting to order at 5:03 p.m. with the following present: Vice Chair Hunt, Clerk Neve, Treasurer Yener, Directors Anderson, Augé, Livingston, and Superintendent Osorio. Absent: Chair Coborn.

Others present were: Randy Anderson, Kim Cavallaro, and Terri Johnson.

In the audience: Rory Sanders.

Osorio reviewed the results from the Strategic Plan Core Planning Team. She discussed core value, the mission, its outcomes, strategies and next steps.

Osorio provided a quick update on the levy and the work that has been done thus far.

Livingston and Anderson shared highlights from their recent NSBA Conference.

R. Anderson and Johnson presented the proposed 2016-2017 budgets, specifically focusing on Fund 1, General Fund; and Fund 4, Community Education.

The meeting adjourned at 5:52 p.m.

Clerk

Public notice for solicitation of bids, requests for quotes and requests for proposals are located on the ISD 622 website, www.isd622.org.

**INDEPENDENT SCHOOL DISTRICT 622
NORTH ST. PAUL-MAPLEWOOD-OAKDALE SCHOOLS**

**REGULAR MEETING
SCHOOL BOARD
June 28, 2016**

Vice Chair Hunt called the meeting to order at 6:02 p.m. with the following present: Vice Chair Hunt, Clerk Neve, Treasurer Yener, Directors Anderson, Augé, Livingston, and Superintendent Osorio. Absent: Chair Coborn.

Others present were: Keith Gray, Director of Human Resources; Troy Miller, Assistant Superintendent; Randy Anderson, Director of Business Services; Terri Johnson, Director of Community Education; and Kim Cavallaro, Administrative Assistant.

The meeting opened with the Pledge of Allegiance led by Ty Thompson.

Hunt stated that Coborn was unable to be at the meeting and served as Board Chair.

Augé moved and Livingston seconded the following motion, which carried on a 6 - 0 vote:

THAT the agenda be approved as presented.

Neve presented an Achievement Award to Skyview Elementary School 3rd Grade Teacher Mary Jo Wareham for receiving the 2016 regional WEM Foundation Award.

During the Public Comment portion of the meeting, Bette Jayne Haak addressed the Board regarding the Community Education Budget.

Anderson moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the following Consent Agenda Items, V.A. through V.H., be approved as written, and a copy of the agenda items is attached to the minutes.

Noting that the Board had just taken action on Routine Personnel and the hiring of Ty Thompson as the new principal at Tartan High School; and Bee Kong as the new Educational Equity Coordinator, Miller introduced both. Thompson and Kong addressed the board.

Osorio gave a brief update on the Strategic Plan and the results from the Core Planning Team. She discussed core values, the mission and its outcomes, strategies and next steps.

Osorio presented the following nine policies which require annual review: E-021 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse); E-022 (Mandated Reporting of Maltreatment of Vulnerable Adults); E-031 (Fund Balance); EM-020.6 (Family & Medical Leave Policy); EM-020.7 (Harassment & Violence Policy & Religious, Racial or Sexual Harassment &

Violence Report Form); EM-020.15 (Student Discipline & Notice of Suspension); EM-020.20 (Student Sex Nondiscrimination - Title IX - & Unlawful Sex Discrimination Towards a Student Report Form); EM-020.21 (Internet Acceptable Use Policy & Internet Use Agreement); and EM-020.26 (Crisis Management Policy, Plans & Procedures). She noted that six of the policies will be proposed for revision later on in the Action portion of the meeting, and that the remaining three policies do not require additional changes at this time.

Osorio read the names of 53 District staff who retired this past school year. She wished them well and thanked them for their service to District 622.

Osorio shared key messages about why the District is pursuing a levy referendum and touched on District entities, the District's financial situation, comparison to other school districts, levy history, what a levy increase could provide, and how voters can learn more.

Johnson featured some pictures from this year's Golden Prom which was held on May 25. She provided information about the annual event which brings young people together with senior citizens in their community.

R. Anderson reviewed the 2016-2017 budgets, noting that approval of the budgets would be an Action item later on in the meeting.

Anderson moved and Neve seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED that the School Board of Independent School District #622 hereby revises the following policies:

- G-035 (Public Participation in School Board Meetings/Complaints/Data Privacy Considerations)
- G-050 (Policy Stewardship)
- E-007 (Advertising)
- E-014 (Graduation Requirements)
- E-018 (Immunization Requirements)
- E-021 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- E-022 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- E-026 (Transportation of Public School Students)
- E-027 (Transportation of Nonpublic School Students)
- E-047 (Drug and Alcohol Testing)
- E-058 (Waste Reduction & Recycling)
- E-072 (Enrollment of Nonresident Students)
- E-074 (Extended School Year for Certain Students with Individualized Education Programs)
- E-089 (Assessment of Student Achievement)
- E-090 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
- E-091 (Credit for Learning)
- EM-020.1 (Equal Educational Opportunity)
- EM-020.2 (Equal Employment Opportunity)
- EM-020.3 (Disability Nondiscrimination)
- EM-020.4 (Public & Private Personnel Data & Form)

- EM-020.6 (Family & Medical Leave)
- EM-020.7 (Harassment & Violence Policy & Religious, Racial or Sexual Harassment & Violence Report Form)
- EM-020.8 (Chemical Use & Abuse)
- EM-020.9 (Drug Free Workplace/Drug Free School)
- EM-020.12 (Students & Employees with Sexually Transmitted Infections & Diseases & Certain Other Communicable Diseases & Infectious Conditions)
- EM-020.15 (Student Discipline & Notice of Suspension)
- EM-020.16 (Bullying Prohibition)
- EM-020.17 (Protection & Privacy of Pupil Records & Public Notice & Juvenile Justice System Request for Information)
- EM-020.18 (Student Medication & Procedures)
- EM-020.20 (Student Sex Nondiscrimination (Title IX) & Unlawful Sex Discrimination Towards a Student Report Form)
- EM-020.23 (Use of Peace Officers & Crises Teams to Remove Students with IEPs from School Grounds)
- EM-020.28 (School District System Accountability)
- EM-020.34 (Workload Limits for Certain Special Education Teachers)

Augé moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED that the School Board of Independent School District #622 hereby adopts Policy E-093 (School District Testing Plan and Procedure).

Anderson moved and Yener seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
Theresa Augé	2 cases of aquatic noodles and 1 box of glue dots (valued at \$300.00)	Community Education Aquatic Programs and Adventure Connection
Synergos AMC	Office supplies	Castle Elementary
T.A. Schifsky & Sons, Inc.	\$100.00	North High - Festival of Cultures
K.B. Service Company	\$300.00	North High - Festival of Cultures
North St. Paul-Maplewood-Oakdale Rotary Foundation	\$1,000.00	North High - Festival of Cultures
ECMC Foundation	\$50,000.00	Maplewood Middle School
Corrine Peterson	Yamaha alto saxophone (valued at \$350.00)	Maplewood Middle School
Christa Waymire	\$50.00	Harmony Pilot Program
Lifetouch	\$3,000.00	North High School - Scholarship
NSP Office Employees/Secretary's	\$783.30	North High Student needs

Sunshine Club		
Retired Teacher Book Club	\$1000.00	North High School - Scholarship
Cowern PTG	Learning A-Z - Raz Kids (valued at \$3,908.85)	Cowern Elementary
Shirley Strum	\$15.00	Gladstone Meals on Wheels
Nancy Wohnoutka	500 books (valued at \$250.00)	Castle Elementary
North High School National Honor Society	\$2,500.00	North High Backpack Program
Tim Cartony	HP 5500 Plotter (valued at \$2,000.00)	Tartan Robotics Team
Cynthia Paslawski	\$20.00	Community Bridge
Col. or Mrs. Eric D. Ahlness	\$100.00	North AFJROTC program
North H.S. Band Booster Club	\$500.00	North High Band Scholarship
Aman Negesso	168 copies of "Tuck Everlasting"	Webster Elementary
Susan Purvis	\$20.00	Gladstone Meals on Wheels

Neve moved and Anderson seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622, State of Minnesota, as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

The school district election clerk shall include on the general election ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they have been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 8th day of November, 2016.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The school district election clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before

the date of said general election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The school district election clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The school district election clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The school district election clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The school district election clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with any election authorities conducting other elections on that date. The school district election clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The school district election clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

General Election Ballot

Independent School District No. 622
(North St. Paul-Maplewood-Oakdale)

November 8, 2016

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

School Board Member

Vote for Up to Four

Name

Name

Name

Name

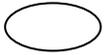
Name

Name

write-in, if any

write-in, if any

write-in, if any



write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

7. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed by the School Board between the third and the tenth day following the general election.

8. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Anderson moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622, 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. 622 shall begin on August 2, 2016 and shall close on August 16, 2016. An affidavit of candidacy must be filed in the office of the school district election clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2016.

2. The school district election 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 school district election 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. 622
(NORTH ST. PAUL-MAPLEWOOD-OAKDALE)
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. 622 shall begin on August 2, 2016, and shall close at 5:00 o'clock p.m. on August 16, 2016.

The general election shall be held on Tuesday, November 8, 2016. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district election clerk, Independent School District No. 622, 2520 E. 12th Avenue, North St. Paul, MN 55109. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district election clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2016.

Yener moved and Augé seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District 622 that the duties of school district election clerk be fulfilled by the Executive Secretary of Business Services.

Livingston moved and Neve seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District 622 that the 2016-17 preliminary budgets be approved as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
01 General Fund	\$136,190,368	\$136,423,779
02 Food Service Fund	\$6,321,300	\$6,317,167
04 Community Education Fund	\$9,176,700	\$8,653,249
06 Building Construction Fund	\$1,650,204	\$1,650,204
07 Debt Service Fund	\$12,095,017	\$11,971,317
09 Trust and Agency Fund	\$1,500,000	\$1,500,000
20 Self-Insured Health Fund	\$15,915,000	\$14,195,000
45 OPEB Trust Fund	\$1,025,000	2,875,000
47 OPEB Debt Service Fund	\$2,724,887	\$2,676,783
GRAND TOTAL ALL FUNDS	<u>\$186,598,476</u>	<u>\$186,262,499</u>

Augé moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622, State of Minnesota, as follows:

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long term facility maintenance budget for its facilities for the 2016-2017 and 2017-2018 school year in the amount of \$275,435. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's o budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long term facility maintenance revenue application.

3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's long term facility maintenance revenue application for fiscal year 2017 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of long term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

Neve moved and Anderson seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622, State of Minnesota, as follows:

1. The Board hereby determines and declares that it is necessary and expedient for the school district to increase its general education revenue by \$630 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil". The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.09817% of the referendum market value of the school district for taxes payable in 2017, the first year it is to be levied. The proposed referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. For this purpose, the rate of inflation shall be the annual inflationary increase calculated under Minnesota Statutes, Section 126C.17, Subdivision 2, paragraph (b). The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.

2. The ballot question or questions of the school district shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, November 8, 2016.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and the polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as those for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause a notice of the election to be mailed by first class mail to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

[Form of Ballot on next page.]

Special Election Ballot

Independent School District No. 622
(North St. Paul-Maplewood-Oakdale)

November 8, 2016

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this  .

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

**School District Question 1
Approval of School District
Referendum Revenue Authorization**

The board of Independent School District No. 622 (North St. Paul-Maplewood-Oakdale) has proposed to increase its general education revenue by \$630 per pupil. The proposed referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten years unless otherwise revoked or reduced as provided by law.

Yes

No

Shall the increase in the revenue proposed by the board of Independent School District No. 622 be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

Optical scan ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The individuals designated as judges for the state general election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed by the school board between the third and the tenth day following the election.

7. The duties of the school district ballot board are hereby delegated to the Ramsey County ballot board and the Washington County ballot board, as applicable, for the school district special election, to the extent provided in the agreements with those counties.

8. The duties of the clerk relating to the conduct of the special election, including but not limited to publication and posting requirements, preparation of ballots, and appointment and employment of election judges, are hereby delegated to Ramsey County Elections and the County Auditor of Washington County, as applicable, to the extent provided in the agreements with those counties.

9. The election must be canvassed by the Board between the third and tenth day following the election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Yener moved and Neve seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED that the School Board of Independent School District No. 622 approve and adopt the 2016-2017 Polar Arena ice time rental rates as presented.

Augé moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 (North St. Paul-Maplewood-Oakdale), State of Minnesota, as follows:

1.) The Tax-Exempt Lease/Purchase Agreement dated June 30, 2016 (the "Agreement") and the Schedules, Exhibits, Amendments or Addendum thereto are hereby approved substantially in the form presented to this board and on file in the office of the Clerk.

2.) The Director of Business Services of the District is hereby authorized to execute the Agreement and any Schedules, Exhibits, Amendments or Addendum thereto on behalf of the District, and to execute such other certificates and documents as may be necessary and appropriate to effectuate the transactions contemplated by the Agreement and said Schedules, Exhibits, Amendments or Addendum. The Agreement, the Schedules, Exhibits, Amendments or Addendum and the related documents may contain such necessary and appropriate variations, omissions and insertions as the Director of Business Services shall determine to be necessary, and the execution thereof by the Director of Business Services shall be conclusive evidence of such determination and its approval by the Board.

3.) Lessee reasonably anticipates that it has or will issue tax-exempt obligations (not including "private activity bonds" as defined in Section 141 of the Internal Revenue Code of 1986, as amended) in an aggregate amount in excess of \$10 million during the calendar year in which the Lease commences. Thus, the lease is **not** designated as a qualified tax-exempt obligation for purposes of Section 265(b)(c) of the Internal Revenue Code of 1986, as amended, relating to deductibility of interest by financial institutions.

Teacher on Special Assignment Dan Cahill presented District 622's Q Comp Annual Report. Anderson moved and Livingston seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District 622 that the 2015-2016 Annual Q Comp Report for District 622 be approved for submission to MDE by June 30, 2016.

Neve moved and Yener seconded the following resolution, which carried on a 6 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2015-2017 the North St. Paul-Maplewood-Oakdale Principals Association Master Agreement be approved.

**Tentative the North St. Paul-Maplewood-Oakdale Principals Association
Settlement Summary**

	2015-2016	2016-2017
--	------------------	------------------

Salary Schedule Improvement	0% schedule improvement with off schedule lump sum payments - Year 1 \$250 lump sum for each principal that does not receive a step or longevity increase	0% schedule improvement with off schedule lump sum payments -Year 2 \$250 lump sum for each principal that does not receive a step or longevity increase
Health Insurance Cap	No Change	Single \$636.02/month Family \$1492.94/month
Total		2.60

Hunt asked the Board to set a Closed Session to evaluate the Superintendent. Yener moved and Augé seconded the following motion, which carried on a 6 - 0 vote:

THAT a Closed Session be set on July 19, 2016 in Room 202 immediately following the 5:00 p.m. Board Business Meeting.

During Board Communications, the following items were shared:

- ✓ Livingston said how much she enjoyed the graduation ceremonies. She commented on the respectful students and families, the great speeches and the overall celebratory atmosphere.
- ✓ Augé reported that she has been to a number of graduation celebrations and has heard numerous comments and compliments regarding the hard working District 622 staff. Augé also said that she and Neve will have a Tartan Joint Powers meeting coming up and she will follow up with the Board on the outcome of the Joint Powers meeting at a future study session.
- ✓ Hunt reported on behalf of Coborn regarding the following two items:
1)Coborn thanked Randy Anderson and his staff for the work they have done preparing and reviewing all components of the 2016-17 budget; and 2)Coborn stated that she supported the ballot language on the proposed resolution that would add referendum authority of \$630 per pupil for 10 years. She added that the additional funding would provide support for our learners, improve student and school safety, and expand accelerated learning opportunities.
- ✓ Hunt stated that the Board had put the period to a lot of work during the meeting. He thanked administration and staff members for providing the answers to board member questions.

Livingston moved and Yener seconded the following motion, which carried on a 6 - 0 vote:

THAT the meeting be adjourned.

The meeting adjourned at 8:08 p.m.

Clerk

Public notice for solicitation of bids, requests for quotes and requests for proposals are located on the ISD 622 website, www.isd622.org.

Employment

First Name	Last Name	Employed as	Building	Effective	Pay Rate	Per
Erin	Azer	Language Arts Teacher	Tartan	8/29/16	\$51,164.88	year
Benjamin	Belin	CE Pool Guard	District Wide	6/16/16	\$11.40	hour
Julie	Cazett	Boys/Girls Track - Assistant Coach	Maplewood	3/28/16	\$1,616.80	assignment
Benjamin	Conniff	SPED Resource Teacher	Oakdale	8/29/16	\$42,074.00	year
Christopher	Cook	Receptionist (Gr. 2, 11 mo.)	Gladstone	7/25/16	\$14.53	hour
Sophie	Deutschman	Water Safety Instructor A	District Wide	6/16/16	\$12.18	hour
Clyde	Doepneer	Drivers Education Coordinator	District Wide	7/1/16	\$967.00	year
Kayla	Felton	Social Worker (.50)	Skyview Middle	8/29/16	\$24,384.50	year
Josh	Foster	Behavior Intervention Assistant	North High	8/29/2016	\$21.85	hour
Alexander	Franks	Industrial Tech Teacher	Skyview Middle	8/29/2016	\$44,396.00	year
Ashley	Gaschk	Language Arts Teacher	John Glenn	8/29/16	\$41,239.00	year
Allyson	Gillen	Water Safety Instructor A	District Wide	6/17/16	\$12.18	hour
Benjamin	Habbe	Grade 5 Teacher	Richardson	8/29/16	\$40,405.00	year
Tim	Hickey	Misc Activities	Tartan	4/4/16	\$17.25	hour
Sara	Johnson	CID Teacher	Skyview Middle	8/29/16	\$64,802.00	year
Samuel	Kleppe	Grade 1 Teacher	Weaver	8/29/16	\$38,099.00	year
Jacob	Law	Spanish Bicultural Liaison	District Wide	8/1/16	\$21.85	hour
Rebecca	Moos	Girls Softball - Assistant Coach	Tartan	3/14/16	\$500.00	assignment
Bryan	Munter	Sectional La Crosse Site Manager	Tartan	6/2/16	\$150.00	game
Pamela	Nelson	Work Based Learning Coordinator	Next Step	8/29/16	\$70,877.00	year
Anne	O'Tremba	Misc Activities	Tartan	5/23/16	\$17.25	hour
Alaina	Perkins	Water Safety Aid	District Wide	6/13/16	\$9.00	hour
Chad	Poitra	Bus Driver Trainee	Bus Garage	5/23/16	\$17.07	hour
Ralph	Pratola	EBD Teacher	Carver	8/29/16	\$42,906.00	year
Roberto	Pratts	Grade 4 Teacher	Weaver	8/29/16	\$37,451.00	year
Kathleen	Rapp	Grade 4 Teacher	Weaver	8/29/16	\$50,556.00	year
Katherine	Sala	SPED Resource Teacher	Skyview Middle	8/29/16	\$44,572.00	year
Christina	Stickler	Registered Nurse (BSN)	Castle/Richardson/Weaver	8/29/16	\$30.00	hour
Kelly	Trivett	Guidance Secretary (Gr. 4, 11 mo.)	Tartan	7/12/16	\$16.02	hour
Alisha	Wislofsky	Preschool Instructor	Gladstone	6/16/16	\$44,000.00	year
Mike	Yang	Phy Ed Teacher (.20); Athletic Director (.20)	Skyview Middle	8/29/16	\$15,759.60	year

Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per
Renae	Kiser	1.0 Elementary Teacher	.60 Instructional Coach	8/29/16	\$47,608.92	year
Marie	Frank	.70 Occupational Therapist	.75 Occupational Therapist	7/1/16	\$40,208.25	year
Laura	Hanlon	FSIII - Cafeteria Assistant (Short Hour)	FSIII - Cafeteria Assistant (Long Hour)	9/6/2016	\$14.51	hour
Joseph	Jackson	Night Custodian (Maplewood)	Night Lead Custodian (John Glenn)	7/1/16	\$23.06	hour
Roy	Jackson	CREED Para .25	CREED Para .27	9/6/16	\$15.91	hour
Bushra	Kamran	CREED Para .27	CID Para .27	9/6/16	\$14.51	hour
Jeanelle	Kummer	ECSE Para .10	ECSE Para .20	9/6/16	\$15.19	hour
Juile	Nelson	1.0 Elementary Teacher	.75 Instructional Coach	8/29/16	\$50,121.75	year
Kenneth	Russ	Elementary Engineer (Weaver)	Secondary Engineer (Maplewood)	7/1/16	\$25.12	hour
Dana	Snyder	Night Lead Custodian (John Glenn Middle)	Elementary Engineer (Carver)	7/1/16	\$23.21	hour

Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates
Vanessa	Haltvick	Grade 1 Teacher	Webster	Child Care	8/29/2016 - 6/12/2017

Resignation

First Name	Last Name	Assignment	Building	Effective
Sierra	Armien Funk	Spanish Bicultural Liaison	District Wide	6/9/2016
Amanda	Creed-Schnack	ECSE Teacher	Gladstone	6/30/16
Amy	Doreo	EBD Teacher	Harmony	6/29/16
Kayla	Felten	PBIS Specialist	Skyview Middle	6/21/2016
Heather	Feser	Occupational Therapist	Oakdale/Castle	6/20/16
Josh	Foster	School Liaison	Maplewood	8/29/2016
Mallory	Hess	EBD Para	Harmony	6/16/16
Vicky	Kornegor	Procurement Supervisor	DEC	6/30/2016
Becky	Sliva	Resource Teacher	Carver	6/23/16
Cindy	Vang	Preschool Instructor	Beaver Lake	6/7/2016
Michelle	Williams	Behavior Intervention Specialist	Webster	6/10/2016

Termination				
First Name	Last Name	Assignment	Building	Effective
Shukri	Ali	Somali Bicultural Liaison	District Wide	6/24/2016
Shukri	Ali	Interpreter	District Wide	6/24/2016
Josh	Anderson	CE Pool Guard	District Wide	6/23/2016
Claire	Baetzold	CE Pool Guard	District Wide	6/23/2016
Claire	Baetzold	Water Safety Instructor	District Wide	6/23/2016
Nastacia	Butwin	CE Pool Guard	District Wide	6/23/2016
Nastacia	Butwin	Water Safety Instructor	District Wide	6/23/2016
Joshua	Corcoran	CE Pool Guard	District Wide	6/23/2016
Joshua	Corcoran	Water Safety Instructor	District Wide	6/23/2016
Natalie	Coughlin	CE Pool Guard	District Wide	6/23/2016
Natalie	Coughlin	Water Safety Instructor	District Wide	6/23/2016
Daniel	Ekstrand	Water Safety Instructor	District Wide	6/23/2016
Daniel	Ekstrand	CE Pool Guard	District Wide	6/23/2016
Samantha	Frampton	Water Safety Instructor C	District Wide	6/23/2016
Karen	Hail	CE Pool Guard	District Wide	6/23/2016
Sandra	Hayden	CE Pool Guard	District Wide	6/23/2016
Sandra	Hayden	Water Safety Instructor	District Wide	6/23/2016
Kira	Larson	Water Safety Instructor	District Wide	6/23/2016
Kathy	Mara	Water Fitness	District Wide	6/23/2016
Patrick	McGuire	Behavior Intervention Assistant /EBD Trainee	Webster	6/10/2016
Noah	Monge	Water Safety Assistant	District Wide	6/23/2016
Noah	Monge	CE Pool Guard	District Wide	6/23/2016
Kelly	Nadeau	Head Pool Guard	District Wide	6/23/2016
Taylor	Nadeau	Water Safety Instructor	District Wide	6/23/2016
Taylor	Nadeau	CE Pool Guard	District Wide	6/23/2016
Aaron	Nightingale	CE Pool Guard	District Wide	6/23/2016
Amy	Nightingale	Water Safety Instructor	District Wide	6/23/2016
Amy	Nightingale	CE Pool Guard	District Wide	6/23/2016
David	Perkins	Behavior Intervention Assistant	Tartan	6/10/2016
Lisa	Ritland	Bus Monitor	Bus Garage	6/10/2016
Emmett	Stein	Water Safety Assistant	District Wide	6/23/2016
Victoria	Yapel	CE Pool Guard	District Wide	6/23/2016

BID/RFP CALENDARS

<u>NAME OF BID</u>	<u>BID OPENING</u>	<u>BOARD MEETING</u>
CARVER ELEMENTARY SCHOOL MASONRY RESTORATION - LONG TERM FACILITIES MAINTENANCE	6/28/2016 10:00 A.M. Room 206	7/12/2016
DISTRICT EDUCATION CENTER – SECOND FLOOR CARPET REPLACEMENT PROJECT - LONG TERM FACILITIES MAINTENANCE	7/26/2016 10:00 A.M. Room 202	8/23/2016
TRANSPORTATION FACILITY ROOF REPLACEMENT – LONG TERM FACILITIES MAINTENANCE	8/10/2016 2:00 P.M. Room 101	8/23/2016

<u>NAME OF RFP</u>	<u>RFP DUE DATE/TIME</u>	<u>BOARD MEETING</u> (if applicable)

“Notice to Bidders” can be found on ISD 622 website at www.isd622.org. Click on “New Bid/RFP Posted” Quick Link to see a complete listing of Bids and RFPs.

Note: RFP’S have a due date/time only. There is not a formal opening or reading of the proposals unless noted. Bids have a due date/time and room location for the formal opening and reading of the bids.

IV. F. DISBURSEMENTS

State statutes require school boards to provide for payment of just claims and also require that a list of electronic fund transfers be submitted to the school board at its next regular meeting. This action will authorize payment of audited and allowable claims, purchase of investments, transfers to the payroll account, and transactions by electronic fund (wire) transfers.

Therefore, the Director of Business Services recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the following disbursements and transfers be approved:

General Fund	\$	1,766,534.00
Food Service		370,916.00
Community Service		568,546.00
Building		58,762.00
Debt Redemption		900.00
Trust		138,458.00
Internal Service Fund Health Insurance		24,882.00
OPEB Benefits Trust		14,335.00
		<hr/>
A/P Checks Disbursed (06-01-16 thru 06-30-16)	\$	2,943,333.00
Payroll Disbursed - Net (06-01-16 thru 06-30-16)	\$	2,897,349.00
Wire Transfers (06-01-16 thru 06-30-16)	\$	12,441,910.00
Investments on 07-11-16	\$	46,956,427.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	MATURES	AMOUNT
MSDLAF OTHER FUNDS	MM	0.36%	(BALANCE AT 07-11-16)		\$190,149.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.61%	(BALANCE AT 07-11-16)		\$31,882,541.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.53%	(BALANCE AT 07-11-16)		\$13,424,284.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.41%	(BALANCE AT 07-11-16)		\$1,459,453.00
					<u>\$46,956,427.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

WIRE TRANSFERS

06-01-16 thru 06-30-16

DATE	FROM	TO		REASON
06/01/16	P M A	HEALTH PARTNERS	\$233,984.00	MEDICAL CLAIM FEES
06/01/16	PREMIER BANK	DELTA DENTAL	\$127,040.00	MONTHLY PAYMENT
06/01/16	PREMIER BANK	STATE OF MINN.	\$452,435.00	PAYROLL TAX
06/02/16	PREMIER BANK	ANNUITY COMPANIES	\$912,045.00	PAYROLL PAYABLES
06/03/16	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
06/06/16	PREMIER BANK	HEALTH PARTNERS	\$176,204.00	HEALTH CLAIMS
06/07/16	PREMIER BANK	ANNUITY COMPANIES	\$1,706,026.00	PAYROLL PAYABLES
06/08/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/10/16	P M A	PREMIER BANK	\$3,060,000.00	A/P - P/R*
06/13/16	PREMIER BANK	CORPORATE HEALTH	\$38,819.00	FLEX PROCESSING
06/13/16	PREMIER BANK	HEALTH PARTNERS	\$273,854.00	HEALTH CLAIMS
06/15/16	PREMIER BANK	I R S	\$384,362.00	PAYROLL TAX
06/15/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/16/16	PREMIER BANK	STATE OF MINN.	\$58,981.00	PAYROLL TAX
06/17/16	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
06/17/16	PREMIER BANK	ANNUITY COMPANIES	\$44,350.00	PAYROLL PAYABLES
06/20/16	PREMIER BANK	CORPORATE HEALTH	\$8,843.00	FLEX PROCESSING
06/20/16	PREMIER BANK	HEALTH PARTNERS	\$177,169.00	HEALTH CLAIMS
06/20/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/22/16	PREMIER BANK	ANNUITY COMPANIES	\$215,864.00	PAYROLL PAYABLES
06/22/16	PREMIER BANK	CORPORATE HEALTH	\$38,371.00	FLEX PROCESSING
06/27/16	PREMIER BANK	CORPORATE HEALTH	\$34,784.00	FLEX PROCESSING
06/28/16	P M A	PREMIER BANK	\$2,500,000.00	A/P - P/R*
06/28/16	PREMIER BANK	HEALTH PARTNERS	\$350,412.00	HEALTH CLAIMS
06/30/16	PREMIER BANK	CORPORATE HEALTH	\$9,132.00	FLEX PROCESSING
06/30/16	PREMIER BANK	I R S	\$625,809.00	PAYROLL TAX
06/30/16	PREMIER BANK	MISCELLANEOUS	\$4,426.00	MISCELLANEOUS
		TOTAL	<u>\$12,441,910.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS
WIRE TRANSFERS
06-01-16 thru 06-30-16

DATE	FROM	TO		REASON
06/01/16	P M A	HEALTH PARTNERS	\$233,984.00	MEDICAL CLAIM FEES
	P M A	MSDLAF		A/P P-CARD
06/03/16	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
06/10/16	P M A	PREMIER BANK	\$3,060,000.00	A/P - P/R*
06/17/16	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
06/28/16	P M A	PREMIER BANK	\$2,500,000.00	A/P - P/R*
	P M A	PREMIER BANK		A/P - P/R*
	P M A	US BANK		DEBT SERVICE
	P M A	WELLS FARGO		DEBT SERVICE
06/02/16	PREMIER BANK	ANNUITY COMPANIES	\$912,045.00	PAYROLL PAYABLES
06/07/16	PREMIER BANK	ANNUITY COMPANIES	\$1,706,026.00	PAYROLL PAYABLES
06/17/16	PREMIER BANK	ANNUITY COMPANIES	\$44,350.00	PAYROLL PAYABLES
06/22/16	PREMIER BANK	ANNUITY COMPANIES	\$215,864.00	PAYROLL PAYABLES
	PREMIER BANK	ANNUITY COMPANIES		PAYROLL PAYABLES
	PREMIER BANK	BANKCARD		CREDIT CARD FEES
06/13/16	PREMIER BANK	CORPORATE HEALTH	\$38,819.00	FLEX PROCESSING
06/20/16	PREMIER BANK	CORPORATE HEALTH	\$8,843.00	FLEX PROCESSING
06/22/16	PREMIER BANK	CORPORATE HEALTH	\$38,371.00	FLEX PROCESSING
06/27/16	PREMIER BANK	CORPORATE HEALTH	\$34,784.00	FLEX PROCESSING
06/30/16	PREMIER BANK	CORPORATE HEALTH	\$9,132.00	FLEX PROCESSING
	PREMIER BANK	CORPORATE HEALTH		FLEX PROCESSING
06/01/16	PREMIER BANK	DELTA DENTAL	\$127,040.00	MONTHLY PAYMENT
06/06/16	PREMIER BANK	HEALTH PARTNERS	\$176,204.00	HEALTH CLAIMS
06/13/16	PREMIER BANK	HEALTH PARTNERS	\$273,854.00	HEALTH CLAIMS
06/20/16	PREMIER BANK	HEALTH PARTNERS	\$177,169.00	HEALTH CLAIMS
06/28/16	PREMIER BANK	HEALTH PARTNERS	\$350,412.00	HEALTH CLAIMS
	PREMIER BANK	HEALTH PARTNERS		HEALTH CLAIMS
06/15/16	PREMIER BANK	I R S	\$384,362.00	PAYROLL TAX
06/30/16	PREMIER BANK	I R S	\$625,809.00	PAYROLL TAX
	PREMIER BANK	I R S		PAYROLL TAX
	PREMIER BANK	I R S		ACA TAX
	PREMIER BANK	JP MORGAN		P-CARD PURCHASES
06/30/16	PREMIER BANK	MISCELLANEOUS	\$4,426.00	MISCELLANEOUS
	PREMIER BANK	NSPMOEA		UNION DUES
	PREMIER BANK	NSPMOEA		UNION DUES
06/08/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/15/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/20/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
06/01/16	PREMIER BANK	STATE OF MINN.	\$452,435.00	PAYROLL TAX
06/16/16	PREMIER BANK	STATE OF MINN.	\$58,981.00	PAYROLL TAX
	PREMIER BANK	STATE OF MINN.		PAYROLL TAX
	PREMIER BANK	STATE OF MINN.		MSRS CONTRIBUTION
	PREMIER BANK	STATE OF MINN.		UC TAX
		TOTAL	<u>\$12,441,910.00</u>	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

IV. X. BID AWARDS

Sealed bids were solicited as required by law for goods and services listed below. The bids were opened and tabulated by the Business Office and are recommended for award to the lowest responsible bidders. Bid tabulations are on file in the Business Office.

Therefore, the Director of Business Services recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that contracts be awarded as follows:

<u>For</u>	<u>Vendor</u>	<u>#Bids</u>	<u>Fund</u>	<u>Amount</u>
Carver Elementary Masonry Restoration Project - Long Term Facilities Maintenance - Base Bid \$17,711.00 plus Alternate #1 at \$16,753.00	A J Spanjers	3	01	\$ 34,464.00



**PERFORMANCE
DRIVEN DESIGN.**
LHBcorp.com

July 12, 2016

Mike Boland
Maintenance/Operations Health & Safety Supervisor
2520 East 12th Avenue
North St. Paul, MN 55109

**CARVER MASONRY RESTORATION
BID RESULTS**

Dear Mr. Boland,

The bid opening for the above-reference project was held on July 12, 2016 at 10:00 a.m. at the ISD 622 District Office. The School District received three bids as shown below:

Name	Base Bid	Alternate No. 1	Total (not including unit prices)
A.J. Spanjers	\$17,711.00	\$16,753.00	\$34,464.00
A-A Universal Restoration	\$21,915.00	\$18,560.00	\$40,475.00
Building Restoration	\$22,431.00	\$14,256.00	\$36,687.00
Estimate (including allowances for unit prices):			\$48,500.00

The lowest bid was received from A. J. Spanjers with a base bid, including Alternate No. 1 amount of \$34,464.00 plus unit prices as indicated on the Bid Tab. All of the bids were reviewed and we identified that A-A Universal Restoration only provided a 5% Bid Bond (the specified Bid Bond amount was 10%). Our internal references for A.J. Spanjers have had positive comments. We therefore recommend that the School District award the contract for the Carver Masonry Restoration project to A.J. Spanjers.

LHB


Laura Faucher, AIA
Architect

c: LHB File # 160065.32

O:\16Proj\160065\32\700 Bidding\703 Bids\16006532 20160712 Recommendation of Bid Award - Carver Masonry.docx



BID TAB

PROJECT TITLE: ISD 622 Carver Masonry Restoration

PROJECT #: 160065.32

BID CLOSE: 10:00am CST, Tuesday, July 12, 2016

PAGE 1 OF 1

BIDDERS Name/Address/Phone	Addendum Received		BID BOND	Base Bid	ALT 1:	Unit Price 1: Brick Repointing	Unit Price 2: Remove Mortar, install backer rod and sealant	Unit Price 3: Brick Replacement	Unit Price 4: Cut 1/2" wide by 3- 5/8" deep control joint at brick masonry, install backer rod and sealant	Unit Price 5: Repair/Replace masonry ties and associated work as described in ALT-1.
	01	02								
A-A Universal Restoration	Yes	Yes	Yes (only 5%)	\$21,915.00	\$18,560.00	\$25.00/SF	\$20.00/SF	\$45.00/brick	\$75.00/LF	\$200.00/LF
Building Restoration	Yes	Yes	Yes	\$22,431.00	\$14,256.00	\$26.00/SF	\$19.00/SF	\$32.00/ brick	\$42.00/LF	\$119.00/LF
A. J. Spanjers	Yes	Yes	Yes	\$17,711.00	\$16,753.00	\$18.00/SF	\$20.00/SF	\$35.00/ brick	\$30.00/LF	\$110.00/LF
						/SF	/SF	/ brick	/LF	/LF
						/SF	/SF	/ brick	/LF	/LF
						/SF	/SF	/ brick	/LF	/LF
						/SF	/SF	/ brick	/LF	/LF
						/SF	/SF	/ brick	/LF	/LF

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IV. G. RESOLUTION TO REJECT A PREVIOUS AWARDED BID AND AWARD TO THE NEXT LOWEST BIDDER

Corval Constructors, Inc. has requested that the District allow them to withdraw from the North High School Chiller Rebuild Project due to a bid mistake. LHB and administration is recommending that the school board allow Corval Constructors to withdraw and reject their previously awarded bid and award the project to the next lowest bidder - Trane Inc.

Therefore, the Director of Business Services recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the previously awarded contract to Corval Constructors, Inc. in the amount of \$130,512 for the North High School Chiller Rebuild Project be rejected.

FURTHERMORE, that a contract be awarded to Trane Inc. in the amount of \$160,750 for the North High School Chiller Rebuild Project.

MOTION:

SECOND:



**PERFORMANCE
DRIVEN DESIGN.**
LHBcorp.com

June 23rd 2016

Vicky Kornegor
North St Paul – Maplewood – Oakdale ISD 622
2520 East 12th Avenue
North St Paul, MN 55109

Mrs. Kornegor;

Thank you for the opportunity to assist the district with projects that are part of your district’s facility maintenance schedule. The four projects were bid on June 23rd 2016 the following the bid results and our corresponding recommendations:

PROJECTS: 160065.05 Mechanical Systems Chiller Rebuild 160065.05

Task 01: North High School

Construction Budget: \$120,000
Added Scope as Alternates: \$7,500

The bid opening for the above referenced project was held Thursday June 23rd 2016 at 11:00 am CST

There were two qualified bidders:

		Trane	Corval
Scope 1	Base Overall:	\$50,663	\$26,997
	Eddy Current Testing:	\$970	\$1,300
	Rupture Guard Installation:	\$1,035	\$9,725
	Control Panel Upgrade:	\$48,775	\$25,900
	Alternate 1-1:	\$3,250	\$2,900
	Alternate 1-2:	\$2,800	\$1,525
	Alternate 1-3:	\$2,527	\$1,400
	Alternate 1-4:	\$1,925	\$1,625
Scope 2	Chiller Plant Piping:	\$1,125	\$1,500
	Alternate 2-1:	\$2,250	No Bid
Scope 3	Tower Fill Replacement:	\$33,410	\$38,640
	Rust Removal and Coating:	\$7,520	\$14,375
	VFD Drive System Replacement:	\$4,500	\$4,625
	TOTAL BID:	\$160,750	\$130,512

All bids were reviewed and no errors were identified.

Recommendation: award Scope 1 (base and Alternates), Scope 2 (Base), and Scope 3 (Base and Alternates) to Corval Constructors, Inc. for: \$130,512

Measurement Team and Action Team Timelines

Measurement Team

The focus of the work of the Measurement Team is to determine how to measure and define what success looks like in achieving our Mission Outcomes.

Mission Outcomes

- By 2021, each learner will use creativity, critical thinking, and intercultural competence to address real world challenges.
- By 2021, each learner will develop and embrace their identity, strengths, interests, and self-advocacy skills to actively navigate their learning pathway.

- Aug 24 Measurement Team (Day1) - 8:00 AM to 4:00 PM**
- Overview of DRAFT Strategic Plan, including core values, mission, mission outcomes, and strategies
 - Develop a profile of a 622 graduate (skills, knowledge, attributes, behaviors)
 - Focus group of students to help ground this discussion and put it into kid language (during or after meeting)
 - Plan for focus groups on the profile developed before the next meeting
- Sep 20 Measurement Team (Day 2) - 8:00 AM to 4:00 PM**
- Refining data from focus groups to finish up profile
 - Begin developing a performance rubric (3 or 4 point scale)
 - Develop plan to create a tool that is appropriate for MS and Elem.
 - Plan for focus groups on the performance rubric developed before the next meeting
- Oct 18 Measurement Teams (Day 3) - 8:00 AM to 4:00 PM**
- Refine and complete performance rubric based on focus group feedback
 - Continue plan for MS and Elem.

Action Teams

The focus of the work of the Action Teams is to determine what the end results of the DRAFT Strategic Plan strategies will look like.

Strategies

1. We will engage our internal and external community to help us achieve our mission and mission outcomes.
2. We will develop and enhance community partnerships that support our mission and align with our core values.
3. We will develop and enhance programs and practices that ensure engagement of our diverse learners to achieve our mission outcomes.
4. We will build competitive 622 E-12 pathways that prepare all students for post-secondary.

Aug 25 Action Teams (Day 1) - 8:00 AM to 4:00 PM

- Overview of DRAFT Strategic Plan, including core values, mission, mission outcomes, and strategies
- Forming stage - understand mandate and strategy
- Understanding current reality and forecasting what need to learn
- Create plan for learning about team's identified strategy in preparation for next meeting

Sep 28 Action Teams (Day 2) - 8:00 AM to 4:00 PM

- Each team synthesizes the information from the research
- Identify additional information needed
- Create a plan for gathering the additional information in preparation for the next meeting

Oct 26 Action Teams (Day 3) - 8:00 AM to 4:00 PM

- Using the understanding of current reality in the district as well as research related to the strategy, develop clear and concise end results for each strategy (around 5 per action team)

Next Steps for the Strategic Plan

Once the Measurement Team and Action Teams complete their work, representatives from those teams will present their drafts to the Core Planning Team. The Core Planning Team will make revisions as necessary. The DRAFT Strategic Plan will be reviewed by the School Board in a Study Session. Finally, the DRAFT Strategic Plan will be presented at a Business Meeting of the School Board with a resolution requesting their approval.

Nov 7 Core Planning Team

- Measurement Team and Action Team representatives present their work
- Core planning team discusses the work, makes revisions as necessary

- Core Planning Team approves DRAFT Strategic Plan to present to the School Board

Nov 15 or 22 School Board Study Session

- DRAFT Strategic Plan presented to the School Board for dialogue, questions, and comments

Dec 13 School Board Business Meeting

- Resolution for approval of DRAFT Strategic Plan presented to the School Board

After Board approval District Leadership Team

- Prioritize and map end results to 2021
- Identify implementation teams

VI. A. 1. ACKNOWLEDGEMENT OF CONTRIBUTIONS

Minnesota Statute 123B.02 permits school boards to “...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, and for the benefit of pupils thereof.”

Therefore, the Director of Business Services recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

<u>Donor</u>	<u>Item and/or Amount</u>	<u>Purpose</u>
J L Holdings	\$250.00	John Glenn CREED Program
Grand Knight of the Council	\$1,406.41	Community Bridge
Robert Malm	\$100.00	Meals on Wheels
Ron Sushak	T-shirts for Community Bridge t-ball/softball tournament (valued at \$161.50)	Community Bridge
M.E. Hafner	\$200.00	Meals on Wheels - to honor Gigi Fitzpatrick
Vadnais Heights Lions Club	\$1,000.00	Meals on Wheels
Mike and Allison Hughes	8 paintings (valued at \$1,500.00)	Tartan Theater
Cowern PTG	Electronic sign (valued at \$15,000.00)	Cowern Elementary School

MOTION:

SECOND:

Total fiscal year 2016-2017 monetary contributions: \$2,956.41

VI. B. 1. RATIFICATION OF THE 2015-2017 NORTH ST. PAUL-MAPLEWOOD-OAKDALE ASSOCIATION FOR NUTRITION SERVICES MASTER AGREEMENT

A settlement has been bargained between the North St. Paul-Maplewood-Oakdale Association for Nutrition Services and Independent School District 622. The membership of the North St. Paul-Maplewood-Oakdale Association for Nutrition Services has voted on and ratified the proposed agreement. The proposed settlement is a two-year agreement covering the years 2015-16 and 2016-17 with an off schedule lump sum payment in year two and a total package cost with all associated costs of 2.60%.

Therefore, the Director of Human Resources recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2015-2017 the North St. Paul-Maplewood-Oakdale Association for Nutrition Services Master Agreement be approved.

MOTION:
SECOND:

Tentative -- North St. Paul-Maplewood-Oakdale Association for Nutrition Services Settlement Summary

	2015-2016	2016-2017
Salary Schedule Improvement	0% schedule improvement	0% schedule improvement with off schedule lump sum payments equivalent to \$.675/hour as agreed
Health Insurance Cap	No Change	Single \$587.77 and \$523.12 Family \$1306.93 and \$1163.17/month
Total		2.60

VI. B. 2. 2015-2017 NON-UNIT SALARIES

The Non-Unit group consists of non-teaching professionals that are specialists, supervisory or confidential employees. A package that falls within the District’s budget and School Board’s parameters has been established. As with all non-teaching groups, the Non-Unit group will receive a two year total package with all associated costs of 2.60%. The proposed settlement is a two-year agreement covering the years 2015-16 and 2016-17 with off schedule lump sum payments in year one and two.

Therefore, the Director of Human Resources recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2015-2017 Non-Unit package outlined below be approved.

MOTION:
SECOND:

Non-Unit Summary

	2015-2016	2016-2017
Salary Schedule	0% with one time lump sum payments	0% with one time lump sum payments
Health/Vision Insurance Caps	No Increase	Single \$636.02/month Family \$1492.94/month
Total		2.60