



School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

SCHOOL BOARD MEETING

Regular Meeting

**January 24, 2017
6:00 PM**

Board Members:

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

Superintendent:

Christine Osorio

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

District Mission Statement:

We commit each day to develop and empower lifelong learners who thrive in diverse communities.

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

**Regular Meeting
January 24, 2017
6:00 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

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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 December 13, 2016 Work Study Session | 10 |
| B. Minutes of December 13, 2016 Reflection Study Session | 11 |
| C. Minutes of December 13, 2016 Business Meeting | 12 |
| D. Minutes of January 10, 2017 Special Meeting | 17 |
| E. Minutes of January 10, 2017 Work Study Session | 22 |
| F. Routine Personnel | 23 |

G. Disbursements 27

V. Reports

A. Student School Board Representatives

B. Superintendent - *Osorio*

C. Business Office - *R. Anderson*

1. 2017-2018 Budget Projections 31

Randy will be presenting and reviewing enrollment numbers and budget assumptions that will be used in our updated Financial Projection Model and in developing our 2017-2018 budget. We will be looking at preliminary projections and 2017-2018 budget numbers at the February work session.

2. 2016-2017 Budget Revisions 39

We have just received our December numbers and have used those to determine any January budget revisions that need to be prepared. Because of the need to use timely information, we will be finishing up any necessary analysis and using this information to update our Financial Projection Model.

General Fund Budget 01

We have a few budget updates to reflect in the General Fund Budget to both revenues and expenditures.

Revenues: *Positive and negative revenue adjustments are outlined on the attached document and amount to a change to 2016-17 revenue from \$136,190,368 to \$140,145,776, an increase of \$3,955,408.*

Expenditures: *Expenditure adjustments are outlined on the attached document and amount to a change in 2016-17 expenditures from \$136,423,779 to \$141,460,779, an increase of \$5,037,000.*

*With these revisions, the General Fund will see expenditures exceeding revenues by **\$1,315,003**. This will decrease the estimated General Fund unassigned fund balance from \$7,219,266 to approximately \$5,904,263.*

Budget adjustments to revenues and expenditures include:

**Three flow through budget entries that are required to recognize both revenue and expenses in the same amount. Each entry is required by our auditor. 1)An entry to recognize our district's portion of state aid received for Duluth's TRA, 2)The money received for the Lease Purchase Agreement for our fiber optic project, and 3)Using our Federal Special Education Revenue to pay Special Education tuition expenses.*

**Our revenue has been adjusted to reflect our updated enrollment (which includes the Pre-K Grant) which increases Basic State Aid, a decrease in Special Education Revenue due to reaching our cap, and a grant received from the U of M.*

**Our expenditure adjustments reflect the salary and benefits of the added Special Education staff, an increase in the Safe Schools budget which will be used for cameras and electronic entry (Prox) readers, the MDE Pre-K grant for current sections at Webster and Richardson, and dollars that will be utilized with the U of M grant.*

Community Service Budget 04

Each year, Community Education submits budget amendments to reflect actual state aid revenue. The total awards by MDE are not known when the budgets are being prepared for the upcoming fiscal year. Therefore, amendments are done to accurately reflect our aid entitlement.

The school district has been notified of several aid allotment

revisions:

**Non-Public textbooks, health services and guidance/counseling services increased by \$33,649 (*based on last year's pupil count for our nonpublic schools, including homeschool students)*

**Adult Basic Education increased by \$366,054 (based on contact hours for ABE for the Metro East ABE Consortium, of which ISD 622 is the fiscal agent)*

**In addition, the Pathways II Grant increased by \$111,811*

Debt Service 07

Revisions to these funds include an increase in revenue of \$39,120,790 and in increase in expenditures of \$39,214,245. These changes are due to the District's refunding of General Obligation Bonds in October.

VI. Discussion

A. Policy Revisions - R. Anderson 40

We had a first glimpse of the three policies proposed for revision at the January 10 work study session. A question was asked about the possibility of additional language to our two transportation policies; Karen Kepple's response is added in blue to the policy summary sheet attached in BoardBook. At tonight's business meeting we will have our first formal reading, followed by proposed action at the February 28 business meeting.

- 1. Policy E-008 (Gifts to and Solicitation by Employees and School Board Members) 42
- 2. Policy E-026 (Transportation of Public School Students) 45
- 3. Policy E-028 (Field Trips) 52

VII. Action Items

A. Business Office

- 1. Acknowledgment of Contributions - C. Anderson 55
**I recommend that the list of contributions, with a year to date total of \$52,234.40 be accepted with appreciation.*

2. Approval 2016 - 2017 Budget Revisions - R. Anderson 58

***I recommend that the 2016-17 District Budget be revised to reflect the revisions as outlined for General Fund 01; Community Services Fund 04; and Debt Service 07.**

B. Human Resources - Gray

1. Pay Equity Implementation Report 59

Every three years the District must submit information for a pay equity analysis. This report is required by state law as part of an effort to ensure that female dominated jobs in all government entities are paid at a level commensurate with that of male dominated jobs. This complex report requires additional time to complete and we will email you the document prior to the January 24 board meeting.

Key Points:

1)It is an internal, District 622 specific, evaluative comparison using existing pay structures and a job evaluation system that allocates points for the complexity of a given job.

2)Each job class has been allocated a point value using the ROI job evaluation system, a predicted pay level has been calculated, and a comparison using statistical analysis conducted.

3)Using the state provided software, District 622 unofficially passes all the tests and no adjustments are needed. Of course, the state will evaluate our data and let us know at a later date if they concur.

4)Keep in mind that no job evaluation system is perfect. Observed variances might be products of an imperfect system and within tolerance rather than a real over or under payment.

***I recommend that the Pay Equity Implementation Report be approved.**

C. Student Services - Hughes

1. 2016-2017 Additional Student Services iFTE Approval

60

The additional staffing is needed due to continued student growth in the area of Early Childhood Special Education programs. This staffing is needed to bring us into compliance with state special education staffing rules.

**I recommend that the additional FTE for Student Services of 2.25 be approved.*

D. School Board

1. Set Time, Location & Agenda for February 7, 2017 Work Study Session

We have set the date of our work study session, but we need to set the time, location, and agenda. Suggested items include: Ice Breaker; Superintendent Check-In; Assessment Update (a flipped session by Khriisslyn Goodman); Budget Process Update & Plan; Strategic Plan Action Plans, Timelines, and Accountability Measures; Revision of Policies E-081, EM-020.19 & EM-020.20; and Recommendations for Budget Adjustments/Reductions.

**I recommend that the February 7, 2017 work study session begin at 4:30 p.m. in Room 202 of the District Education Center and include the following agenda items: 1)Ice Breaker; 2)Superintendent Check-In; 3)Assessment Update; 4)Budget Process Update & Plans; 5)Recommendations for Budget Adjustments/Reductions; 6)Strategic Plan Action Plans, Timelines, and Accountability Measures; and Revision of Policies E-081, EM-020.19, and EM-020.20.*

2. Set Board Retreat Date, Time, Location & Agenda

We discussed this topic at our December 13 reflection session by reviewing the results of the survey, and we reached consensus on a board retreat date, time, location and agenda.

**I recommend that the board retreat take place on February 24, 2017*

from 4:00 - 9:00 p.m.; and on February 25, 2017 from 8:00 a.m. - noon at the Hilton Garden Inn in Oakdale and have the following agenda items: Superintendent Check-In; Facility Planning; Spring Budget & Staffing; Strategic Planning Update; Public Engagement; Increased Roles for Student Board Members; and Board Governance Policy Revision.

3. Set Work Study Sessions (March, June)

Randy has asked for an opportunity in a study session format to present the capital budget plan overview and a budget overview for all budgets. We are proposing adding a 30 minute work session prior to the start of the reflection session on March 28 for the capital budget plan and the long term facilities maintenance plan; and an additional one hour work session from 4:30 - 5:30 p.m. on June 13 for the budget overview of all funds.

**I recommend that a work study session begins at 4:30 p.m. in Conference Room 202 of the District Education Center on March 28, 2017 and contains the following agenda item: Capital Budget Plan Overview and LTFM Plan for Summer 2017; AND that a work study session be held on June 13, 2017 from 4:30 - 5:30 p.m. in Conference Room 202 of the District Education Center with the following agenda item: Budget Overview For All Funds.*

VIII. Board Communications

IX. Future Board Meeting Dates

A. February 7, 2017 Work Study Session

B. February 28, 2017 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
December 13, 2016**

Chair Coborn called the meeting to order at 4:30 PM with the following present: Chair Coborn, Vice Chair Hunt, Clerk Neve, Treasurer Yener, Directors Augé, Livingston, and Superintendent Osorio. Arriving at 4:32 PM: Director Anderson.

Others present were: Randy Anderson and Kim Cavallaro.

In the audience: Jessica Cabak and Rory Sanders.

Business Services Director Randy Anderson reviewed the audit and fund balance for 2015-2016; final levy certification; the 2017-2018 budget timeline; and the current 2016-2017 budget update.

The meeting adjourned at 5:08 PM.

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**

**REFLECTION STUDY SESSION
SCHOOL BOARD
December 13, 2016**

Chair Coborn called the meeting to order at 5:09 p.m. with the following present: Chair Coborn, Vice Chair Hunt, Clerk Neve, Treasurer Yener, Directors Anderson, Augé, Livingston, and Superintendent Osorio.

Others present were: Kim Cavallaro.

In the audience: Jessica Cabak and Rory Sanders.

Coborn opened the meeting with an ice breaker and asked board colleagues to share a frustration or funny moment.

During her superintendent check in, Osorio presented a draft outline for a future board retreat. Action will be taken on the date, time, location and agenda at the January 24 business meeting.

Augé reported on the MSBA Delegate Assembly that she had participated in, along with Hunt and Yener.

Board members reviewed liaisons and committees for 2017. This will be acted upon as part of the Organizational Resolutions at the January 10 special meeting.

Board officer succession was discussed and individuals interested in serving in an officer role had an opportunity to provide input. This will be an action item at the January 10 special meeting.

The meeting adjourned at 5:51 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
December 13, 2016**

Chair Coborn called the meeting to order at 6:00 p.m. with the following present: Chair Coborn, Vice Chair Hunt, Clerk Neve, Treasurer Yener, Directors Anderson, Augé, Livingston, and Superintendent Osorio. Absent: Student Board Representatives Ato and Larsen.

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

The meeting opened with the Pledge of Allegiance led by JROTC Cadets Jacob Luczak, Wyatt Murphy, and Karen Ortiz.

Yener moved and Neve seconded the following motion, which carried on a 7 - 0 vote:

THAT the agenda be approved as presented.

Anderson moved and Augé seconded the following resolution, which carried on a 7 - 0 vote:

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

Neve read North High Student Board Representative Shelby Larsen's report in her absence and reported on the following items: Student Council had a lock-in last Friday and did bonding activities and played games, they also hosted a Teacher Date Night and did an arts and crafts project with the teachers' children; Girls Basketball is off to a good start with a 2 - 3 record; Boys Basketball is 2 - 2 overall, Band had their winter concert last week and it was wonderful; North Gymnastics has been doing very well and they received 2nd in the Simley invite and 1st in the South St. Paul meet; Show Choir has their festival concert tonight; and as Tri 2 is starting, administration hosted a meeting during reading time. There is also a new procedure in place where the school is locked down during classes and visitors will be buzzed in to promote a positive, safe environment.

Osorio stated that she was excited to have members of the JROTC present at the board meeting and that she looked forward to their presentation later in the evening. She also spoke about the many events that are occurring in the District, and encouraged viewers to check the District website for up-to-date information on all of the activities.

R. Anderson presented the 2016 Payable 2017 Property Tax Levy and offered community members an opportunity to speak; however, no community members wished to do so.

Jim Eichten, from the auditing firm of Malloy, Montague, Karnowski, & Radosevich, presented the 2015-2016 Audit Report and offered a clean opinion on the District’s financial statements.

Miller introduced JROTC Leaders Dave Wilkinson and Brian Buesgens who shared a short video highlighting their program. Wilkinson, Buesgens, and their cadets answered questions about the Air Force JROTC program at North High.

Yener moved and Livingston seconded the following resolution, which carried on a 7 - 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>
Pamela and Jeffrey Ledermann	Snow thrower (valued at \$100.00)	North High small engines class
Betty Nierengarten	2 winter coats and snow pants (valued at \$110.00)	Richardson Elementary
Theresa Augé	7 jackets/coats and snow pants (valued at \$210.00)	ISD 622 students
Cherie Bender	Vinyl albums/records (valued at \$300.00)	Maplewood Middle Music Department
Susan Purvis	\$40.00	Meals on Wheels
Shannon Pooler	17 3-ring binders (valued at \$25.00)	Castle Elementary
United Sisters of Cross Lutheran Church	\$250.00	John Glenn Middle School
REM Minnesota (REM Ramsey)	School supplies (valued at \$250.00)	School District 622
Kimley-Horn and Associates, Inc.	\$100.00	Weaver Deep Portage
Sharon Marlow	\$20.00	Gladstone Meals on Wheels
Kevin Limdahl	Snow blower (valued at \$250.00)	North High Industrial Tech Dept.
Sue Reibel	Clothes, etc. (valued at \$100.00)	Cowern students

Livingston moved and Neve seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2016 Payable 2017 property tax levy is adopted in the total amount of \$47,731,230 and, further, that the School Board Clerk is authorized to sign the document used to

certify the property tax levy to the county auditors and the Minnesota Department of Education.

Augé moved and Yener seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the audit reports for the fiscal year ending in June 30, 2016 presented by Malloy, Montague, Karnowski, Radosevich and Co. P.A. be accepted as presented.

Neve moved and Anderson seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED that the School Board of Independent School District #622 hereby adopts Policy E-096 (Procuring Materials & Services).

Anderson moved and Yener seconded the following resolution, which carried on a 7 - 0 vote:

WHEREAS, the Minnesota Municipal Power Agency (MMPA) has established the Hometown Solar Grant Program, which is an extension of MMPA's Energy Education Program. The purpose of the grant program is to provide an educational asset to MMPA's member communities and to educate students and the public with respect to the conversion of sunlight into electricity, and the unique characteristics of solar power; and

WHEREAS, the Hometown Solar Grant Program provides selected schools with a 5 kilowatt solar installation (Solar Facility); and

WHEREAS, Independent School District 622 desires to submit a grant proposal for North Senior High School located at 2416 11th Street N., North St. Paul, MN 55109

BE IT RESOLVED:

- 1) That MMPA shall design, construct and install all aspects of the solar facility.
- 2) Independent School District 622 shall own the Solar Facility and shall receive all electricity generated by the facility.
- 3) Independent School District 622 shall be responsible for operating and maintaining the facility through its reasonable lifetime, including any operating and maintenance expenses after commissioning.
- 4) Independent School District 622 agrees to enter into necessary and required agreements with the MMPA for the specific purpose of completing the project.
- 5) That Randy Anderson of Independent School District 622 is authorized and directed to execute said grant application and serve as the official liaison with the MMPA.

Livingston moved and Augé seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the proposed calendar be approved and adopted for the 2017-2018 school year and that pursuant to Minn. Stat. §645.44, Subd. 5, the School Board of Independent School District No. 622 has determined that Columbus Day is not a legal holiday, and therefore, public business, including school board and informational meetings, may be transacted on that day. Additionally, schools will be open on Veterans Day and in accordance with state statute will have at least one hour of activities in observance of Veterans Day.

Neve moved and Yener seconded the following resolution, which carried on a 7 - 0 vote:

WHEREAS District 622 has engaged internal and external stakeholders to provide input and feedback on the development of a new strategic plan;

WHEREAS a Core Planning Team of internal and external stakeholders has developed a new strategic plan including core values, a mission, mission outcomes, and strategies;

WHEREAS a Measurement Team of internal and external stakeholders has drafted a plan for measuring progress toward the mission outcomes;

WHEREAS Action Teams of internal and external stakeholders have drafted plans for implementing four key strategies to meet the mission outcomes;

WHEREAS District Administration has drafted an implementation and accountability system, including annual reports to the School Board and community;

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District 622 that the District 622 Strategic Plan be approved and implemented.

Coborn asked Board Members to set a special meeting. Anderson moved and Livingston seconded the following motion, which carried on a 7 - 0 vote:

THAT a special meeting be set on January 10, 2017, in the Board Room of the District Education Center with a start time of 4:30 p.m. and contain the following agenda items: Oath of Office; Election of Officers; Organizational Resolutions.

Coborn asked Board Members to set a work study session immediately following the January 10 special meeting. Augé moved and Anderson seconded the following motion, which carried on a 7 - 0 vote:

THAT a work study session will begin immediately following the January 10, 2017 special meeting (approximate start time of 4:45 p.m.) in Room 202 of the District Education Center with the following agenda items: Ice Breaker; Superintendent Check

in; Facility Analysis; Review of 2017-2018 Enrollment & Financial Projections; and Policy Revisions.

During Board Communications, the following items were shared:

- ✓ Augé said there was such pride at the last CACC meeting and stated that Robin Nelson came and shared a quick snapshot of American Indian curriculum. She ended her comments by stating however individuals spend their winter holidays, she hoped that they felt loved, valued and cherished.
- ✓ Livingston reported on District 916 as the board liaison to that group. She mentioned that she had toured the Karner Blue facility and that she was very impressed with the program that accommodates its learners so well and is a model for the nation. She said that District 916's new facility in Lake Elmo will be called Quora. She ended her report by mentioning how much she was looking forward to North High's Show Choir Rotary performance this Friday.
- ✓ Hunt also spoke about our District's American Indian program and while working in North Dakota lately he has been hearing from many people about the quality of our programs.
- ✓ Coborn encouraged board members to attend AMSD's legislative platform on Friday, January 6, from 7:30 - 10:30 a.m. at the TIES Conference Center. Coborn gave a shout out to all of the music, band, and choir instructors for the wonderful work they do with our students and the quality of the concerts they produce. She told everyone to stay safe over winter break.

Livingston moved and Yener seconded the following motion, which carried on a 7 - 0 vote:

THAT the meeting be adjourned.

The meeting adjourned at 7:49 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**

**SPECIAL MEETING
SCHOOL BOARD
January 10, 2017**

Chair Coborn called the meeting to order at 4:30 PM with the following present: Chair Coborn, Vice Chair Hunt, Clerk Neve, Treasurer Yener, Directors Augé, Livingston, and Superintendent Osorio. Arriving at 4:34 PM: Director Anderson.

Others present were: Randy Anderson and Kim Cavallaro.

Coborn administered the Oath of Office to Augé, Hunt, Livingston and Neve.

Coborn requested nominations for Chair. Livingston nominated Coborn. Coborn requested additional nominations for Chair. Anderson nominated Hunt. There being no other nominations, a roll call was held with the following voting for Coborn: Yener, Neve, Livingston, Coborn; and the following voting for Hunt: Hunt, Anderson, Augé. The motion carried with Coborn receiving the majority of votes cast and was therefore elected Chair.

Coborn requested nominations for Vice Chair. Neve nominated Yener. Coborn requested additional nominations for Vice Chair. Augé nominated Hunt. There being no other nominations, a roll call was held with the following voting for Yener: Yener, Neve, Livingston, Coborn; and the following voting for Hunt: Hunt, Anderson, Augé. The motion carried with Yener receiving the majority of votes cast and was therefore elected Vice Chair.

Coborn requested nominations for Clerk. Augé nominated Neve. There being no other nominations, a unanimous ballot was cast.

Coborn requested nominations for Treasurer. Yener nominated Anderson. Coborn requested additional nominations for Treasurer. Augé nominated Livingston. There being no other nominations, a roll call vote was held with the following voting for Anderson: Yener, Hunt, Anderson; and the following voting for Livingston: Neve, Livingston, Augé, Coborn. The motion carried with Livingston receiving the majority of votes cast and was therefore elected Treasurer.

The Organizational Resolutions were considered. Neve moved and Augé seconded the following resolution, which carried on a 7 - 0 vote:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the following organizational resolutions, numbered 1-19, be accepted as presented:

1. THAT the School Board approve memberships, related dues, and authorize signature of membership documents by the appropriate individual(s) in the following organizations:
 - Minnesota School Boards Association (MSBA)
 - Association of Metropolitan School Districts (AMSD)
 - Minnesota State High School League (MSHSL)
 - Metropolitan Service Coop (formerly ECSU)
 - Ramsey County League of Local Governments (RCLLG)
2. THAT the School Board appoint the following individual Board Members to serve as Board Representatives or Liaison members as indicated:
 - January - December 2017 Appointment:
 - NMI 916 Board (Livingston)
 - Tartan Ice Arena Joint Powers Board (Neve, Augé)
 - Advisory (formerly CACC) (Augé)
 - Educational Equity Alliance Collaborative (Coborn)
 - January - June 2017 Appointment:
 - Metro ECSU (Hunt)
 - July - December 2017 Appointment:
 - Metro ECSU (Anderson)
3. THAT the School Board approves monthly compensation for School Board members at the rate of \$475 per month; \$500 per year additional for Board Chair; and \$600 per year expense allowance for each Board member.
4. THAT pursuant to Board Policy G-033 the School Board business meeting dates, will be as follows:
 - January 24, February 28, March 28, April 25, May 23, June 27
 - AND THAT THE School Board Work Study Session meeting dates will be as follows:
 - January 10, February 7, April 11
 - AND THAT THE School Board Reflection Study Session meeting dates will be as follows:
 - March 28, June 27
 - THE regular meeting place for School Board business meetings shall be the Board Room in the District Education Center at 6:00 p.m., unless otherwise specified.
 - THE regular meeting place and time for School Board Study Sessions will be posted.
5.
 - a. Premier Bank and Associated Bank are designated as the official depositories of School District funds, subject to its furnishing collateral security and otherwise complying with the provisions of Minnesota statute.
 - b. The School Board treasurer or chief financial officer are authorized to accept and release collateral as required.
 - c. The officers of the School Board, the Superintendent, and the chief financial officer and designee(s), whichever are necessary, are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository.
 - d. The depository is authorized to accept facsimiles of the signatures of

the officers of the School Board upon checks drawn on school district funds in accordance with Minnesota statute.

e. This resolution shall be valid until superseded.

6. THAT imprest funds be authorized in the amount of \$51,505, that the Superintendent or designee be appointed as custodian of such funds, and that their only uses be for the payment of proper claims against the District, excluding salaries and personal expenses, which it is impractical to pay in any other manner, and for travel expense advances, all as permitted by Minnesota statute.
7. THAT the Ramsey County Maplewood Review, and the Oakdale-Lake Elmo Review newspapers are designated as the official newspaper of the School District, in accordance with Minnesota statute.
8. THAT the following legal firms be designated and recognized as the School District's attorneys for legal affairs and consultations, with any exceptions to be approved by the School Board:
Karen Kepple Law Office
Knutson, Flynn, and Deans
Ratwik, Roszak, and Maloney
Kennedy-Graven
Dorsey & Whitney, LLP
Rupp, Anderson, Squires & Waldspurger
Booth Law Group
Fredrikson & Byron, P.A.
9. THAT the Superintendent or designee be authorized to issue checks between Board meetings in advance of Board approval under the following conditions and to include such payments in the next list of bills submitted to the Board for approval:
 - a. Payments of claims which cannot be deferred until the next Board meeting without loss to the District of a discount privilege or because of contract terms, purchase order terms, or a vendor's standard terms which are part of contract, in accordance with Minnesota statute.
 - b. Payments of claims within the standard payment period as defined in Minnesota statute.
10. THAT, as permitted by Minnesota statute, the Superintendent or designee be authorized to lease, purchase, and contract for goods and services, within the budget as approved by the Board, provided that any transaction in an amount exceeding the minimum amount for which bids are required (\$100,000 per Minnesota Statute 471.345), must first be specifically authorized by the Board and must fulfill all other applicable legal requirements for School District contracts.
11. THAT the Director of Business Services be allowed to open brokerage accounts with U.S. Bank, Minnesota Trust, and PMA Securities.
12. THAT Springsted, Incorporated and Ehlers be approved as the District Financial Advisors for the fiscal year 2016-2017.
13. THAT MMKR be approved as the District Auditor.
14. THAT the Superintendent or designee be authorized to enter into agreements to make electronic funds transfers (wire transfers) as permitted by Minnesota

statute and submit a list of such transfers at the next regular School Board meeting after the transfers take place.

15. THAT the Superintendent or Director of Business Services are authorized to approve change orders to building program contracts, as requested by the construction manager and architect, within the budget, in the amount of \$100,000 or less per change order.
16. THAT application for financial assistance as provided under ESEA as amended, be authorized, and that the Superintendent of Schools or designee appoint a Local Agency Representative who would be directed to execute and file application(s) for and on behalf of the School District and otherwise act as authorized representative of the School District in all activities related to ESEA. Further, that the Superintendent of Schools appoints the ESEA contact person.
17. THAT the Superintendent of Schools or designee be authorized, on behalf of the Board, to prepare and apply for grants to the School District from local, state, federal, or private resources.
18. THAT authority be granted to the Superintendent of Schools or designee for the 2016-17 school year to execute non-resident student attendance agreements, as required by Minnesota statute, on behalf of the School Board.
19. THAT the following public notice shall be mailed to students' homes and distributed to staff through the District's annual information & student responsibility handbook publication and posted on the district's website at <http://www.isd622.org/Domain/7>

NOTICE IS HEREBY GIVEN -

That Independent School District 622, pursuant to the U.S. General Education Provisions act and Minnesota Government Data Practices Act, declares the following as "directory information" as provided in said Act and, that information relating to students may be made public if said information is in any of the following categories:

- Name of Student
- Name, Address and Telephone Number of Student's Parent(s)
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Grade levels completed
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student.
- Photos, such as those taken for yearbooks or other school and District publications, are directory information for those specific purposes only.

Directory information does not include identifying data that references religions, race, color, gender, social position, or nationality.

A parent, or student who is 18, who wishes to make directory information private must notify their principal in writing each year the child attends

district schools. The notification remains in effect until the beginning of the next school year.

Additionally, a parent, or student who is 18, who wishes to refuse the release of directory information to military recruiting officers and post-secondary institutions must notify their principal in writing by October 15th each year.

Livingston moved and Hunt seconded the following motion, which carried on a 7 - 0 vote:

THAT the meeting be adjourned.

The meeting adjourned at 4:59 PM.

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**

**WORK STUDY SESSION
SCHOOL BOARD
January 10, 2017**

Chair Coborn called the meeting to order at 5:05 p.m. with the following present: Chair Coborn, Vice Yener, Clerk Neve, Treasurer Livingston, Directors Anderson, Augé, Hunt, and Superintendent Osorio.

Others present were: Randy Anderson, Mike Boland, Kim Cavallaro, Tricia Hughes, Troy Miller (LHB), Troy Miller (District 622).

In the audience: Rory Sanders.

Coborn opened the meeting with an ice breaker and board members shared recent personal moments.

Osorio updated board members on a proposed mental health facility and talked about planning for a future board retreat.

Troy Miller from LHB Architects, along with R. Anderson and Boland provided a summary presentation of LHB's facility analysis study including the study and analysis process, opportunities and challenges, options summaries, and process and schedule.

R. Anderson presented budget assumptions and enrollment projections that will be used in the 2017-2018 budget process.

R. Anderson presented three policies for proposed revision; Policy E-008 (Gifts to and Solicitation by Employees and School Board Members; E-026 (Transportation of Public School Students); and Policy E-028 (Field Trips). These policies will have a first formal reading at the January 24, 2017 business meeting, followed by proposed action at the February 28, 2017 business meeting.

The meeting adjourned at 7:27 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	NOTES
Phillip	Albert	Boys Basketball - Head and Assistant Coach	Skyview Middle	1/3/17	\$2,203.60	assignment	
Mannuel	Alderete	Traveling Basketball Coach	Webster	12/11/16	\$2,000.00	assignment	
Julie	Berkley	Math Class Size Reduction Teacher	Carver	12/19/16	\$11,767.43	year	
Joshua	Boyd	Sound and Light Tech	North	11/14/16	\$15.00	hour	
Becky	Boyle	Girls Skiing - Head Coach	Tartan	11/14/16	\$2,704.59	assignment	
Becky	Boyle	Boys Skiing - Head Coach	Tartan	11/14/16	\$2,704.59	assignment	
Melissa	Brady	Preschool Instructor	Beaver Lake	1/3/17	\$26,174.36	year	
Pamela	Brandt	Girls Hockey - Assistant Coach	Tartan	11/21/16	\$3,799.30	assignment	
Kristin	Brastad	MTSS Intervention EA - one year only	Webster	12/21/16	\$13.33	hour	
Devonte	Brewer	Boys Basketball - Assistant Coach	Tartan	11/21/16	\$4,250.07	assignment	
Eric	Bronaugh	Boys Basketball - Assistant Coach	Tartan	11/21/16	\$4,000.00	assignment	
Stering	Brown	Boys Basketball - Assistant Coach	Tartan	11/21/16	\$3,348.54	assignment	
Michael	Brudzinski	Boys Swimming - Assistant Coach	Tartan	12/12/16	\$3,412.93	assignment	
Justyn	Burgess	CREED EBD Teacher	Tartan	1/3/17	\$23,856.39	year	
Grant	Cameron	BIS	Cowern	1/3/17	\$21.85	hour	
Caleb	Capistrant	PT Arena Worker	North/Tartan Arenas	12/21/16	\$9.85	hour	
Matthew	Davis	Math Class Size Reduction Teacher	Castle	1/6/17	\$29,629.62	year	
Deron	Drummond	Boys Basketball - Head and Assistant Coach	Maplewood	1/3/17	\$2,203.60	assignment	
Jennifer	Dunham	Community Ed Building Supervisor	Districtwide	12/6/16	\$16.58	hour	
Britta	Dwyer	Boys Basketball - Assistant Coach	Tartan	11/21/16	\$2,000.00	assignment	
William	Fetsch	Boys Basketball - JV Coach	Tartan	11/21/16	\$4,765.23	assignment	
Dawn	Flowers	MN Para	John Glenn	1/3/17	\$15.91	hour	
Nicholas	Fuerst	Girls Hockey - Head Coach	Tartan	10/31/16	\$7,083.45	assignment	
Lusa	Fuerst	Girls Hockey- Assistant Coach	Tartan	10/31/16	\$4,121.28	assignment	
Erin	Gallagher	Girls Hockey - Assistant Coach	Tartan	10/31/16	\$3,992.49	assignment	

Paul	Goulet	Technical Support Specialist	Maplewood	12/16/16	\$52,000.00	hour	
Gavin	Graham	Boys Basketball - Head Coach	John Glenn	1/3/17	\$2,203.60	assignment	
Elizabeth	Gravley	Preschool EA Float	Beaver Lake	12/19/16	\$13.82	hour	
Brady	Grewe	Boys Basketball - Head Coach	John Glenn	1/3/17	\$2,467.20	assignment	
Constance	Gruen	ABE Facilitator	Harmony	12/26/16	\$19.65	hour	
Andrea	Hofland	PT Ticket Seller/Taker	North/Tartan Arenas	12/16/17	\$15.00	hour	
Antoinette	Huettl	PT Ticket Seller/Taker	North/Tartan Arenas	12/16/17	\$15.00	hour	
Sandra	Humphrey	PT Ticket Seller/Taker	North/Tartan Arenas	1/5/17	\$15.00	hour	
Urule	Igbavboa	Boys Basketball - Assistant Coach	Tartan	11/21/16	\$2,500.00	assignment	
Roy	Jackson	Boys Basketball - Head and Assistant Coach	John Glenn	1/3/17	\$2,203.60	assignment	
Holly	Johnson	AVID Tutor	John Glenn	1/3/17	\$15.00	hour	
Mark	Klingsporn	Boys Basketball - Head Coach	Tartan	11/21/16	\$7,469.82	assignment	
Alexandra	Kotlarek	Theater Costumer	Tartan	11/21/16	\$877.00	assignment	
Ronald	Kruschwitz	Boys Basketball - Assistant Coach	John Glenn	1/3/17	\$1,940.00	assignment	
Allison	Lehner	ISI Student Leadership	DEC	1/5/17	\$10.25	hour	
John	Lorentzen	CE Pool Guard	Districtwide	12/4/16	\$11.40	hour	
Jean	Ludescher	ECSE Teacher	Beaver Lake	1/9/17	\$34,439.07	year	
Derrick	Mallett II	Classroom EA	Webster	1/9/17	\$14.72	hour	
Josie	Marchant	ISI Student Leadership	DEC	1/5/17	\$10.25	hour	
Ian	Marquez	Intervention EA	Richardson	1/9/17	\$14.05	hour	
Georgiann	Melton	PT Bus Driver	Bus Garage	12/28/16	\$19.00	hour	
Christine	Mueller	PT Driver Trainee	Bus Garage	12/5/16	\$17.07	hour	
Tamara	Neblett	Misc. Activities	North	11/28/16	\$17.25	hour	
Carissa	Nelson	AVID Tutor	John Glenn	1/10/17	\$15.00	hour	
Israel	Neumann	Boys Basketball - Head and Assistant Coach	Skyview Middle	1/3/17	\$2,203.60	assignment	
Sacmini	Ngunu	ISI Student Leadership	DEC	1/5/17	\$10.25	hour	
Brian	Peterson	Driver/Mechanic	Bus Garage	1/9/17	\$25.12	hour	
Joann	Preiner	PT Ticket Seller/Taker	North/Tartan Arenas	12/16/16	\$15.00	hour	
Kecia	Rehkamp	Theater Costumer	Tartan	11/21/16	\$877.00	assignment	
Adam	Reinke	Sound and Light Tech	North	11/16/16	\$15.00	hour	
Charlene	Roach	FAN Para	North	12/9/16	\$14.85	hour	
Tova	Rupp	Speech Language Pathologist	Castle	12/12/16	\$30.27	hour	
Curt	Russell	Boys Basketball - Head and Assistant Coach	Maplewood	1/3/17	\$2,203.60	assignment	
Clifford	Schmitz	PT Bus Driver	Bus Garage	12/14/16	\$19.00	hour	
Jerome	Schwalbach	Boys Basketball - Head and	Skyview Middle	1/3/17	\$2,203.60	assignment	

		Assistant Coach					
Lionel	Silas	CID Para	Tartan	1/9/17	\$15.55	hour	
Meghan	Skarda	SPED Building Resource Para	John Glenn	12/14/16	\$15.91	hour	
Will	Slayden	Technical Director	Skyview Middle	1/9/17	\$1,200.00	assignment	
Vicki	Strandberg	PT Ticket Seller/Taker	North/Tartan Arenas	12/16/16	\$15.00	hour	
Tim	Tekatz	Boys Basketball - Head and Assistant Coach	Maplewood	1/3/17	\$2,203.60	assignment	
Lisa	Valentine	SPED Resource Teacher	Webster	12/8/16	\$37,878.77	year	
Rashad	Watkins	Boys Basketball - Head and Assistant Coach	Maplewood	1/3/17	\$2,203.60	assignment	
Sandra	Williams	PT Ticket Seller/Taker	North/Tartan Arenas	12/16/16	\$15.00	hour	
Nicole	Wood	PT Ticket Seller/Taker	North/Tartan Arenas	12/16/16	\$15.00	hour	
Mike	Yang	Boys Basketball - Head and Assistant Coach	Skyview Middle	1/3/17	\$2,203.60	assignment	

Status Change

First Name	Last Name	From	To	Effective	Pay Rate	Per	Notes
Erik	Erlandson	EBD Para - .27	EBD Para - .33	1/3/17	\$14.51	hour	
Leslie	Firkins	SPED Building Para - .25	SPED Building Para - .13	12/14/16	\$15.19	hour	
Jessica	Hurley	Building EA - .22	Building EA - .21	12/7/16	\$13.33	hour	
Alec	Johnson	Creed EBD Para - .25	1:1 SPED Para - .25	11/21/16	\$15.19	hour	
Mary	Lutz	Intervention EA - .16	Intervention EA - .17	10/10/16	\$13.33	hour	
Christine	Mueller	PT Bus Trainee	PT Bus Driver	12/15/16	\$19.00	hour	
Kimberly	Quayle	.90 Occupational Therapist	1.0 Occupational Therapist	12/5/16	\$70,387.14	year	
Peggy	Riggs	CC Para AC - .10	SN CC Para AC - .10	12/19/16	\$18.60	hour	
Brian	Seidel	EBD Para	BIA	12/12/16	\$21.85	hour	
Judith	Stein	Intervention EA - .21	Intervention EA - .23	12/21/16	\$17.37	hour	

Leave of Absence

First Name	Last Name	Assignment	Building	Leave Type	Dates	Notes
Thersa	Thao-Yang	Kindergarten Teacher	Oakdale	Special	4/15/2017-5/11/2017	

Resignation

*	First Name	Last Name	Assignment	Building	Effective	Notes
	Charles	Adebajo	CREED Para	Tartan	1/13/2017	
	Jamie	Anthony	HR Specialist	DEC	1/6/2017	

	Todd	Baker Jr	Part time Custodian	Districtwide	12/22/2016	
	Marcel	Chase	Lunch/Hall Monitor	Tartan	12/22/2016	
*	Alison	Didier	STEM Teacher	Oakdale	12/30/2016	
	Brittany	Halverson	Building Para	Webster	1/16/2017	
	Jin	Her	CID Para	Eagle Point	1/17/2017	
	Susan	Richter	CREED Teacher	Tartan	1/4/2017	
	Julie	Thurmes	BSN	Skyview Elem/Skyview Middle/Oakdale	1/2/2017	
	Lynn	Wachter	Preschool Instructor	Beaver Lake	12/22/2016	
	Antawan	Walker	School Liaison	Maplewood	1/18/2017	
	Fartun	Wardere	EC Cultural Liaison	Beaver Lake	12/12/2016	
	Janet	Welsch	Bus Driver	Bus Garage	12/22/2016	

IV. G. 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	\$	3,395,537.00
Food Service		401,208.00
Community Service		89,159.00
Building		0.00
Debt Redemption		0.00
Trust		129,944.00
Internal Service Fund Health Insurance		24,770.00
OPEB Benefits Trust		15,213.00
		<hr/>
A/P Checks Disbursed (12-01-16 thru 12-31-16)	\$	4,055,831.00
Payroll Disbursed - Net (12-01-16 thru 12-31-16)	\$	4,403,362.00
Wire Transfers (12-01-16 thru 12-31-16)	\$	16,621,764.00
Investments on 01-16-17	\$	46,026,551.00

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS

INVESTMENTS

DEPOSITORY	TYPE	RATE	PURCHASED	MATURES	AMOUNT
MSDLAF OTHER FUNDS	MM	0.47%	(BALANCE AT 01-16-17)		\$210,742.00
P M A SECURITIES OPERATING FUNDS	VARIOUS	0.67%	(BALANCE AT 01-16-17)		\$32,435,810.00
P M A SECURITIES OPEB BONDS	VARIOUS	2.34%	(BALANCE AT 01-16-17)		\$12,040,643.00
ASSOCIATED BANK EQUITY INVESTMENTS	EQUITY	1.32%	(BALANCE AT 01-16-17)		\$1,339,356.00
					<u>\$46,026,551.00</u>

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS
WIRE TRANSFERS
12-01-16 thru 12-31-16

DATE	FROM	TO		REASON
12/01/16	P M A	HEALTH PARTNERS	\$236,635.00	MEDICAL CLAIM FEES
12/01/16	PREMIER BANK	CORPORATE HEALTH	\$11,339.00	FLEX PROCESSING
12/01/16	PREMIER BANK	DELTA DENTAL	\$132,697.00	MONTHLY PAYMENT
12/01/16	PREMIER BANK	STATE OF MINNESOTA	\$128,159.00	PAYROLL TAX
12/05/16	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
12/05/16	PREMIER BANK	HEALTH PARTNERS	\$134,891.00	HEALTH CLAIMS
12/07/16	PREMIER BANK	ANNUITY COMPANIES	\$693,996.00	PAYROLL PAYABLES
12/09/16	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
12/12/16	PREMIER BANK	CORPORATE HEALTH	\$16,107.00	FLEX PROCESSING
12/12/16	PREMIER BANK	HEALTH PARTNERS	\$215,140.00	HEALTH CLAIMS
12/13/16	P M A	PREMIER BANK	\$4,230,000.00	A/P - P/R*
12/15/16	PREMIER BANK	I R S	\$844,718.00	PAYROLL TAX
12/15/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
12/16/16	PREMIER BANK	STATE OF MINNESOTA	\$134,796.00	PAYROLL TAX
12/19/16	PREMIER BANK	ANNUITY COMPANIES	\$238,666.00	PAYROLL PAYABLES
12/19/16	PREMIER BANK	CORPORATE HEALTH	\$12,095.00	FLEX PROCESSING
12/19/16	PREMIER BANK	HEALTH PARTNERS	\$259,541.00	HEALTH CLAIMS
12/22/16	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
12/27/16	P M A	PREMIER BANK	\$4,680,000.00	A/P - P/R*
12/27/16	PREMIER BANK	CORPORATE HEALTH	\$11,224.00	FLEX PROCESSING
12/27/16	PREMIER BANK	HEALTH PARTNERS	\$251,609.00	HEALTH CLAIMS
12/30/16	PREMIER BANK	ANNUITY COMPANIES	\$536,962.00	PAYROLL PAYABLES
12/30/16	PREMIER BANK	CORPORATE HEALTH	\$10,919.00	FLEX PROCESSING
12/30/16	PREMIER BANK	I R S	\$833,045.00	PAYROLL TAX
12/31/16	PREMIER BANK	MISCELLANEOUS	\$6,225.00	MISCELLANEOUS
		TOTAL	\$16,621,764.00	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

NORTH ST PAUL - MAPLEWOOD - OAKDALE SCHOOLS
WIRE TRANSFERS
12-01-16 thru 12-31-16

DATE	FROM	TO		REASON
12/01/16	P M A	HEALTH PARTNERS	\$236,635.00	MEDICAL CLAIM FEES
12/05/16	P M A	PREMIER BANK	\$500,000.00	A/P - P/R*
12/09/16	P M A	PREMIER BANK	\$1,000,000.00	A/P - P/R*
12/13/16	P M A	PREMIER BANK	\$4,230,000.00	A/P - P/R*
12/22/16	P M A	PREMIER BANK	\$1,500,000.00	A/P - P/R*
12/27/16	P M A	PREMIER BANK	\$4,680,000.00	A/P - P/R*
	P M A	PREMIER BANK		A/P - P/R*
12/07/16	PREMIER BANK	ANNUITY COMPANIES	\$693,996.00	PAYROLL PAYABLES
12/19/16	PREMIER BANK	ANNUITY COMPANIES	\$238,666.00	PAYROLL PAYABLES
12/30/16	PREMIER BANK	ANNUITY COMPANIES	\$536,962.00	PAYROLL PAYABLES
	PREMIER BANK	ANNUITY COMPANIES		PAYROLL PAYABLES
12/01/16	PREMIER BANK	CORPORATE HEALTH	\$11,339.00	FLEX PROCESSING
12/12/16	PREMIER BANK	CORPORATE HEALTH	\$16,107.00	FLEX PROCESSING
12/19/16	PREMIER BANK	CORPORATE HEALTH	\$12,095.00	FLEX PROCESSING
12/30/16	PREMIER BANK	CORPORATE HEALTH	\$10,919.00	FLEX PROCESSING
12/27/16	PREMIER BANK	CORPORATE HEALTH	\$11,224.00	FLEX PROCESSING
	PREMIER BANK	CORPORATE HEALTH		FLEX PROCESSING
	PREMIER BANK	CORPORATE HEALTH		FLEX PROCESSING
12/01/16	PREMIER BANK	DELTA DENTAL	\$132,697.00	MONTHLY PAYMENT
12/05/16	PREMIER BANK	HEALTH PARTNERS	\$134,891.00	HEALTH CLAIMS
12/12/16	PREMIER BANK	HEALTH PARTNERS	\$215,140.00	HEALTH CLAIMS
12/19/16	PREMIER BANK	HEALTH PARTNERS	\$259,541.00	HEALTH CLAIMS
12/27/16	PREMIER BANK	HEALTH PARTNERS	\$251,609.00	HEALTH CLAIMS
	PREMIER BANK	HEALTH PARTNERS		HEALTH CLAIMS
	PREMIER BANK	MISCELLANEOUS	\$6,225.00	MISCELLANEOUS
	PREMIER BANK	PITNEY BOWES		POSTAGE
12/15/16	PREMIER BANK	PITNEY BOWES	\$3,000.00	POSTAGE
12/15/16	PREMIER BANK	IRS	\$844,718.00	PAYROLL TAX
12/30/16	PREMIER BANK	IRS	\$833,045.00	PAYROLL TAX
	PREMIER BANK	IRS		PAYROLL TAX
	PREMIER BANK	IRS		ACA TAX
12/01/16	PREMIER BANK	STATE OF MINN.	\$128,159.00	PAYROLL TAX
12/16/16	PREMIER BANK	STATE OF MINN.	\$134,796.00	PAYROLL TAX
	PREMIER BANK	STATE OF MINN.		PAYROLL TAX
		TOTAL	\$16,621,764.00	

* TO COVER ACCOUNTS PAYABLE OR PAYROLL CHECKS

SCHOOL DISTRICT 622

General Fund Projection 2017 - 2022

2017-2018 Preliminary Budget & Projection Assumptions

1. Enrollment is updated based upon current demographics and trend
2. Enrollment will see a decrease of 99 AMCPU's in 2017-18
3. State aid = 1.5% increase overall in General State Aid for 2017-2018
4. Additional revenue of \$6.7 million added to 2017-18 for operating referendum
5. Projected General State Aid after 2017-18 is 1%
6. Compensatory revenue increase of \$480,000 for 2017-18
7. Projection model shows "roll-up" and average cost of living increase for 2018-2020
8. Health insurance employer contribution projected no increase in 2017-18
9. LTD & Life insurance increases 2%
10. Property, Liability & Workers Compensation insurance increase 3%
11. Contracted transportation increase 7.5% - increased Contractor, SPED & Homeless routing
12. Special education revenue is increased by the per pupil increase
13. Projected Cost of inflation is 1.5%
14. Utilities = Electricity: 5% increase, Natural Gas, 2% increase, 3% average other utilities
15. OPEB implicit cost will be utilized to decrease health insurance expenses
16. Projected Fund Balance target 5-7% - ultimate goal would be 10% (Restore Moody's Credit Rating)

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

<i>GO ELSEWHERE - OPEN ENROLLED IN OTHER DISTRICT'S</i>											
	End	End	End	End	End	End	End	End	End	Est. End	Est. End
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
GRADE											
ECSE	0.32	0.68	0.60	2.29	6.37	6.61	7.32	7.42	8.06	10.32	10.95
		112.5%	-11.8%	281.7%	178.2%	3.8%	10.7%	1.4%	8.6%	28.1%	6.1%
Handicapped K	2.75	3.67	2.33	5.46	4.24	7.83	8.95	9.82	8.99	11.58	12.39
Regular K	44.47	59.77	84.77	81.46	90.13	107.58	102.21	97.35	73.88	92.65	90.87
<u>Total K</u>	47.22	63.44	87.10	86.92	94.37	115.41	111.16	107.17	82.87	104.23	103.26
		34.35%	37.30%	-0.21%	8.57%	22.30%	-3.68%	-3.59%	-22.67%	25.77%	-0.93%
Grade 1	39.74	60.70	100.66	100.30	101.23	110.39	107.61	129.46	117.82	95.69	111.55
Grade 2	59.19	62.14	98.06	90.88	103.28	103.34	108.66	116.16	124.36	131.39	96.15
Grade 3	38.35	71.41	96.73	102.46	102.86	111.56	114.17	92.37	113.31	137.40	128.26
<u>Total 1 - 3</u>	137.28	194.25	295.45	293.64	307.37	325.29	330.44	337.99	355.49	364.48	335.96
Grade 4	42.06	45.23	101.53	101.95	102.05	110.78	100.41	117.42	97.57	122.35	136.24
Grade 5	38.06	54.97	81.08	96.97	95.69	105.75	110.54	94.91	108.75	106.11	116.76
Grade 6	24.69	47.73	69.35	83.29	100.93	108.43	105.14	113.89	87.63	118.18	104.58
<u>Total 4 - 6</u>	104.81	147.93	251.96	282.21	298.67	324.96	316.09	326.22	293.95	346.64	357.58
Grade 7	28.15	38.38	63.45	70.74	80.02	93.56	101.75	98.39	107.46	85.95	110.53
Grade 8	36.90	38.23	57.51	71.72	69.97	99.42	93.56	105.04	103.21	110.29	88.22
Grade 9	32.76	48.94	58.99	65.01	72.30	82.67	108.20	103.43	118.48	114.18	122.02
Grade 10	42.04	51.44	79.08	75.02	77.47	90.17	97.56	109.72	127.88	133.15	128.32
Grade 11	57.31	67.88	77.29	99.82	84.67	90.30	130.40	128.00	139.39	166.16	173.01
Grade 12	87.34	106.89	118.35	141.99	151.59	145.67	140.99	204.34	210.44	211.95	252.66
<u>Total 7 - 12</u>	284.50	351.76	454.67	524.30	536.02	601.79	672.46	748.92	806.86	821.69	874.75
<u>Total Students</u>	574.13	758.06	1,089.78	1,189.36	1,242.80	1,374.06	1,437.47	1,527.72	1,547.23	1,647.37	1,682.51
Percentage Inc/Dec		32.04%	43.76%	9.14%	4.49%	10.56%	4.61%	6.28%	1.28%	6.47%	2.13%

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

<i>CHARTER SCHOOL STUDENTS</i>											
	End	End	End	End	End	End	End	End	End	Est. End	Est. End
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
GRADE											
ECSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Handicapped K	0.94	1.00	0.09	0.82	3.73	0.57	1.00	1.18	4.58	3.35	3.59
Regular K	13.59	23.21	19.47	44.62	32.03	23.84	46.29	36.05	55.68	66.96	61.72
Total K	14.53	24.21	19.56	45.44	35.76	24.41	47.29	37.23	60.26	70.31	65.30
		66.62%	-19.21%	132.31%	-21.30%	-31.74%	93.73%	-21.27%	61.86%	16.68%	-7.12%
Grade 1	15.47	17.34	21.61	23.59	32.41	26.94	37.66	43.53	46.89	83.23	79.61
Grade 2	15.31	14.59	29.91	20.33	28.10	29.02	36.32	42.15	40.30	65.79	90.14
Grade 3	16.14	17.89	15.94	32.96	21.63	23.93	31.62	45.64	48.61	61.54	75.97
Total 1 - 3	46.92	49.82	67.46	76.88	82.14	79.89	105.60	131.32	135.80	210.55	245.72
Grade 4	15.42	12.25	17.79	24.44	34.40	21.87	28.61	33.61	51.73	68.54	67.77
Grade 5	13.97	17.83	16.60	20.87	19.96	22.34	29.37	35.58	57.14	68.98	91.39
Grade 6	17.65	24.09	27.35	30.58	40.24	35.21	45.78	50.35	57.86	88.36	106.67
Total 4 - 6	47.04	54.17	61.74	75.89	94.60	79.42	103.76	119.54	166.73	225.88	265.83
Grade 7	21.02	20.10	26.20	34.59	33.62	41.37	44.08	49.35	54.11	63.95	97.65
Grade 8	22.96	23.60	25.89	29.76	38.19	31.41	42.21	52.35	59.21	61.07	72.17
Grade 9	24.98	27.81	41.58	37.90	38.64	37.38	46.10	52.05	51.72	68.41	70.56
Grade 10	36.29	29.05	34.67	39.55	38.02	35.10	54.33	57.46	58.92	63.86	84.47
Grade 11	29.30	42.33	32.44	42.33	36.02	39.99	38.76	54.14	63.24	62.11	67.32
Grade 12	21.29	43.57	52.01	39.28	36.07	31.63	47.19	44.87	59.79	70.92	69.65
Total 7 - 12	155.84	186.46	212.79	223.41	220.56	216.88	272.67	310.22	346.99	390.32	461.83
Total Students	264.33	314.66	361.55	421.62	433.06	400.60	529.32	598.31	709.78	897.06	1,038.68
Percentage Inc/Dec		19.04%	14.90%	16.61%	2.71%	-7.50%	32.13%	13.03%	18.63%	26.39%	15.79%

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

<i>OPEN ENROLLED STUDENTS</i>											
	End	End	End	End	End	End	End	End	End	Est. End	Est. End
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
GRADE											
ECSE	2.50	3.59	2.90	3.31	3.97	3.25	4.66	7.99	10.87	10.13	11.88
		43.6%	-19.2%	14.1%	19.9%	-18.1%	43.4%	71.5%	36.0%	-6.8%	17.3%
Handicapped K	4.44	6.82	6.20	5.14	5.72	9.41	5.51	7.72	6.83	7.62	7.99
Regular K	58.43	58.40	72.74	68.11	69.04	77.15	66.05	68.15	59.55	62.62	60.89
<u>Total K</u>	62.87	65.22	78.94	73.25	74.76	86.56	71.56	75.87	66.38	70.24	68.88
		3.74%	21.04%	-7.21%	2.06%	15.78%	-17.33%	6.02%	-12.51%	5.82%	-1.94%
Grade 1	38.80	53.68	67.44	78.78	68.12	65.94	94.49	68.80	72.37	66.90	70.79
Grade 2	47.50	52.66	66.72	74.06	89.56	75.27	78.03	86.67	71.26	74.44	68.81
Grade 3	37.43	48.54	53.08	66.92	73.65	92.38	70.73	78.10	84.22	69.17	72.25
<u>Total 1 - 3</u>	123.73	154.88	187.24	219.76	231.33	233.59	243.25	233.57	227.85	210.51	211.85
Grade 4	35.56	42.88	58.14	52.44	71.67	80.01	81.93	64.38	77.14	77.80	63.90
Grade 5	31.59	32.51	45.82	66.97	56.91	72.41	82.65	77.76	63.34	76.25	76.91
Grade 6	28.10	45.68	40.43	65.14	70.55	65.72	76.42	82.47	76.73	64.13	77.21
<u>Total 4 - 6</u>	95.25	121.07	144.39	184.55	199.13	218.14	241.00	224.61	217.21	218.19	218.01
Grade 7	43.19	42.56	64.01	58.82	88.00	90.78	76.81	83.61	97.73	87.65	73.26
Grade 8	42.13	51.65	52.83	78.04	68.35	95.89	82.21	87.21	78.94	96.65	86.69
Grade 9	75.61	72.13	115.80	104.08	131.21	112.41	132.08	131.08	134.68	121.06	148.23
Grade 10	75.43	90.11	91.05	120.42	112.88	143.09	122.19	128.80	136.46	138.70	124.68
Grade 11	88.89	103.83	108.74	99.89	130.92	113.01	146.03	143.58	135.01	147.22	149.63
Grade 12	87.72	107.59	137.29	148.73	149.23	153.93	136.19	159.59	148.67	148.31	161.72
<u>Total 7 - 12</u>	412.97	467.87	569.72	609.98	680.59	709.11	695.51	733.87	731.49	739.60	744.21
<u>Total Students</u>	697.32	812.63	983.19	1,090.85	1,189.78	1,250.65	1,255.98	1,275.91	1,253.80	1,248.66	1,254.84
Percentage Inc/Dec		16.54%	20.99%	10.95%	9.07%	5.12%	0.43%	1.59%	-1.73%	-0.41%	0.49%

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

RESIDENT ADM'S											
	RES ADM										
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
GRADE											
ECSE	81.41	79.38	89.13	87.22	87.30	96.21	102.85	104.63	125.10	128.08	136.64
Handicapped K	77.01	82.06	74.43	79.57	93.59	76.92	93.29	99.86	100.15	104.18	112.70
Regular K	621.62	682.46	650.60	653.48	724.25	742.32	744.18	706.23	695.10	684.20	668.02
<u>Total K</u>	698.63	764.52	725.03	733.05	817.84	819.24	837.47	806.09	795.25	788.39	780.73
Grade 1	747.95	732.77	802.60	761.22	752.38	868.27	831.19	865.94	836.89	818.61	816.81
Grade 2	767.51	746.78	766.44	760.35	766.01	749.09	840.75	831.98	866.14	849.90	813.19
Grade 3	749.66	790.84	750.48	780.26	774.76	784.91	763.00	826.22	855.10	898.91	860.34
<u>Total 1 - 3</u>	2,265.12	2,270.39	2,319.52	2,301.83	2,293.15	2,402.27	2,434.94	2,524.14	2,558.13	2,567.42	2,490.35
Grade 4	799.83	759.39	798.44	779.13	789.92	791.31	804.90	789.21	844.68	888.31	922.93
Grade 5	813.92	809.29	796.91	804.35	780.00	805.68	802.44	816.77	808.18	864.00	897.35
Grade 6	821.29	833.68	811.38	820.36	813.99	800.32	825.60	819.68	827.94	857.19	897.96
<u>Total 4 - 6</u>	2,435.04	2,402.36	2,406.73	2,403.84	2,383.91	2,397.31	2,432.94	2,425.66	2,480.80	2,609.49	2,718.23
Grade 7	865.37	858.53	829.05	822.83	822.10	827.96	813.12	846.70	830.35	849.09	875.50
Grade 8	912.62	878.01	853.05	855.83	834.81	837.79	846.18	844.28	883.77	853.76	879.54
Grade 9	953.27	995.95	952.50	924.04	907.46	923.98	916.33	913.45	882.47	947.73	916.26
Grade 10	1,024.58	983.87	1,008.60	954.90	918.73	924.55	947.85	922.12	927.39	918.49	966.12
Grade 11	1,003.54	1,016.28	979.17	1,007.84	949.68	918.69	931.69	943.25	910.89	931.01	924.16
Grade 12	1,058.15	1,095.03	1,107.94	1,085.59	1,065.20	1,018.52	1,001.82	1,011.90	1,044.88	1,029.40	1,038.42
<u>Total 7 - 12</u>	5,817.53	5,827.67	5,730.31	5,651.03	5,497.98	5,451.49	5,456.99	5,481.70	5,479.75	5,529.48	5,600.00
<u>Total Students</u>	11,297.73	11,344.32	11,270.72	11,176.97	11,080.18	11,166.52	11,265.19	11,342.22	11,439.03	11,622.86	11,725.94
Percentage Inc/Dec		0.41%	-0.65%	-0.83%	-0.87%	0.78%	0.88%	0.68%	0.85%	1.61%	0.89%

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

<i>IN SCHOOL BUILDINGS</i>											
	ADJ ADM										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
GRADE											
ECSE	88.74	83.82	83.94	92.25	98.23	102.14	125.69	126.89	136.57	148.03	159.77
Handicapped K	76.70	77.31	89.24	77.93	86.88	95.95	91.86	95.78	103.13	103.73	105.69
Regular K	611.27	589.73	665.50	685.55	655.07	627.05	616.60	574.62	560.89	552.63	543.94
<u>Total K</u>	687.97	667.04	754.74	763.48	741.95	723.00	708.46	670.39	664.02	656.36	649.63
Grade 1	716.18	690.29	660.75	775.54	761.49	745.04	732.43	689.88	673.66	667.24	659.55
Grade 2	688.99	702.20	704.71	676.55	761.60	749.26	756.99	719.59	685.28	669.37	662.97
Grade 3	672.47	695.71	704.20	723.60	670.68	751.39	766.35	751.58	719.93	685.66	669.57
<u>Total 1 - 3</u>	2,077.64	2,088.20	2,069.66	2,175.69	2,193.77	2,245.69	2,255.77	2,161.05	2,078.86	2,022.28	1,992.08
Grade 4	715.90	685.82	707.27	721.67	741.02	685.12	758.38	764.68	766.06	733.17	698.49
Grade 5	733.56	736.78	700.52	731.84	728.00	747.15	691.02	751.76	756.12	772.82	739.52
Grade 6	744.25	760.89	731.16	710.11	745.41	735.04	751.53	710.98	760.43	749.84	781.72
<u>Total 4 - 6</u>	2,193.71	2,183.49	2,138.95	2,163.62	2,214.43	2,167.31	2,200.93	2,227.43	2,282.61	2,255.83	2,219.73
Grade 7	796.72	770.50	789.66	777.54	740.16	780.62	763.25	784.71	739.53	791.94	766.09
Grade 8	811.86	820.85	786.79	795.44	783.20	770.58	796.91	774.31	802.74	756.88	810.14
Grade 9	956.03	913.95	917.45	910.81	888.62	878.83	842.84	882.93	867.32	892.78	837.39
Grade 10	970.44	947.31	902.59	925.39	911.46	876.25	866.44	855.34	874.15	860.05	884.39
Grade 11	951.80	947.28	948.85	885.08	897.70	896.47	829.02	838.41	828.19	844.16	834.49
Grade 12	1,052.20	1,025.05	997.77	962.97	920.75	898.84	904.83	865.37	853.96	843.97	858.48
<u>Total 7 - 12</u>	5,539.05	5,424.94	5,343.11	5,257.23	5,141.89	5,101.59	5,003.29	5,001.08	4,965.90	4,989.77	4,991.00
Total K-12	10,498.37	10,363.67	10,306.46	10,360.02	10,292.04	10,237.59	10,168.45	10,059.95	9,991.39	9,924.24	9,852.44
Total Students	10,587.11	10,447.49	10,390.40	10,452.27	10,390.27	10,339.73	10,294.14	10,186.83	10,127.96	10,072.28	10,012.22
Percentage Inc/Dc	-0.93%	-1.32%	-0.55%	0.60%	-0.59%	-0.49%	-0.44%	-1.04%	-0.58%	-0.55%	-0.60%

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

ADJUSTED AVERAGE DAILY MEMBERSHIP (ADM'S)											
	ADJ ADM										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
GRADE											
ECSE	91.43	88.24	84.90	92.85	100.19	105.20	127.91	127.89	137.57	149.03	160.77
Handicapped K	78.21	78.43	91.34	77.93	88.85	96.58	93.41	96.89	104.72	105.02	107.32
Regular K	619.22	595.86	671.49	688.57	662.05	641.20	625.09	587.26	576.25	568.69	560.48
Total K	697.43	674.29	762.83	766.50	750.90	737.78	718.50	684.15	680.97	673.71	667.81
Grade 1	749.04	717.77	688.32	798.46	780.85	762.35	744.84	706.59	696.53	695.47	688.44
Grade 2	706.27	724.00	726.26	693.54	774.41	760.98	773.07	727.22	695.71	683.62	680.64
Grade 3	692.29	712.90	725.79	743.13	688.35	766.91	777.79	769.18	728.38	697.30	685.43
Total 1 - 3	2,147.60	2,154.67	2,140.37	2,235.13	2,243.61	2,290.24	2,295.70	2,202.99	2,120.61	2,076.38	2,054.52
Grade 4	738.66	706.40	726.53	740.45	758.32	703.32	772.68	775.35	782.82	741.22	709.58
Grade 5	745.98	754.39	722.32	751.58	745.55	764.43	705.90	765.09	766.04	788.68	747.14
Grade 6	756.19	772.85	744.81	724.73	751.74	738.70	759.80	714.98	763.87	752.39	785.84
Total 4 - 6	2,240.83	2,233.64	2,193.66	2,216.76	2,255.61	2,206.45	2,238.38	2,255.42	2,312.74	2,282.30	2,242.56
Grade 7	804.77	776.95	797.18	785.58	744.48	783.11	766.91	786.71	740.55	792.91	766.83
Grade 8	823.52	833.22	795.73	804.33	793.19	774.36	800.68	778.99	805.86	758.43	811.55
Grade 9	977.19	938.59	938.86	926.48	901.23	897.04	855.14	893.27	872.49	897.61	840.31
Grade 10	1,009.09	983.47	954.24	976.80	938.75	905.97	902.04	879.10	896.33	872.19	897.01
Grade 11	1,039.13	1,031.28	1,006.63	949.01	965.37	946.12	897.04	894.74	874.42	890.61	862.62
Grade 12	1,241.08	1,264.14	1,210.17	1,158.83	1,033.73	1,068.39	1,066.89	1,034.84	1,011.25	978.89	994.39
Total 7 - 12	5,894.78	5,827.65	5,702.81	5,601.03	5,376.75	5,374.99	5,288.70	5,267.66	5,200.90	5,190.64	5,172.71
Total K-12	10,980.64	10,890.25	10,799.67	10,819.42	10,626.87	10,609.46	10,541.28	10,410.22	10,315.21	10,223.03	10,137.59
Total Students	11,072.07	10,978.49	10,884.57	10,912.27	10,727.06	10,714.66	10,669.19	10,538.11	10,452.78	10,372.06	10,298.37
Percentage Inc/Dc	-2.57%	-0.85%	-0.86%	0.25%	-1.70%	-0.12%	-0.42%	-1.23%	-0.81%	-0.77%	-0.71%

**SCHOOL DISTRICT 622
ENROLLMENT PROJECTION**

ADJUSTED MARGINAL COST PUPIL UNITS (AMCPU)												
		AMCPU										
		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
GRADE	WT.											
ECSE	1.000	91.43	88.24	84.90	92.85	100.19	105.20	127.91	127.89	137.57	149.03	160.77
Handicapped K	1.000	78.21	78.43	91.34	77.93	88.85	96.58	93.41	96.89	104.72	105.02	107.32
Regular K	1.000	619.22	595.86	671.49	688.57	662.05	641.20	625.09	587.26	576.25	568.69	560.48
Total K		697.43	674.29	762.83	766.50	750.90	737.78	718.50	684.15	680.97	673.71	667.81
Grade 1	1.000	749.04	717.77	688.32	798.46	780.85	762.35	744.84	706.59	696.53	695.47	688.44
Grade 2	1.000	706.27	724.00	726.26	693.54	774.41	760.98	773.07	727.22	695.71	683.62	680.64
Grade 3	1.000	692.29	712.90	725.79	743.13	688.35	766.91	777.79	769.18	728.38	697.30	685.43
Total 1 - 3		2,147.60	2,154.67	2,140.37	2,235.13	2,243.61	2,290.24	2,295.70	2,202.99	2,120.61	2,076.38	2,054.52
Grade 4	1.000	738.66	706.40	726.53	740.45	758.32	703.32	772.68	775.35	782.82	741.22	709.58
Grade 5	1.000	745.98	754.39	722.32	751.58	745.55	764.43	705.90	765.09	766.04	788.68	747.14
Grade 6	1.000	756.19	772.85	744.81	724.73	751.74	738.70	759.80	714.98	763.87	752.39	785.84
Total 4 - 6		2,240.83	2,233.64	2,193.66	2,216.76	2,255.61	2,206.45	2,238.38	2,255.42	2,312.74	2,282.30	2,242.56
Grade 7	1.200	965.72	932.34	956.62	942.70	893.38	939.73	920.29	944.05	888.66	951.50	920.19
Grade 8	1.200	988.22	999.86	954.88	965.20	951.83	929.23	960.82	934.79	967.03	910.11	973.86
Grade 9	1.200	1,172.63	1,126.31	1,126.63	1,111.78	1,081.48	1,076.45	1,026.17	1,071.92	1,046.99	1,077.13	1,008.38
Grade 10	1.200	1,210.91	1,180.16	1,145.09	1,172.16	1,126.50	1,087.16	1,082.45	1,054.92	1,075.60	1,046.63	1,076.41
Grade 11	1.200	1,246.96	1,237.54	1,207.96	1,138.81	1,158.44	1,135.34	1,076.45	1,073.69	1,049.30	1,068.73	1,035.15
Grade 12	1.200	1,489.30	1,516.97	1,452.20	1,390.60	1,240.48	1,282.07	1,280.27	1,241.81	1,213.50	1,174.67	1,193.26
Total 7 - 12		7,073.74	6,993.18	6,843.37	6,721.24	6,452.10	6,449.99	6,346.44	6,321.19	6,241.07	6,228.77	6,207.25
Total Students		12,251.03	12,144.02	12,025.13	12,032.48	11,802.41	11,789.66	11,726.93	11,591.64	11,492.96	11,410.19	11,332.91
Percentage Inc/Dec		-2.54%	-0.87%	-0.98%	0.06%	-1.91%	-0.11%	-0.53%	-1.15%	-0.85%	-0.72%	-0.68%

2016-2017 January Budget Revisions	Revenue	Expense
2016-2017 Original Budget	\$136,190,368	\$136,423,779
Other Revenue MDE - TRA Allocation	1,500,000	
State Special Education Revenue	(500,000)	
Federal Special Education Revenue	2,200,000	
Univ of MN Grant	25,000	
Basic State Aid Revenue	730,408	
Univ of MN Grant		25,000
Consulting Services - Equity Alliance		12,000
TRA Allocation		70,000
TRA Allocation		1,000
TRA Allocation		929,000
TRA Allocation		35,000
TRA Allocation		320,000
TRA Allocation		110,000
TRA Allocation		35,000
Safe Schools		100,000
Pre-K Grant Salaries & Benefits		200,000
Federal Special Education Expenses		2,200,000
Recording of Leasing of Fiber Optic		1,650,204
Recording of Leasing of Fiber Optic		(1,650,204)
Salary & Benefit Adjustment - Added SPED FTE's & Budget Adjustments		900,000
Miscellaneous Expenditures		100,000
2016-2017 Revised Budget	\$140,145,776	\$141,460,779
2016-2017 Original Budget	\$9,176,700	\$8,653,249
Adult Basic Ed (ABE)	366,054	
General Community Education	(57,046)	
Early Childhood Family Ed.	7,450	
Pathways II Grant	111,811	
School Readiness	(78,568)	
Early Childhood Screening	(4,620)	
Non-Public Pupil Aid	33,649	
Adult Basic Ed (ABE)		366,054
General Community Education		(42,573)
Early Childhood Family Ed.		22,283
Pathways II Grant		111,811
School Readiness		(145,746)
Non-Public Pupil Aid		33,649
Early Childhood Screening		(13,491)
2016-2017 Revised Budget	\$9,555,430	\$8,985,236
2016-2017 Original Budget	\$12,095,017	\$11,971,317
LTFM Decrease	(11,341)	
Sale of Bonds GO Refunding Bond 2016A	39,132,131	
Tartan Arena Revenue Transfer		
Retirement of Bond Principal Refunding Payment Adjust		38,910,000
Retirement of Bond Interest Refunding Payment Adjust		87,997
Sale of Bonds GO Refunding Bond Discount/Closing Costs		216,248
2016-2017 Revised Budget	\$51,215,807	\$51,185,562

Proposed Policy Revisions – January 2017

Policy Number	Policy Title	Summary of Changes (Policies with changes that affect the substance)
E-008 Revision	Gifts to and Solicitation by Employees and School Board Members	<ul style="list-style-type: none"> • MSBA policy with proposed 622 language • Addition that an employee may solicit funds for the benefit of the school district through online donation websites with pre-approval • Addition of a process for seeking online website donations by completing the Intent to Apply for Crowdfunding Support Form • Reviewed by legal counsel
E-026 Revision	Transportation of Public School Students	<ul style="list-style-type: none"> • MSBA policy with proposed 622 language • Addition for proper protocol addressing the employee use of personal vehicles to transport students • Reviewed by legal counsel • Board question was asked as to whether language was needed to state that drivers must be drug/alcohol free. Question was reviewed by Karen Kepple who responded that situations are covered by other District policies which prohibit staff from possessing or being under influence of drugs or alcohol at school or school events; therefore additional language is not necessary.
E-028 Revision	Field Trips	<ul style="list-style-type: none"> • Contains 622 language with proposed additional 622 language • Addition for proper protocol addressing employee use of personal vehicles for the purpose of a field trip • Reviewed by legal counsel • Board question was asked as to whether language was needed to state that drivers must be drug/alcohol free. Question was reviewed by Karen Kepple who responded that situations are

Proposed Policy Revisions – January 2017

covered by other District policies which prohibit staff from possessing or being under influence of drugs or alcohol at school or school events; therefore additional language is not necessary.

Ends

Policy Title	Policy Level	Date Approved/Revised
Gifts to and Solicitation by Employees and School Board Members	E-008	5/26/15 Revised:

1) General Statement of Policy

- a) The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- b) A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- c) A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature.
- d) Teachers may accept from publishers' free samples of textbooks and related teaching materials.
- e) This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- f) An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.
- g) **Notwithstanding Paragraphs 1) a) or 1) b) above, employees may solicit funds for the benefit of the school district through online donation websites (crowdfunding) if pre-approved by the employee's immediate supervisor, the Director of Business Services, and the Superintendent. In the case of technology requests, approval by the technology department must also be obtained. The receipt of any such donations must be approved by the school board. Any such donations become the property of the school district, not the employee, and must conform to policies and standards of the district (see Website Solicitation Procedures E-008P).**

2) Definitions

- a) "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return. **"Gift" shall not include donations received through online donations described in Paragraph 1) g) above.**

b) "Interested person" means a person or a representative of a person or association that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

3) **Process and Procedures**

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

Employees seeking online website donations must complete the Intent to Apply for Crowdfunding Support Form, obtain the required approvals, and comply with the Website Solicitation Procedures E-008P as located on the ISD 622 website: www.isd622.org under Business Services.

4) **Violations**

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Rationale: *The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.*

Adoption and Revision History	Incorporated Policies
420 GIFTS TO EMPLOYEES	Replaces Policy: (none identified) This Policy Adopted: September 9, 1997; Rescinded: August 5, 2008
707 ACCEPTANCE OF GIFTS TO SCHOOL DISTRICT	Replaces Policy: KH (Public Gifts to Schools) adopted June 28, 1979. This Policy Adopted: February 24, 1998; Rescinded: August 5, 2008
L-041 GIFTS TO AND SOLICITATION BY STAFF MEMBERS This policy adopted: April 22, 2008; Rescinded: May 26, 2015	
E-008 GIFTS TO AND SOLICITATION BY EMPLOYEES AND SCHOOL BOARD MEMBERS This policy adopted: May 26, 2015; Revised:	MSBA 421

Administrative Rule, Regulation and Procedure: NA

Legal References: Minn. Stat. §10A.07 (Conflicts of Interest)
Minn. Stat. §10a.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References:

MSBA/MASA Model Policy 209 (Code of Ethics)

MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

ENDS

Policy Title	Policy Level	Date Approved/Revised
Transportation of Public School Students	E-026	6/22/10 Revised: 11/22/11 Revised: 9/25/12 Revised: 7/23/13 Revised: 5/27/14 Revised: 6/28/16

1) General Statement of Policy

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

2) Definitions

- a) "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special instruction and services, as determined by the standards of the Department of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the standards of the Department of Education, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. (M.S. 125A.02)
- b) "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (M.S. 123B.92, Subd. 1(b)(1); M.S. 127A.47, Subd. 2)
- c) "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks,

public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)

- d) "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of M.S. 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (M.S.123B.41, Subd. 9)
- e) "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (M.S. 123B.88, Subd. 6; M.S. 125A.51; M.S. 127A.47, Subd. 3)
- f) "Pupil support services" are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located. (M.S. 123B.41, Subd. 4)
- g) "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- h) "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of M.S. 120A.22 by attendance at a nonpublic school. (M.S. 126C.01, Subd. 8)
- i) "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (M.S. 123B.41, Subd. 11)

3. Eligibility

- a) Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (M.S. 123B.88, Subd. 1)
- b) The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- c) In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (M.S. 123B.88, Subd. 10, 11, 12, and 13)

- d) For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for student s attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

4. Transportation of Nonresident Students

- a) If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (M.S.124D.04, Subd. 7; M.S. 123B.92, Subd. 3)
- b) If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (M.S. 123B.88, Subd. 6)
- c) When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (M.S. 127A.47, Subd. 3(b))
- d) The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (M.S. 123B.92, Subd. 3(b))

5. Transportation of Resident Students to Non-district Schools

- a) In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (M.S. 124D.03, Subd. 8)
- b) Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (M.S. 123B.88, Subds. 1 and 4)
- c) In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (M.S. 124D.041)

6. Special Education Students/ With a Disability/Students With Temporary Disabilities

- a) Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten, for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (M.S. 123B.88, Subd. 1)
- b) Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (M.S. 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- c) Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (M.S. 125A.65)
- d) If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (M.S. 125A.12)
- e) When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. Transportation shall only be provided by the school district during regular operating hours. (M.S. 125A.15(b); M.S.125A.51(d))
- f) When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (M.S. 125A.15(c) and (d); M.S. 125A.51(e))
- g) Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)

- h) Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in M.S. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

7. Homeless Students

- a) Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- b) Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (M.S. 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (M.S. 125A.51(f))
 - 4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3).

8. Availability of Services

- a) Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (M.S. 123B.88, Subd. 21)

9. Manner of Transportation

- a) The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school

board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (M.S. 123B.88, Subd. 1)

10. Restrictions

- a) Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (M.S. 121A.59)

11. Fees

- a) In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (M.S. 123B.36, Subd. 1(10))
- b) The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05 (M.S. 123B.36, Subds. 1(11) and 6)
- c) The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (M.S. 123B.36, Subd. 1(13))
- d) Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (M.S. 123B.36, Subd. 3)

12. Employee Use of Personal Vehicles

- a) **An employee may not use a personal vehicle to transport a student, however, an employee may make appropriate transportation arrangements when emergency situations arise. If an emergency situation arises, the relevant facts and circumstances must be reported to district administration as soon as possible.**
- b) **In a nonemergency situation, an employee must get written approval from district administration before transporting a student in a non-district vehicle. The district administration has sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport a student.**
- c) **Any personal vehicle used to transport students must be properly registered and insured.**

Rationale: School District 622 – North St. Paul-Maplewood-Oakdale shall provide transportation of students consistent with requirements of law.

Adoption and Revision History	Incorporated Policies
E-026 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS (This Policy Adopted: June 22, 2010; Revised: November 22, 2011; Revised: September 25, 2012; Revised: July 23, 2013; Revised: May 27, 2014; Revised: June 28, 2016)	MSBA 707

Administrative Rule, Regulation and Procedure: NA

Legal References:

- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
- Minn. Stat. § 123B.36 (Authorized Fees)
- Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
- Minn. Stat. § 124D.08 (School Board’s Approval to Enroll in Nonresident District)
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
- Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
- Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
- Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
- Minn. Stat. Ch. 125A (Children With a Disability)
- Minn. Stat. § 125A.02 (Children With a Disability, Defined)
- Minn. Stat. § 125A.12 (Attendance in Another District)
- Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
- Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
- Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
- Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
- Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
- Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
- Minn. Stat. § 190.05 (Definitions)
- Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
- Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
- 20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
- 42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
- 42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
- 42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

Cross References:

- MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 710 (Extracurricular Transportation)
- MSBA Service Manual, Chapter 2, Transportation

ENDS

Policy Title	Policy Level	Date Approved/Revised
Field Trips	E-028	12/14/2010 Revised: 8/27/13 Revised:

1) General Statement of Policy

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

a) Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

b) Supplementary Trips

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

c) Extended Trips

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

2) Regulations

- a) Rules of conduct and discipline for students and employees shall apply to all student trip activity.

- b) The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- c) Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office
- d) An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration. **Any personal vehicle used to transport staff must be properly registered and insured.**
- e) An employee may not use a personal vehicle to transport one or more students for the purposes of a field trip.
 - 1. ~~If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.~~
 - 2. ~~An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section 2, e) 1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.~~

3. Employee Use of Personal Vehicles

- a) **An employee may not use a personal vehicle to transport a student, however, an employee may make appropriate transportation arrangements when emergency situations arise. If an emergency situation arises, the relevant facts and circumstances must be reported to district administration as soon as possible.**
- b) **In a nonemergency situation, an employee must get written approval from district administration before transporting a student in a non-district vehicle. The district administration has sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport a student.**
- c) **Any personal vehicle used to transport students must be properly registered and insured.**

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

Adoption and Revision History	Incorporated Policies
Policy 610 FIELD TRIPS This Policy Adopted: Aug. 27, 2002 Rescinded: December 14, 2010	MSBA 610
E-028 FIELD TRIPS This Policy Adopted: Dec. 14, 2010; Revised: August 27, 2013; Revised:	E-024

Administrative Rule, Regulation and Procedure: NA

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

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

VII. 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>
Sue Hunt	3 boxes of books (valued at \$280.00)	Castle Elementary
Michelle Sauvageau	\$75.00	Eagle Point Comet Scholarship
Dr. Christa Waymire	\$50.00	John Glenn Creed program
Carole & Michael Casey	\$150.00	Community Bridge
Jay Kennedy	\$75.00	Weaver - Deep Portage
Fran Dansky	Crayons, Stickers & Markers	Weaver Elementary
House of Prayer	Hats, mittens & scarves	Cowern Elementary
Jill Mason	Hats and gloves	Cowern Elementary
Richardson PSC	\$200.00	Richardson-hats, mittens & gloves
North Haven Church	\$1,000.00	Richardson - holiday gifts for families
Memory Lane Singers	\$150.00	North High School - Choir Dept.
North St. Paul Lions Club	\$25.00	North High School - Robotics Club
Brett Twining	\$200.00	North High School - Robotics Club
Tolerance Tool, Inc.	\$1,000.00	North High School - Robotics Club
Paul Dean	\$100.00	North High School - Festival of Cultures
North St. Paul Pizza Factory	\$25.00	North High School - Festival of Cultures
Laura Hawkins	\$1,500.00	North High - Math Dept. - Graphing calculators
Nureen Investments, Inc.	\$1,500.00	North High - Math Dept. - Graphing calculators
Bobbie and Gregory Bigwood	\$1,000.00	Skyview Middle School
Bobbie and Gregory Bigwood	\$1,000.00	Tartan High School
Theresa Augé	Reams of paper (valued at \$400.00)	District 622
Terri Johnson	Treadmill	Next Step
Michael Testa	\$50.00	Meals on Wheels
Ideal Credit Union	\$30.00	Meals on Wheels

Susan Purvis	\$50.00	Meals on Wheels
Susan Purvis	\$20.00	Meals on Wheels
Truist	\$42.32	Meals on Wheels
Truist	\$42.32	Meals on Wheels
Diane Crenshaw	\$45.00	Meals on Wheels
Pattianne Casselton Demaray	\$100.00	Meals on Wheels
LeeAnn Seppala	\$45.00	Meals on Wheels
Len and Mary Jo Hassel	\$45.00	Meals on Wheels
Judith and Richard Steenberg	\$15.00	Meals on Wheels
Patrick & Joan Brown	\$45.00	Meals on Wheels
Gayle Spannbauer	\$25.00	Meals on Wheels
Josephine Zeug	\$500.00	Meals on Wheels
Katherine Langness	\$50.00	Meals on Wheels
Deborah Morisset	\$45.00	Meals on Wheels
Kathy Ronsberg	\$45.00	Meals on Wheels
Michael & Maria Alvarez, Jr.	\$45.00	Meals on Wheels
Laurie Karnes	\$45.00	Meals on Wheels
Michele Gran	\$100.00	Meals on Wheels
Therese Faulconbridge	\$90.00	Meals on Wheels
Arlene Morgan	\$50.00	Meals on Wheels
Paul & Pamela Woodward	\$45.00	Meals on Wheels
Kathleen Tracy	\$25.00	Meals on Wheels
Kristen Nelson	\$90.00	Meals on Wheels
Scott & Vicki Peters	\$25.00	Meals on Wheels
Hans & Becky Neve	\$45.00	Meals on Wheels
Mary Jones	\$50.00	Meals on Wheels
Lori Rothmund	\$30.00	Meals on Wheels
Cheryl Gysbers	\$250.00	Meals on Wheels
Margaret Hanson	\$100.00	Meals on Wheels
Mary Lindeman	\$180.00	Meals on Wheels
Cathy Miller	\$100.00	Meals on Wheels
Mary Marrisette	\$30.00	Meals on Wheels
Jules & Darlene Loipersbeck	\$30.00	Meals on Wheels
Marilyn and Bruce Fisher	\$20.00	Meals on Wheels
Kathleen Johnson	\$100.00	Meals on Wheels
Laura Bull	\$25.00	Meals on Wheels
Steve Martinson	\$45.00	Meals on Wheels
Duke and Amy Coborn	\$100.00	Meals on Wheels
Shawn McMahan	\$100.00	Meals on Wheels

Joanne Romain	\$100.00	Meals on Wheels
John Swanson	\$10.00	Meals on Wheels
Cindy Yorkovich	\$50.00	Meals on Wheels
Russell & Lynn Howe	\$45.00	Meals on Wheels
Kimberly Tuccitto	\$45.00	Meals on Wheels
Hillary Carpenter	\$250.00	Meals on Wheels
David and Kristine Anderson	\$50.00	Meals on Wheels
Nancy Johnson	\$50.00	Meals on Wheels
Randee Edmundson	\$45.00	Meals on Wheels
Maplewood North Lions	\$180.00	Meals on Wheels
Renee Kinney	\$25.00	Meals on Wheels
Carman Snaza	\$150.00	Weaver APT Field Trip support
Medtronic	\$150.00	Weaver APT Field Trip support
Medtronic	\$500.00	Weaver STEM
Jay Kennedy	\$75.00	Weaver Deep Portage Transportation

MOTION:

SECOND:

Total fiscal year 2016-2017 monetary contributions: \$52,234.40

VII. A. 2. RESOLUTION ADOPTING THE 2016-17 JANUARY BUDGET REVISIONS

The Director of Business Services recommends that the School Board approve the attached list of budget revisions affecting the 2016-17 budgets.

General Fund 01

Revenues: Positive and negative revenue adjustments are outlined on the attached document and amount to a change to 2016-17 revenue from \$136,190,368 to \$140,145,776, an increase of \$3,955,408.

Expenditures: Expenditure adjustments are outlined on the attached document and amount to a change in 2016-17 expenditures from \$136,423,779 to \$141,460,779, an increase of \$5,037,000.

With these revisions, the General Fund will see expenditures exceeding revenues by **\$1,315,003**. This will decrease the estimated General Fund unassigned fund balance from \$7,219,266 to approximately \$5,904,263.

Community Services Fund 04

Revenues: Positive and negative revenue adjustments are outlined on the attached list and amount to a change in 2016-17 revenue from \$9,176,700 to \$9,555,430.

Expenditures: Positive and negative expenditure adjustments are outlined on the attached list and amount to a change in 2016-17 expenditures from \$8,653,249 to \$8,985,236.

With these revisions, the Community Service Fund will have revenue in excess of expenditures of \$331,987. This will increase the estimated fund balance from \$1,665,105 to approximately \$1,997,092

Debt Service 07

Revisions to these funds include an increase in revenue of \$39,120,790 and an increase in expenditures of \$39,214,245. These changes are due to the District's refunding of General Obligation Bonds in October.

THEREFORE the Director of Business Services recommends that the following resolution be approved:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the 2016-17 District Budget be revised as per the attached listing of changes.

VII. B. 1. PAY EQUITY IMPLEMENTATION REPORT

Minnesota state law requires all governmental units to submit a Pay Equity Implementation Report to the state based upon a schedule established by the Department of Management & Budget. Independent School District No. 622 is scheduled to report by January 31, 2017 for the year ending December 31, 2016.

Pay Equity was established to eliminate any sex-based wage inequities in compensation for jobs requiring comparable levels of expertise. The Pay Equity Implementation Report contains the required statistical data on job classifications and comparable worth ratings for all district employees. The Compliance Report section of the report shows that the School District is compensating its female employees equitably in comparison to male employees.

A copy of this report will be available for inspection in the Human Resources Department and will be sent to each bargaining unit and the district branches of the Ramsey and Washington County Public Libraries.

The Director of Human Resources recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the Pay Equity Implementation Report is approved.

VII. C. 1. 2016-2017 ADDITIONAL STUDENT SERVICES FTE APPROVAL

Student Services is requesting an additional 2.25 iFTE.

Increased numbers in Early Childhood Special Education.

The current staffing is not meeting needs. State rules require student to teacher ratios and this will align us to meet those needs. Additional iFTE would bring us in line with state rule.

	Board Approved <u>2016-17</u>	NEW <u>2016-17</u>	<u>Difference</u>
SPECIAL SERVICES	321.17		
Additional Approval April 2016	3.0		
Additions Approval October 2016	<u>8.78</u>		
	332.95		
Increase			2.25
		335.2	

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

BE IT RESOLVED by the School Board of Independent School District No. 622 that the Student Services 2016-17 increases to 335.2 iFTE be approved.

January 2017 Staffing Adjustment Proposal

The Student Services Department continues to work hard to find delivery efficiencies to maximize resources and cost effective ways to right size our case loads. In doing do, our budgeting continues to be meticulously planned as we staffed our programs extremely tight. We have closely monitored student enrollment and staffing at a micro level. With continued growth in our early childhood programs, we are in need of additional staffing to ensure we are in alignment with state rules outlining caseload numbers as well as providing appropriate supports to our students. We continue to strive to be highly transparent with any small adjustments needed as our enrollment shifts. As in past months, we are working to respond quickly to enrollment changes within our system.

Identified below are the current recommendations for FTE adjustments within our district.

Program	Current Needs	Current Staff FTE	Additional FTE Needed as of 01.24.2017
Early Childhood Special Education	State Mandated Ratios must be followed. Current enrollment as of 01.13.2017 is 328 with 109 students currently in evaluation B-5 (historically 90% of these will qualify for an IEP).	47.51	+2.25